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| Title of Risk Assessment | Trips/Tours risk assessment  |  Date of assessment |  |
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| Society Name  |  |  |  |
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| Description of Activity | Trips/Tours risk assessment. This includes all risks associated with the trip that are considered by the Society. **No under 18’s can go on trips/tours.** Additional things you may wish to consider if relevant to your trip: (these can be added on the rows beneath the pre-filled rows if applicable)* Activities in water – drowning, swimming
* Visas (if necessary)
* Specialist activities taking place during the trip

Anything in yellow is to be amended or actioned.**PLEASE SIGN (AT THE BOTTOM) TO SAY YOU HAVE READ AND UNDERSTAND THE CONTENT OF THE RISK ASSESSMENT.**   |
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| Additional information | **Any legislative requirements that are applicable to the activity being assessed should be included here:** |

Guidance and useful information regarding risk assessment can be found at [HSE](http://www.hse.gov.uk/guidance/index.htm) Advice and [Uni RA advice](https://warwick.ac.uk/services/healthsafetywellbeing/managingrisks/) , with a short online course available here for staff and students [Uni Moodle course](https://moodle.warwick.ac.uk/enrol/index.php?id=37594).

| [**Hazards**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/hazidentification/) | [**Who may be at Risk and how they may be harmed**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/peopleatrisk/) | **What existing** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) **will be put in place to mitigate the risk?** | **Responsibility of these** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) **and subsequent action required?** |
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| You should list the hazards here. | You should list who will be at risk here, and how they might be harmed. | You should list current control measures here that are used to bring down the risk level. | Who is responsible for implementing controls (eg. “Events officer”), and when will these actions be completed by. |
| **Slips and falls/trip hazards** | Attendees may be injured if they trip over objects or slip on spillages  | Event organisers will ensure that walkways are clear and any cables are taped down (if applicable). Report any trip hazards that cannot be moved to the venue staff asap and mark clearly with a hazard sign.Clear up any spillages and display wet floor signage straight away. Use of wet weather mats if applicable (venue provided).Adequate lighting levels, have lights on in order to see any trip/slip hazards.Any hired equipment will be organised by the hiring company and the equipment will be tested out beforehand. *Any equipment will be in a safe condition and marked with UKCA marking, or the CE marking if purchased prior to 2023.* | Event organisers will seek medical attention if necessary.Report any accidents/near misses to the SU within 24 hours. |
| **Member getting lost** | Attendees on the trip may get lost and become distressed. | Students should be given group contact details prior to the trip and should be advised check in points to keep in contact throughout the duration of the trip.Taxi numbers are useful to be shared in case anyone gets lost.Trip leader will ensure all attendees have the addresses and contact information for accommodation etc.  | Trip leader to sure everyone has the relevant contact details. Trip leader will ensure check in points/times are given to the group. In case of an emergency the local emergency services/hospital/police will be contacted. |
| **Food poisoning/allergies/dietary requirements**  | Risk of allergic reaction or food poisoning of anyone in attendance. | Shop bought food/drink – display all ingredients/allergens at events so attendees are aware.Dietary information will be requested and collected before the trip and shared with Exec members.Only order/buy food at shops/restaurants with a minimum of 3 or 4 stars (in the UK) on the food hygiene rating. When handling food good hygiene procedures will be followed – clean hands and equipment, refrigerate necessary products etc.  | Individuals will be responsible for anything they purchase themselves. Report any accidents/near misses to the SU within 24 hours.In case of an emergency the trip leader will contact the local emergency services/hospital/police. |
| **First aid requirements/medical conditions within the Society/at events or a medical emergency**  | Anyone in attendance risks needing medical assistance. | The trip leader should have a list of all medical conditions and advise attendees to bring their own personal medications if applicable. Exec to carry out first aid only if first aid trained.Contact emergency services 999, as required if a situation arises that is unforeseen.  | The trip leader should have this data prior to the trip taking place.Individuals to provide correct medical attention if possible.Report any accidents/near misses to the SU within 24 hours, and inform community safety if necessary (02476522083).In case of an emergency we will contact the local emergency services/hospital/police. |
