To be read with the [‘Risk Assessment Guide’](https://www.worcsu.com/sports_activities/hub/healthandsafety/) and ‘[Hazard Checklist’](https://www.worcsu.com/sports_activities/hub/healthandsafety/) which will set out how the form should be completed and the University and Students’ Union’s approach to risk assessment. If you have any questions, please seek advice from the Student Activities Manager or BUCS Sport Administrator (Sports Clubs) or the Student Activities Administrator (Societies, Networks, Volunteering & Fundraising). Once completed, the control measures must be adhered to.

**Please note, this template has been created as a tool to assist you in assessing the risk of your activity. It is not a completed version. Please read through carefully and delete anything in red that is not relevant to your activity or provide further information in context to your activity.**

**Tracked Changes have been applied to this document so that SU staff can review your edits to the template.**

To be read with the [‘Risk Assessment Guide’](https://www.worcsu.com/sports_activities/hub/healthandsafety/) and ‘[Hazard Checklist’](https://www.worcsu.com/sports_activities/hub/healthandsafety/) which will set out how the form should be completed and the University and Students’ Union’s approach to risk assessment. If you have any questions, please seek advice from the Student Activities Manager or BUCS Sport Administrator (Sports Clubs) or the Student Activities Administrator (Societies, Networks, Volunteering & Fundraising). Once completed, the control measures must be adhered to.

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| **Note:** **Please enter a brief description of the activity being assessed (include dates of event, likely number of attendees, location of hike, transport)** |

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| --- | --- | --- | --- |
| **Location:** |  | **Risk Assessor (name/committee position):** |  |
| **Student Group:** |  | **Date of Assessment:** |  |
| **Risk Assessment Reference & Version** |  | **Date of Review** |  |
| **Other people (s) commenting on this assessment (where required)** | **Name:** **Date:**  | **Approved by** **Date**  |
| **Process of communicating to relevant persons** |  |



