# Risk Assessment

Risk Matrix and Rating Guidance:

The assessor shall assign values for the hazard severity **(a)** and likelihood of occurrence **(b)** (considering the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

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| Hazard Severity(a) | | Likelihood of Occurrence(b) | |
| 1 – Trivial | (e.g., discomfort, slight bruising, self-help recovery, no significant harm to health or mental health) | 1 – Remote | (almost never) |
| 2 – Minor | (e.g., small cut, abrasion, basic first aid need, temporary ill-heath leading to discomfort, stress / distress) | 2 – Unlikely | (occurs rarely) |
| 3 – Moderate | (e.g., strain, sprain, incapacitation or other injury or diagnosable mental health condition < 7 days absence from work or amended duties,) | 3 – Possible | (could occur, but uncommon) |
| 4 – Serious | (e.g., fracture or hospitalisation (for >24 hrs) or incapacitation (>7 days) or Diagnosable mental health condition significantly affecting day to day life; Self harm or harm to others due to mental health condition. | 4 – Likely | (recurrent but not frequent) |
| 5 – Catastrophic | (single or multiple fatalities or life changing disabilities or injuries, suicide risk or potential harm to others as a result of severe mental health impacts). | 5 – Very likely | (occurs frequently) |

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| **Risk Assessment Matrix** | | | | | |  | **Risk Rating Bands (a x b)** | | |
| **(b)🡳 (a)🡲** | **Trivial** | **Minor** | **Moderate** | **Serious** | **Fatal** |  | **LOW RISK**  **(1 – 8)** | **MEDIUM RISK**  **(9 – 12)** | **HIGH RISK**  **(15 – 25)** |
| **Remote** | **1** | **2** | **3** | **4** | **5** |  |  |  |  |
| **Unlikely** | **2** | **4** | **6** | **8** | **10** |  | Continue,  but review periodically to ensure controls remain effective | Continue,  but implement additional reasonably practicable controls where possible and monitor regularly | **STOP THE ACTIVITY**  Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |
| **Possible** | **3** | **6** | **9** | **12** | **15** |  |
| **Likely** | **4** | **8** | **12** | **16** | **20** |  |
| **Very likely** | **5** | **10** | **15** | **20** | **25** |  |

**General Guidance:**

* “Additional control” items are controls that have not been implemented yet and have been identified as needing to be introduced. Once the control is in place, the item should be moved to “Existing controls”.
* Hazards should potentially result in harm to a person or group of people. While reputational and financial risks should be considered when planning events or procedures, they do not belong on this document.

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| Risk Assessment Record | | |
| Risk Assessment Title:  Generic Trips | Date Produced: 26/04/2024 | Review Date: 10/06/2024 |
| Overview/Description of Activity:  Activities on trips or events that are not explicitly covered in other risk assessments (e.g camping, travelling etc) | Duration/Frequency of Activity:  Regular | |
| Location of Activity:  UK or Abroad | Generic or Specific Assessment:  Generic Assessment | |

