**TRIPS/TOURS SOCIETY RISK ASSESSMENT**

***(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 Society:**  | **Date (DD/MM/YYYY):** |

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

**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.

**FATAL**: 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:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| [**Hazards and how they may cause harm**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/hazidentification/) | [**Who may be at Risk?**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/peopleatrisk/) | **What existing** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) **are currently in place** | **Current**[**Risk Level**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskassess/matrix_for_risk_evaluation.pdf)(**VL,L,M,H,VH**) | **Where current risk is** **M, H or VH, what additional** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) **are required?** | **What action is required by whom & by when?** | **Final**[**Risk Level**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskassess/matrix_for_risk_evaluation.pdf) |
| **You should list the hazards here, along with how they will cause harm.\*** | **E.g. Members, general public, exec etc.** | **List current control measures here that are used to bring down the risk level.** | **You should consult the table at the end of this document for the risk level and enter it here.** | **Additional measures to bring the risk level down to an acceptable level should be listed here. Should state who is responsible eg. “Events officer”** | **Actions required to control and manage the hazards should be listed here, along with a date to have it completed/put into place by.** | **List the new risk level here based on the additional control measures.** |
| **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, behaviour** |  |  |  |  |  |  |
| **WEATHER CONDITIONS** |  |  |  |  |  |  |
| **MEDICAL CONDITIONS/FIRST AID** |  |  |  |  |  |  |
| **STOLEN/LOST BELONGINGS** |  |  |  |  |  |  |
| **TRAVEL INSURANCE (should all be advised to have this)**  |  |  |  |  |  |  |
| **ACCESSIBILITY** |  |  |  |  |  |  |
| **FLIGHT OR TRANSPORT CANCELLATIONS** |  |  |  |  |  |  |
| **INADEQUET ACCOMODATION**  |  |  |  |  |  |  |
| **LOST/STOLEN PASSPORT****(note the process if this happens)** |  |  |  |  |  |  |
| **MEMBER UNABLE TO RETURN HOME** |  |  |  |  |  |  |
| **FIRE**  |  |  |  |  |  |  |

**Risk Assessment matrix**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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** |  |  |  |