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| **Hazards***(A hazard is something that can cause harm, e.g. electricity, chemicals, working up a ladder, noise, car, DSE)* | **People at Risk** *(Students, Staff, Visitors, Contractors, Other)* | **What harm might occur,***(Slips Trips, Falls, Breaks, Sprains etc…)*  | **Control Measures already in place** *(Control measures include actions that can be taken to reduce the potential of exposure to the hazard).* | **Evaluate the Risk** *(Having identified the hazards and controls, decide how likely it is that harm will occur),* | **Additional Control Measures** *(Only necessary when additional controls are required.**These controls form part of the standard control measures when implemented.)* | **Revaluate the risk** *By adding the additional controls, has the rating changed?* |
| **Transport** |
| Transport to and from activity (train) | Students  |  | Train Platform Committee members ensure that members remain in a group and well away from the edge of the platform until the train is stationary. Committee positioned effectively to supervise group. Prepare back-up travel plan if train is overcrowded and not all able to travel together, e.g. split up group or wait until next train. Committee member to remain with each group if separation occurs.Train Journey Members briefed before journey to remain seated or in same position during journey. Committee to sit amongst group to maintain sensible behaviour. If major emergency, notify train staff or pull emergency lever/alarm if necessary.Any first aid required to be provided by the train operator staff. | Medium | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented | Medium  |
| Transport to and from activity (car) | Students | Injuries resulting from a car accident  | * Drivers to complete [Driver Registration Form](https://www.worcsu.com/sports_activities/hub/travelandevents/) on the Committee Resource Hub to evidence valid Car MOT and Driver Insurance & Licence
* Drivers to stick to the speed limit
* Only drive in safe conditions
* Take breaks when needed
* Stick to the highway code
 | Medium  | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented | Medium  |
| Transport to and from activity (coach) | Students | Injuries resulting from a car accident | Coach travel booked through the SU who use reputable coach travel companies.  | Medium  | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented | Medium  |
| **Environmental**  |
| Uneven or slippery surface | Students | Slips, Trips, Falls, injuries, cuts, sprains, breaks  | All participants will be asked to wear sensible footwear in advance. All participants will be reminded to pay careful attention to their surroundings at the start of the walk. The walk has been planned to follow designated paths and routes. Students leading the walk will share if there are any identified hazards along the walk.In case of any serious injury all committee members present will have a fully charged phone and portable chargers to access additional help if needed – there will be a list of the numbers that could be needed e.g. local mountain rescue. Furthermore, everyone will be encouraged to download what3words to help identify their location in case of emergency. Medibag which contains first aid supplies for student group activities will be collected from the SU prior to the event and will be with committee members.  | Medium | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented. | Medium  |
| Remote locations | Students  | Unaware of surrounding locations, getting lost  | The walk has been researched planned to follow designated paths and routes by committee members. The group of students will stay together and maintain communication to prevent anybody being left behind and keep a regular head count (committee members will be dispersed amongst the group to keep everybody together). The designated walking route will be made available to attendees prior to the walk.  | Medium | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented. | Medium  |
| Extremes of weather | Students  | Hypothermia, Heat StrokeIllness, unsuitable walking conditions that could result in injury. | The committee will regularly check the predicted weather in the upcoming days to the event and if there is any sign of weather that could put students at risk, the event will be postponed. In extreme heat, cold, rain, snow or wind weather warnings the walk will be postponed.Committee will make students aware in event promotion that there is always a chance it could be called off last minute with weather. If we are walking and the weather takes an unexpected turn, the committee will make the call to end the route and return via the safest route. Members will be encouraged to wear layers of clothing which can be removed. Members will be sent a list of essentials (appropriate food, water, suncream, hats, coats) and will not be permitted to participate if they are not suitably equipped.  | Medium | If the forecast is due to be warm, members will be encouraged to bring plenty of water and suncream. The committee will also be bringing additional water for participants.  | Medium |
| Light (intensity) level | Students  | Unable to see route and hazards on the route  | Walk planned during daylight hours to mitigate the risk of low light level.  | Low | Phone torches in case of sudden light decrease and have descended the hills before dusk | Low |
| [insert here any other hazards associated to your event that fall under this category] |  |  |  |  |  |  |
| [insert here any other hazards associated to your event that fall under this category] |  |  |  |  |  |  |
| **Hazards Associated with the Event/Activity** |
| Low level of physical fitness | Students  | Unable to complete the walk, tiredness, physical strain | Make participants aware that there may be tough points, but breaks will be taken, and committee members can walk people back if they need/want to. Ensure the route has multiple places along the walk to descend if necessary. The route will be shared 1 week before the walk. Prior to the event we will reassure members that no one will be forced to do the walk and we can find a way for them to support the event. For example, this could include helping with the creation of promotional material.  | Low | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented. | Low |
| Physical Exertion imposed by terrain/angle | Students | Physical strain | Members will be made aware that there will be difficult points along the walk and to make sure in their mind they feel comfortable to complete we walk. We will conduct regular breaks to ensure everyone is ok and can take rests. Furthermore, we will share the planned route with all members 1 week before and ensure they are comfortable with this. | Low  | If necessary, a committee member will return with a participant if they feel they cannot continue with the hike.  | Low |
| Poor activity planning  | Students  | People getting left behind/lost | A plan of the day including timings, where to be and when and any further details will provided prior to the trip.  | Low | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented. | Low |
| Communication in open space | Students  | Slips and trips | Walk leaders at the front will be identifying any hazards as we walk, there will be a need to listen for if they shout. In the case where people are not listening; committee will be dotted around the group to ensure all messages are received by everyone and will shout if necessary. First aid kit (collected from SU prior to walk) with committee members.  | Low | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented. | Low |
| Separation of group members | Students  | Getting lost and overwhelmed while trying to catch the group up. | Committee members will ensure the group stays together and that no-one walks off. Regular checks to ensure that everyone is present. All committee members will have a list of everyone who is participating.Members will be encouraged to have their phone on them during the walk and download what3words and CallMyApp. Committee members phone numbers will also be given in the morning briefing on arrival at the location of the walk. In the morning briefing, participants will be told that if separation occurs, to remain put if it’s safe to do so and ring a committee member and allow the group to find them.The committee members will be dotted throughout the group and will all have their phones on them on max volume.  | Low  | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented. | Low |
| [insert here any other hazards associated to your event that fall under this category] |  |  |  |  |  |  |
| [insert here any other hazards associated to your event that fall under this category] |  |  |  |  |  |  |
| **People/Social Events** |
| Not drinking enough water/ eating enough | Students  | Dehydration and hunger | A list of essentials will be provided prior to the event.Members will be briefed beforehand about the need to carry water with them. Members will have kit checked before beginning to ensure they have adequate food and fluid. We will be stopping through the walk for people to rest which will give members time to eat if they need to. Members will be bringing their own food and are expected to hydrate and eat when needed. This will be communicated in the brief that will be available on our WhatsApp as well as the plan that will be shared with those attending a couple of days beforehand.  | Low | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented. | Low |
| [insert here any other hazards associated to your event that fall under this category] |  |  |  |  |  |  |
| **First Aid** |
| Provision of First Aid | Students, Staff, Visitors, Contractors, Volunteers | Broken bones, Cuts Eye injuries Sprains, allergic reaction | Medibag will be collected from the SU prior to the event. Committee to follow Activity Incidents and Injuries Guidelines available on the [Committee Resource Hub](https://www.worcsu.com/sports_activities/hub/healthandsafety/). Any incidents or accidents reported to the SU via [reporting form](https://www.worcsu.com/sports_activities/hub/healthandsafety/).In the event of an emergency, the committee can contact SU sport phone (07933 428373) or security (07977973956 / 01905 855495) | Medium  | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented. | Medium  |
| Medical conditions of participants  | Students (Team Members) | Specific to medical conditions e.g. allergic reaction  | Throughout the day we will take regular breaks and check in. Members will be asked to bring food and drink and will highlighted in the brief which will assist if they feel unwell etc. Members will also be made aware to alert a committee member if they are feeling unwell at any point. Members have been asked to inform us committee members about any serious/ relevant medical conditions. This allows us to take precautions and check in with them throughout the day (if need be).  | Medium | Emergency food and drink will be carried by the committee. Members without the appropriate equipment on the day will not be able to participate.  | Medium |

