

Risk Assessment

Risk Assessment for the activity of	Trip to Liverpool for Official Labour Conference. 7 students will be attending, travel is by train and accommodation is an entire house in merseyside rented through AirBnB.	Date	21/09/24 - 26/09/24
Unit/Faculty/Directorate		Assessor	<i>Kirsten Mcfarlane</i>
Line Manager/Supervisor/President/Other committee member	<i>Charles Parrott</i>	Signed off	

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PART A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Slips, Trips, Falls	Accident and/or Injury	<ul style="list-style-type: none"> - Students - Members of the public 	1	3	3	<ul style="list-style-type: none"> - Group sizes reduced to ensure no large groups are formed. - Students will be encouraged to take care when crossing busy streets and when negotiating paths. Students will also be encouraged to wear appropriate footwear when travelling by foot. 	1	3	3	<ul style="list-style-type: none"> - Should injury occur, Committee to contact appropriate emergency services and report to conference health and safety staff - Organisers to bring a first aid kit for minor injuries - Committee to report to SUSU Duty Manager as soon as possible

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Individuals getting lost while on the trip.	Missing the flight there or back.	User.	2	3	6	<ul style="list-style-type: none"> - Everyone has been informed to stay in groups of three or more. - Advice on meeting points and general travel itinerary given. - Groups will be staying on guided tours or tours of popular attractions which are well policed. - Only licensed taxi companies such as Uber shall be used, as well as reliable public transport links 	1	2	2	<ul style="list-style-type: none"> - The phone numbers of the committee members in attendance have been given to everyone on the trip. Social media contact is also available via the Facebook group and chat. - The committee will keep everyone together and periodically conduct group counts at important sections of the trip

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Transport: Cancellation/Diversions	Students not reaching intended destination	- Students	3	1	4	- Committee to review train times and any potential cancellations/diversions prior to the trip	3	1	4	<ul style="list-style-type: none"> - During the trip, the committee to regularly review train times during the trip to check for any possible cancellations, strikes and diversions. - Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details
Travelling around location	Large groups forming	<ul style="list-style-type: none"> - Students - Members of the public 	3	2	6	- split students into smaller groups to avoid large groups forming	3	1	4	<ul style="list-style-type: none"> - Organisers to familiarise self with location and destinations in advance. Itinerary provided where possible. E.g. use websites like trip advisor, google maps

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Traffic- accident or collision	Death or major injury	<ul style="list-style-type: none"> - Students - Members of the Public 	1	5	5	<ul style="list-style-type: none"> - Travel by public transport, hire of coach/bus with reputable company - Buses without seatbelts are avoided if possible and never used on high speed roads - Verbal warning of risk - Encourage students to use pedestrian crossings wherever possible - Encourage students to travel in appropriate group sizes to ensure no large groups are formed - Work on foot planned to avoid fast roads wherever possible. 	1	3	3	<ul style="list-style-type: none"> - Gather all evidence and complete the incident form - If the Duty Manager is not present the incident report must be filled out immediately, it can be found on the SUSU website here.- https://www.susu.org/contact.html - Ensure all participants have insurance and access to details
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Adverse Weather	Sunstroke, heatstroke, cold, minor illnesses as a result of weather	- Students	1	2	2	- Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream	1	1	1	- Should weather be deemed 'adverse' this tour will be cancelled

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Risk of Violent Crime, harassment and/or abuse	Accident and or injury	<ul style="list-style-type: none"> - Students - Members of the public 	1	4	4	<ul style="list-style-type: none"> - Students will be encouraged to stay in groups at all time.t - Advise participants to use common sense when getting into vehicles, or accepting invitations and to get out of the vehicle if they feel at risk - Participants all advised to give up their valuables in the event of a confrontation to prioritise own safety 	1	3	3	<ul style="list-style-type: none"> - ___Should a student witness or be a victim to such crime they are able to contact the appropriate emergency service and report to the committee. In turn this to be reported to the duty manager - Report incidents to local emergency services - ___Gather all evidence and complete the incident form - If the Duty Manager is not present the incident report must be filled out immediately, it can be found on the SUSU website here.- https://www.susu.org/contact.html

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Loss of valuables	Lost items	- Students	2	1	2	<ul style="list-style-type: none"> - All attendees will be warned prior to the trip to keep valuables secure and hidden - Advise participants to have access to personal emergency money, for food/water/travel in the event of robbery, e.g. via telephone - Stay away from large gatherings or demonstrations 	2	1	2	Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details

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Students becoming lost	Distressed students	- Students -	2	1	2	- Should student become lost, students will be encouraged to message the committee through designed chat. Whatsapp - Encourage all participants to swap numbers before trip	2	1	2	- Students will be encouraged to stay in groups at all time. - Organisers to share trip itinerary were applicable - advise students to go to conference staff should they need help and are unable to find the group

