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| --- | --- | --- |
| **Society name:** | **Event name:** | **Event date and time:** |
| **Description of event:**  *Please include a detailed summary of the event, including schedule, style, attendee groups, activities involved, locations if multiple used, purpose of the event, and any other information necessary to explain the nature of the event. This can be used as your event plan on the day.* | | |
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Complete the table below following the guidance on the committee hub and Severity and Likelihood Risk Rating Guide. For a guide to likelihood and severity ratings, please see next page.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **Those likely to be affected and how** | **Current Controls that are in place now** | **Likelihood**  **(1-5)** | **Severity**  **(1-5)** | **Risk Rating**  **(Likelihood x Severity)** | **Additional controls required** | **Person Responsible** |
| **Travel** | Students | * Minibus drivers will have all passed university stipulated assessment. * Personal cars driven by people with adequate insurance. | 1 | 1 | 1 | * None | Individual drivers |
| **Participants having accident/injury** |  | The trip leader should ask students to notify them of any relevant medical conditions or needs.  The trip leader should advise all participants to purchase appropriate travel and medical insurance. **This insurance should include Covid-19 cancellation cover.** | 2 | 3 | 6 | The trip leader should keep a list of all participants and their registration numbers with them during the trip. In the event of a serious accident / injury, the trip leader should contact Security Services who may contact next of kin. |  |
| **Fire** | Students | The trip leader should advise all students to make themselves aware of the nearest fire exits and smoke alarms to their rooms and the communal areas on arrival. | 1 | 5 | 5 |  |  |
| **Travelling to and from destination** Somebody being left behind.  Risk of accident.  Risk to personal safety | Students | The trip leader should carry a named list with every participant’s name and mobile number on. They should ensure every name is ticked off before departure. This will also be provided to the students’ union in advance as per the Trips and Tours  Everyone travelling should wear a seatbelt. There should be no alcohol consumption on coaches or minibuses, in line with the Society/Committee Code of Conduct. | 1 | 3 | 3 | No hitch-hiking under any circumstances.  In case of emergency, the trip leader should carry the University Security Services number |  |
| **Alcohol/drugs** | Students | As with socials involving alcohol in the UK, all student groups and members of these groups are obligated to adhere to the Alcohol Code of Practice. This should be consulted when planning any socials involving alcohol.  At least one Trip Leader and one other committee member must remain sober throughout the bar crawl – in line with the rules for bar crawls in the UK.    If any participant is seriously unwell, the trip leader should be notified and the Emergency Services (112) should be called | 3 | 2 | 6 |  |  |
| **Carrying valuables in a public place and in residential accommodation** | Students | Participants should be encouraged in advance not to bring expensive valuables on the trip and should keep vigilant regarding their belongings.  Students should check that their bedroom doors are secure. If locks are loose or faulty, this should be reported immediately to the hotel staff. | 1 | 2 | 2 | Anyone who is a victim of a mugging should contact the police immediately (999). They should obtain a crime reference number if they wish to make a claim on their personal insurance. |  |
| **Crime** | Students | Students should be informed that they are responsible for their personal effects, and should be advised to take out separate insurance to cover their high value items. | 1 | 2 | 2 | Students should be given the relevant telephone numbers for local emergency services. |  |
| **Unfamiliar area - Students going missing / getting lost.** | Students | Students should be given the number(s) of local of taxi firm(s) and the address of the accommodation in advance, as well as the trip leader’s contact number and relevant maps. | 1 | 1 | 1 |  |  |
| **Sightseeing, visiting pubs, museums and cafes – students getting lost or unwell** | Students | Every participant must be given the trip leader’s mobile number. The trip leader must keep their mobile on at all times.  The trip leader should carry a named list with every participant’s name and mobile number on.  A meeting point (possibly the drop-off point) should be designated in case of emergency and students should be briefed about this on the journey.  If anyone becomes seriously unwell or has an accident during the trip, the trip leader should be notified and the emergency services (112) should be called.  If the sickness or injury is serious then the Trip Leader should contact University Security Services who will inform next of kin. | 2 | 2 | 4 |  |  |

**Likelihood and Severity Risk Rating Guide**

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| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | Certain | **5** | **10** | **15** | **20** | **25** |
| Very Likely | **4** | **8** | **12** | **16** | **20** |
| Likely | **3** | **6** | **9** | **12** | **15** |
| Unlikely | **2** | **4** | **6** | **8** | **10** |
| Very Unlikely | **1** | **2** | **3** | **4** | **5** |
|  | | No lost time/injury | Minor injury/illness (7 days or less off uni/work) | Reportable injury (more than 7 days off uni/work) | Specified injury/illness/major damage (RIDDOR) | Fatality or disabling injury/illness or catastrophic loss |
| **Severity** | | | | |

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| --- | --- |
| **Likelihood x Severity = Risk** | |
| **HIGH** | These risk are unacceptable; significant improvements in risk control are required. The activity should halted IMMEDIATELY until risk controls are identified and implemented which reduce the risk to an acceptable level |
| **MEDIUM** | Control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practical |
| **LOW** | Minimal control measures are required to be implemented to satisfy the level of risk. Arrangements should be made to maintain current measures for risk control. |

To be completed by event approver (**Students’ Union Staff only**):

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| --- | --- | --- | --- |
| **Has the event approver-** | **Yes** | **No** | **Detail** |
| Confirmed the venue is suitable for the event/activity? | Yes |  |  |
| Confirmed that PAF has been made aware of the event? | Yes |  |  |
| Confirmed approvals/permissions have been approved in writing (i.e. PAF, security, CitySport) | Yes |  |  |
| If applicable, confirmed the Safety Office has been notified? (If the event is 100 plus attendees the safety office must be notified) |  | No |  |
| Confirmed that any necessary licences/notifications have been applied for received? |  | No | Awaiting further information. |
| Fully understood and accepted the risks created as part of the event? | Yes |  | Approved pending further documents as above. |

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| **Event approver: Ryan Ginger** | Date: 16.11.24 |