| **Use of electrical equipment** | Risk of electrocution from a power supply, or burns from electrical equipment if not looked after/ maintained properly. | All electrical appliances will be PAT tested unless new. If using any external appliances, they will be advised they also need to be PAT tested. *Any equipment will be in a safe condition and marked with UKCA marking, or the CE marking if purchased prior to 2023.*Event organisers should carry out pre-use visual checks for damage or faults, and isolate appliance from use if it is not fit for use.Ensure no liquids are placed near any electrical equipment. | Immediately stop using any equipment if necessary.Seek medical attention as required.Seek advice from the owner of the equipment if any issues. |
| **Fire** | Anybody attending the trip – injuries due to fire/ risk of smoke inhalation/ burns. | Event organisers will ensure attendees know where the fire exits are. (Venues will have a fire safety procedure in their own venue risk assessment). Ensuring exits are clear and not blocked. Fire exits should be clearly marked as such, with signage pointing to them where they are not directly visible.If a fire occurs evacuate the building safely and raise the fire alarm within the building you are in.  | The trip leader will report any accidents/near misses to the SU within 24 hours. |
| **Events in enclosed spaces/accessibility** | Overcrowding/people may not feel included and may not be able to access certain events etc. | Ensure event organiser are aware of the fire exits and room capacities before the event to ensure this is met. Event organisers will ensure adequate accessibility requirements for all attendees as required. Event organisers must ensure appropriate transport etc. is available and companies are aware of individuals needs if applicable. | Having someone on stand by to help with any accessibility needs. Communicate with the venue that they are set up to deal with any known accessibility needs before the event.Seek medical attention if any issues arise. |
| **Alcohol at events/consumption of alcohol** | Anyone consuming alcohol at these events. | Attendees are expected to act sensibly.Bar/venue staff to be informed if there is any suspected spiking. Event organisers/Execs will monitor attendees during the event. Anyone who consumes too much alcohol will be escorted home safely or arranged to be taken home and asked to inform when they arrive safely.Have designated Execs/members to stay sober during events, approach anyone intoxicated as a pair rather than an individual.  | Report any accidents/near misses to the SU within 24 hours, and inform community safety if necessary (02476522083). |
| **Disruptive behaviour/engaging in activities** | Anyone in attendance who is affected by any inappropriate behaviour/may get harmed or offended. | If anyone acts inappropriately, they will be calmly asked to stop the behaviour by the trip leader/Exec. Anyone who causes any damage will be individually liable to cover this. | The trip leader will help resolve any issues that occur. The SU will be informed if necessary.If necessary, emergency services would be contacted if anything escalated. |
| **Transport to/from events/cancellation of flights or other transport**  | Attendees of events may be at risk of traffic accidents/cars.Somone being left behind. Delays of transport.  | Comply with the law. Speed limits to be followed at all times and drivers to have a full license and not under any influence (alcohol/drugs).If travelling between venues during the event, monitor road crossing/safety.Seat belts to be in working order and to be used at all times. No hitch hiking or using unsafe modes of transport.Extra time will be allowed in case of any delays. Exec/trip leaders have responsibility to ensure that attendees get on transport in a safe/sensible manner. | Contact emergency services, 999 if an accident was to occur.Trip leader would look to arrange alternative transport if any delays did occur. If transport is cancelled the trip leader will try to re-arrange. If this is not possible each participant will go through their own travel insurance (which they are all advised to get individually). |
| **Adverse weather Conditions** | Attendees may be at risk of sunstroke/heat stroke, cold. Attendees may also not be able to carry out all activities due to weather conditions. | Organiser will check the weather beforehand to ensure it doesn’t affect anything happening at the event, and that activities can be carried out safely. Advise attendees to wear appropriate clothing and footwear. Keep hydrated in hot weather.  | The trip leader/organiser will check before travelling if any adjustments need to be made. If necessary, event will be rescheduled due to extreme weather conditions if no other option. |
| **Destination issues that may affect travel** | Attendees may not be able to travel to their destination if there is an advisory warning.  | Prior to travelling, the trip leader must check the Travel Advice section of the Foreign, Commonwealth and Development Office (FCDO) website (https://www.gov.uk/foreign-travel-advice) to ensure that there are no advisory warnings that would stop travel. | The trip leader will inform all attendees or any situations or circumstances that affect travel, and will act accordingly.  |
| **Welfare on the trip** | Students may need support during their trip and may feel stressed/overwhelmed/anxious. | Inform all participants on who to go to (e.g. Welfare officer) if they need anything during the duration of the trip.Emergency service numbers for the destination should be shared before the trip takes place.  | Any trip organisers should deal with this and then signpost and inform the SU of any concerns. In an emergency, Community safety (02476522083)/next of kin should be contacted. |