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<p>Inappropriate behaviour – from others or students</p>	<p>Distressed students, members of the public</p>	<ul style="list-style-type: none"> - Students - Members of the public 	<p>1</p>	<p>1</p>	<p>2</p>	<ul style="list-style-type: none"> - Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services - Alcohol: members to follow SUSU expect respect guidance, binge drinking to be discouraged, participants encouraged to buddy up and be sensible/use common sense when drinking e.g. do not leave drinks unattended, do not drink to excess, use licenced premises 	<p>1</p>	<p>1</p>	<p>2</p>	<ul style="list-style-type: none"> - Ensure participants are aware that they are responsible for own behaviour (e.g. if arrested), share SUSU expect respect policy in advance of trip - Report all incidents following SUSU incident reporting guidelines - Contact emergency services - Ensure participants have appropriate insurance and access to mobile phone
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Incident- Experience of terrorism	Distress, serious injury, fatality	Students Public Wider student community etc	3	5	15	<ul style="list-style-type: none"> - Organisers to encourage participants to not engage with any negative comments shouted by counterprotesters outside of conference - In case of an incident follow Run, Hide, Tell guidance. follow the advice of in-country emergency service - Prioritise safety and return to BnB in the event that protests escalate outside of the conference. - Mobile phone access- ensure chargers are taken and research has been done onto local adapters, network access 	2	5	10	<ul style="list-style-type: none"> - Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details - Each participant to have the emergency number for conference services
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Incidents restricting travel and health-Natural Disasters, pandemics, political incidents	Distress, serious injury, fatality, inability to return home	Students Public Wider student community etc	3	5	15	<ul style="list-style-type: none"> - Stay away from large gatherings or demonstrations - Mobile phone access- ensure chargers are taken and research has been done onto local adapters, network access - 	2	5	10	<ul style="list-style-type: none"> - Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details

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<p>Medical Emergency</p>	<p>Participants may sustain injury due to; pre-existing medical conditions, an incident whilst travelling, or as a result of a poor response to a previous medical situation.</p>	<p>Student participants</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> - advise participants; to bring their personal medication, what numbers to ring in an emergency, and that the priority is to first seek medical attention in country (not to call home first!) - Advice participants to bring enough medication for trip duration and include ingredients list, packaging (to support in country medical team if required) - Next of kin and medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guidelines 	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> - Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details - contact emergency services if needed - Encourage participants to Check legal restrictions on import /export controls on medications
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						<ul style="list-style-type: none"> Organisers to familiarise self and brief participants on local medical facilities 				

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Drowning- tours/trips by the sea, lakes etc, activities involving water	Serious injury/fatality	Student participants	3	5	15	<ul style="list-style-type: none"> - Participants to obey local laws and follow local advice on tides etc - Advice common sense- Participants undertake activities at own risk- encouraged to think about own ability e.g. swimming competency and training (water sports) - Life jackets/PPI to be worn as instructed - Swimming at night to be avoided 	2	5	10	<ul style="list-style-type: none"> - Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details - Contact in country emergency services and consular office - Ongoing dynamic risk assessment taking into account location and weather

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PART B – Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Participant briefing on health & safety before trip e.g. meeting, online, emails (including emergency services information)	Amy Tablyn	19/09/24	21/09/24	
2	Trip itinerary and details of hotels/trains shared with all participants	Kirsten McFarlane	01/07/24	29/09/24	All trains and accommodation finalised, itinerary and locations of different events shared, and times of all participants leaving early established and incorporated into the itinerary.
3	Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines	Kirsten McFarlane	28/09/24	29/09/24	All participants' contact details are collected, and a whatsapp group chat for ease of communication is established with all participants consent.
4	Organisers to check and pack a first aid kit	Kirsten McFarlane	19/09/24	21/09/24	
5	Organisers Severe Weather and Natural Disaster Check prior to departure	Kirsten McFarlane	19/09/24	21/09/24	
6	Inform all participants of rules and regulations of the conference hall	Kirsten McFarlane	28/08/24	29/08/24	All rules and regulations for conduct within the conference has been shared with participants, and information on expected conduct of delegates has been shared with those representing Southampton Test as delegates.
Responsible manager's signature: Kirsten McFarlane				Responsible manager's signature: Charles Parrott	
Print name:Kirsten Mcfarlane			Date: 29/08/2024	Print name: Charles Parrott	
				Date: 29/08/24	

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Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

L I K E L I H O O D	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		IMPACT				

Risk process

- Identify the impact and likelihood using the tables above.
- Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
- If the risk is amber or red - identify control measures to reduce the risk to as low as is reasonably practicable.
- If the residual risk is green, additional controls are not necessary.
- If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
- If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
- Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
- The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising

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2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.