**CLUB/SOCIETY RISK ASSESSMENT – TRIPS/TOURS**

***(The Risk Assessment online training Moodle must be completed by 2 members of the Exec committee)***

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| **Person/People completing risk assessment:** | **Name of Club/Society:** | **Date (DD/MM/YYYY):** |

\*Please note the below are guidelines, you can add in anything you see relevant or specific to your event\*

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| --- | --- | --- | --- | --- | --- | --- |
| **Possible** [**Hazards**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/hazidentification/) | **How may these hazards impact your event?** [**Who may be at risk?**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/peopleatrisk/) | **Initial**  [**Risk Level**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskassess/matrix_for_risk_evaluation.pdf)  (**VL,L,M,H,VH**) | **What co**[**ntrol measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) **will be put in place to mitigate the risks?** | **Who will be putting these control measures in place and by when?** | [**Risk level**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskassess/matrix_for_risk_evaluation.pdf) **after control measures are in place.**  (**VL,L,M,H,VH**) | **If this hazard did occur anyway, what action would be required and by who?** |
| ***Prompts for possible hazards that may occur. Add more if there are other ones specific to your event.*** | ***Please elaborate on each prompt to show the specific impact the hazard might have on your event. Please include who may be affected eg. Members, general public, exec etc.*** | ***You should consult the table at the end of this document for the initial risk level and enter it here.*** | ***List control measures here that will be used to reduce the risk level.*** | ***Who is responsible for implementing controls (eg. “Events officer”), and when will these actions be completed by.*** | ***List the new risk level here based on the additional control measures.*** | ***Actions required to control and manage the hazard if it occurs, and who will complete the actions?*** |
| **TRIP/TOUR MEMBER GETTING LOST** |  |  |  |  |  |  |
| **FOOD POISIONING/ALLERGIES** |  |  |  |  |  |  |
| **ENGAGING IN ACTIVITIES** |  |  |  |  |  |  |
| **SAFEGUARDING ON THE TRIP** |  |  |  |  |  |  |
| **FINANCIAL LOSS**  **e.g payment deadlines** |  |  |  |  |  |  |
| **NATURAL DISASTER/TERRORISM**  **e.g. key contacts** |  |  |  |  |  |  |
| **WELFARE OF PARTICIPANTS** |  |  |  |  |  |  |
| **ALCOHOL CONSUMPTION**  **e.g. alcohol poisoning, drink spiking, behaviour** |  |  |  |  |  |  |
| **WEATHER CONDITIONS** |  |  |  |  |  |  |
| **MEDICAL CONDITIONS/FIRST AID** |  |  |  |  |  |  |
| **STOLEN/LOST BELONGINGS** |  |  |  |  |  |  |
| **LACK OF TRAVEL INSURANCE** |  |  |  |  |  |  |
| **ACCESSIBILITY** |  |  |  |  |  |  |
| **FLIGHT OR TRANSPORT CANCELLATIONS** |  |  |  |  |  |  |
| **INADEQUATE ACCOMODATION** |  |  |  |  |  |  |
| **LOST/STOLEN PASSPORT** |  |  |  |  |  |  |
| **MEMBER UNABLE TO RETURN HOME** |  |  |  |  |  |  |
| **FIRE** |  |  |  |  |  |  |

**Risk Assessment matrix**

**Risk Rating**

Risk is the combined assessment of the likelihood and severity for any given hazard, so therefore there are two elements that you will need to look at when assessing the level of risk:

**Risk Severity**: (the severity of any resulting injury or ill−health)

MINOR: Superficial injuries - cuts, bruises, mild skin irritation, mild aches, and pains − requiring first aid only. Minor property damage.

**SERIOUS**: More serious injuries or ill-health, requiring time off work or study or a hospital visit, e.g. burns, sprains, strains and short-term musculoskeletal disorders, cuts requiring stitches, back injuries, fractures to fingers or toes. More serious property damage.

**MAJOR**: Broken limbs, amputations, long-term health problems resulting from work, or acute illness requiring medical treatment, loss of consciousness, serious electric shock, loss of sight. Major property damage.

**EXTREME**: Injury or ill-health which leads to death either at the time or soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers.

**Risk Probability**: (the likelihood of the hazard causing harm).

**VERY UNLIKELY**: Good control measures are in place. Controls do not rely on a person using them (i.e. personal compliance). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.

**UNLIKELY:** Reasonable control measures are in place, but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity / this situation is unlikely.

**POSSIBLE:** Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity / this situation sometimes arises.

**LIKELY:** Poor or no controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / this situation often arises.

Use this matrix to find your risk score for each identified hazard:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Severity** | | | | |  |  | **Risk Level** |
| **Likelihood** | Superficial | Minor | Serious | Major | Extreme |  | **Very low** | Acceptable risk - no action required |
| Unlikely | **Very low** | **Very low** | **Low** | **Low** | **Moderate** |  | **Low** | Tolerable risk - further control measures not required, but status must be monitored |
| Possible | **Very low** | **Low** | **Low** | **Moderate** | **High** |  | **Moderate** | Further control measures required to reduce risk as far as is reasonably practical |
| Likely | **Low** | **Low** | **Moderate** | **High** | **Very high** |  | **High** | Urgent action required to allow activity to continue |
| Very likely | **Low** | **Moderate** | **High** | **Very high** | **Very high** |  | **Very high** | Risk intolerable - activity must cease until the risk has been reduced |
| Certain | **Moderate** | **High** | **Very high** | **Very high** | **Very high** |  |  |  |