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating  (a x b) | Additional control/action required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Leaving people behind in Bath (Outward) | All | * Departure time given in advance * Passengers should be assigned to specific vehicles as appropriate. Driver is responsible for ensuring all passengers are present before departing. | 1 | 3 | 3 |  |
| 2 | Leaving people behind in …… (return) | All | * Head count * Departure time given in advance where possible * Reminder given at last meeting before departure or on the relevant means of communication for the trip, for example a WhatsApp Chat. | 2 | 3 | 6 |  |
| 3 | Flight / Ferry / Train  Emergency | All | * Follow all procedures and evacuation information given by transport staff. | 2 | 3 | 6 |  |
| 4 | Missed departure | All | * Ensure that required arrival times are checked and all involved present. * Leave early to ensure arriving at departure venue well in advance. | 1 | 3 | 4 |  |
| 5 | Driving | All | * Drivers may only use vehicles they are qualified and comfortable in. * Drivers should only drive in safe road conditions. If unsafe, driving should stop, or an alternative route should be chosen. * All vehicles should be registered with SU Transport. * Intoxicated driving is a major risk. All drivers and passengers should feel empowered to call out a driver who is intoxicated. Driving may not resume until the driver is recovered. SU guidelines regarding the recovery period of drivers after drinking alcohol should be considered. Drivers to be reminded annually reminded of the importance of observing non-intoxicated driving on a yearly basis. | 5 | 2 | 10 |  |
| 6 | Injury to students on journey to/from venue | All | * First Aiders to be present on each transport if possible. * Care to be taken by individuals when walking to/from club | 3 | 2 | 6 |  |
| 7 | Injury to students at venue | All | * Venue safety guidelines to be followed, in an emergency venue action plan to be followed. * Students responsible for awareness of location of fire escapes and fire extinguishers * Reminder to be given on basic safety awareness. No running etc. | 5 | 1 | 5 |  |
| 8 | Food Poisoning | All | * Venue responsible for ensuring food safety rules and regulations are followed. * Students have their own responsibility to ensure that they buy food from a respectable outlet. * Self-Catering * Food that has passed use by date not consumed * Food kept at suitable temperature during storage * Ensuring individuals aware of risks. | 2 | 2 | 4 |  |
| 9 | Hotel/accommodation  Emergency/Accident/Fire | All | * In the event of an emergency, instructions from staff will be followed at all times. * Individuals will take responsibility for finding the nearest fire exit to their hotel room. * In self-catering accommodation – i.e. Bunkhouse – briefing received from provider to trip leaders, key info shared with all guests. | 4 | 2 | 8 |  |
| 10 | Allergies | All | * Personal responsibility of the individual to inform someone within the group of any allergies that may affect them during the trip. * Medical requirements confirmed with group, for example epi-pen. * Canoe Club Medical Form should gather all relevant medical details. The Canoe Club is not responsible for any issues arising due to undeclared medical conditions. * Centre to be advised of any students with allergies | 5 | 1 | 5 |  |
| 11 | Injury during activity | All | * Any moderate (or higher) injury during a trip should be reported to the Students Union, to help prevent similar incidents in the future. * First Aiders to present during activities. * Risk assessments should be reviewed within 3 years of the previous review by a competent team, and any actions with unacceptable risk should be discontinued. | 3 | 3 | 9 |  |
| 12 | Attendance under 18’s | All | * Students made aware if an event is for over 18’s only, and restrictions for under 18’s to be advertised on the trip sign ups. * British Canoeing (BC) safeguarding guidelines to be followed. | 2 | 3 | 6 |  |
| 13 | Intoxicated students | All | * Sober First Aiders to be present. These may be provided by the venue * Atmosphere of support in the group should encourage help of any intoxicated person. Any risks taken by an intoxicated person are their own responsibility. | 2 | 3 | 5 |  |
| 14 | Insurance | All | * Individuals will take responsibility to ensure they have adequate insurance for their travels including health and travel. Individuals should check that any insurance purchased covers them for any planned activities or special equipment used during the trip | 4 | 2 | 8 |  |
| 15 | Cash handling | All | * Trip fees should be paid for via an SU product where possible * All insurance documents will be taken on the trip. * Any money collected by committee members must be paid in to SU finance ASAP * Tickets provided as proof of purchase * List with names of all those who have paid (trip list) | 1 | 3 | 3 |  |

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| Assessor signature:  J Pinnell | Print name:  Jessica Pinnell | **Date:**  10/06/2024 | **Authoriser’s signature:** | **Print name:** | **Date:** |

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| Risk Assessment Action Plan | | | | | |
| Hazard No. | Action to be taken | By whom | Target date | Review date | Outcome at review date |
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| Responsible person’s signature:  Print name:  Date: | | | | | Responsible person’s signature:  Print name:  Date |