| **Natural disaster/terrorism** | Participants may be injured or may be very distressed if something was to occur, may be unable to return home. | The trip leader will review any protocols if the destination has a risk of any known natural disasters. Alerts will be monitored in the run up to the trip. Organisers to encourage participants to research the political situation of the country they are entering, using the FCO website ([Foreign travel advice - GOV.UK)](https://www.gov.uk/foreign-travel-advice).Trip leader will give out a list of emergency contact numbers before the trip takes place for people to have hold of. Follow Government advice on any advisories relating to traveling to that destination.  | Trip leader will monitor during the course of the trip. Follow official instructions if an incident was to occur and ensure the group stays together.Contact relevant emergency services if necessary. |
| **Stolen or lost belongings, including passport** | Attendees may have items/lost or stolen. If a passport is stolen this may impact the return home. | Participants should be advised in advance of the trip to not take valuables with them. If safes are available, then they should be encouraged to be used for money/passports to kept safe in. If anyone gets mugged/robbed then the police should be informed immediately, obtaining a crime reference number. The SU should also be informed.If a passport is lost by any participant, then they should have number for British Consulate in the relevant country for notification. | Individuals are responsible for obtaining their own travel insurance, insurance will be contacted if necessary.If a robbery occurred, the police/local authorities would be called.The SU will also be informed ASAP. |
| **Travel Insurance for International tours (remove if not international)**  | Attendees will need to get individual travel insurance so that they are covered for any instance that may occur abroad. | The trip leader should advise that all participants purchase their own travel insurance for the trip. Participants will be provided with a list of generic emergency contact numbers relating to the trip including trip leader’s details etc.  | Trip leader and all attendees will be responsible to get this in time for the trip. If needed individuals would contact their own travel insurance to make a claim. |
| **Accessibility**  | Attendees may be at risk of having accessibility issues if requirements are not checked beforehand. | Cap ticket sales to meet the requirements. Ensuring adequate accessibility requirements for all attendees for all travel and planned activities. These will be asked for when tickets are purchased, so the event organisers can ensure these are met.  | Event organisers will be available to help with any accessibility needs. Seek advise if any issues arise with anyone running activities/access with venues etc. |
| **Accommodation** | Accommodation may cancel. | A location with ABTA/ATOL protection will be chosen and payments will be made in a timely manner. Familiarise everyone with fire evacuation process and fire assembly point. | The trip leader will ensure accommodation is booked and all participants have a room.Any issues will be raised to the company the accommodations is booked with or the tour company the trip has been booked through. |
| **Engaging in activities (specifics to be inserted here if applicable)** | Attendees may be injured during activities during the trip. Inappropriate behaviour.  | Follow any health and safety advice given by competent person/s before the activity takes place. | Trip leader will ensure no one has any medical conditions that would prevent them from taking part safety. Report any accidents/near misses to the SU within 24 hours, and inform community safety if necessary (02476522083). |
| **Trip leader form not completed**  | Students/staff may not have contact details if this is not completed. Next of kin etc. Details are needed so that we have these details in an emergency, otherwise the SU may be unable to support in instances. | The trip leader should always carry the trip leader form and list of names of participants with them, checking the group are all there. Participants should not be allowed to attend the trip until these details have been received. The trip leader form will be sent to the SU at least **2 weeks** before the trip. | Trip leader and all of the participants. If anyone does lose contact, then contact Community Safety (02476522083) and if necessary, emergency services and next of kin should also be contacted. |
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**Newly assessed activity should not take place until this assessment is completed, and all required control measures are in place**

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| **Additional Comments from Risk Assessor** |  |
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| Approved By |  |  | Position |  |
| Date |  |  |  |  |

Risk Assessments should be reviewed at least annually, anytime significant changes occur with the activity, or when changes occur with the key people involved in the activity.

Risk Assessments are a living document and should be updated whenever any additional control measures are completed, and these are added into the current control measures. Particular note should be taken if activity involves young or elderly people; different control measures may be required as outlined in the guidance links from HSE and from the University ([HSE Advice](http://www.hse.gov.uk/guidance/index.htm), [Uni RA advice](https://warwick.ac.uk/services/healthsafetywellbeing/managingrisks/), [Uni Moodle course](https://moodle.warwick.ac.uk/enrol/index.php?id=37594)).