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| Action Ref | Action required | Who is responsible? | By when? | Date completed / Comments |
| 01 | Confirm transport Car – drivers completed [Driver Registration Form](https://www.worcsu.com/sports_activities/hub/travelandevents/) Coach – [Transport Quote Request Form](https://www.worcsu.com/sports_activities/hub/travelandevents/) completed and booked Train – train route confirmed and times, check train times and cancellations up until the morning of the walk  | [insert committee member name] | [insert date] |  |
| 02 | Produce plan of day and share with members via whatsapp including timings, where and when and what they need to bring and wear* Sensible footwear
* Plenty of water/fluids and food
* Download what3word and CallMy App
 | [insert committee member name] | [insert date] |  |
| 03 | Pre walk briefing * Aware of surroundings
* Communication
* Emergency information
* Committee Phone Numbers
 | [insert committee member name] | Before commencing the walk  |  |
| 04 | Research routes and select routes that match ability of group and follow paths and frequently used  | [insert committee member name] | [insert date] |  |
| 05 | Committee to charge phone and portable chargers and save list of emergency contact numbers  | All Committee Members | [insert date] |  |
| 06 | Collect medibag from the SU and return  | [insert committee member name] | [insert date] |  |
| 07 | Share route with members at least 1 week before date of walk  | [insert committee member name] | [insert date] |  |
| 08 | Check weather forecast up until morning of walk and include in event information that the event is subject to weather  | [insert committee member name] | [insert date] |  |
| 09 | Complete Trip Request Form and request tickets to be set up | [insert committee member name] | [insert date] |  |
| 10 | Download trip attendees list from website  | [insert committee member name] | [insert date] |  |
| 11 | Ensure necessary equipment (torch, first aid kit, portable chargers, phone numbers list, additional food & drink for emergencies) is packed and taken with the committee  | [insert committee member name] | [insert date] |  |
| 12 | [Insert here any other actions you have identified to ensure your control measures are in place] |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |