

**CLUB AND SOCIETY ANNUAL RISK ASSESSMENT**

Society Name:	Thumb It Charity Hitchhiking Society
Category:	Volunteering and Welfare
Author(s):	Jack Barnes & Wilf Somner
Author(s) signature and date:	29/03/05 JB WS
Persons Responsible:	Club and society committees and leaders names
Staff Sign Off:	[Signature] [Date]
Staff Additional Check:	[Signature] [Date]
Locations:	Pubs and bars
Details of Activity:	Social gathering in a pub
People who may be affected:	<ul style="list-style-type: none">• Society members and participants• Staff

Degree of Risk

Likelihood	
5	Inevitable
4	Highly Likely
3	Probable
2	Unlikely
1	Remote possibility

Severity	
5	Very high - multiple deaths
4	Highly - death, serious injury, permanent disability
3	Moderate - Off Uni/work for at least 5 days
2	Slight - First aid treatment
1	Nil - Very minor

Risk Rating Matrix

Severity						
Likelihood		1	2	3	4	5
	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk rating score	Action
1 - 4	Broadly acceptable - no action required
5 - 9	Moderate - Reduce risks if reasonably practicable
10 - 15	High risk - Priority action to be undertaken
16 - 25	Unacceptable - Action must be taken immediately

Identify Hazards		Estimate the risk			Evaluate the risk				Evaluate residual risk
Hazard	How may harm result?	L i k e l i h o o d	S e v e r i t y	Ra t i n g	Risk control measures	Li k e l i h o o d	Se v e r i t y	Ra t i n g	Further action required? Only fill out if additional control measures are needed to be implemented or reviewed Include timescales and who is responsible for implementation
Manual Handling heavy items	Anybody lifting furniture or equipment – pulling muscles, dropping things on feet	3	2	6	Request that anyone who may be lifting heavy items have reviewed the Health and Safety Executive website Manual Handling: Health and Safety (hse.gov.uk) . Ensuring people are lifting and carrying in the correct ways (bent elbows, knees).	2	2	4	
Fire Hazard	Anybody attending the event – injuries due to fire or a stampede/ risk of smoke inhalation / burns harm	2	5	10	Make sure all committee members know where all the fire exits are. Make sure the exits aren't blocked and fire doors unlocked Ensure all attendees are aware of the fire exits If there is a fire alarm test, ensure all attendees are aware.	1	4	4	

					<p>Correct fire safety equipment available in the venue and an evacuation plan in place.</p> <p>No activities involve naked flames.</p>				
Trip hazards: loose wires, objects on the floor	Injury risk to everyone attending – students, staff, visiting organisations	3	2	6	<p>Committee members to:</p> <p>Ensure that the walkways are clear.</p> <p>Ensure that any obstructions are removed and stored somewhere safe.</p> <p>Ensure cables are taped down or placed out of the way.</p> <p>Any signage or materials used or put in place should be fitted correctly and not cause an obstruction.</p>	2	2	4	
Slips and Falls	Wet Floor, might be a result of someone unintentionally spilling their drink - attendees	3	2	6	<p>Ensure that attendees are notified to keep clear of any spills.</p> <p>Committee clear up any spills as soon as possible.</p> <p>Place a wet floor sign if required and notify a member of staff.</p>	2	2	4	
Alcohol	Injury to attendees related to intoxication (passing out, trips, risks in getting home safely) - attendees and committee members	3	2	6	<p>Committee members allocated as 'designated persons' who will stay sober, ensure that other members stay safe, and follow a protocol on how to approach members who may be intoxicated. This could be done on a rota system.</p> <p>Intoxicated members approached by a pair, rather than by a single committee member.</p> <p>Intoxicated members escorted home safely, or transport arranged, and their arrival home verified.</p>	1	2	2	

Lots of people attending – overcrowding and crushes	Injury risk to attendees: Students, Staff, Visiting Organisations	2	3	6	<p>Committee to make themselves aware of multiple exits and fire exits prior to event and communicate this to attendees.</p> <p>Committee making themselves aware of room / space capacities and making events bookable where necessary.</p> <p>Committee monitoring attendance and capacity and managing numbers throughout.</p>	1	1	3	
Cars / traffic	Injury by car accident to society members when travelling	2	4	8	<p>All vehicles used for travel to have working seat belts, to be worn at all times.</p> <p>Drivers must carry a full driving licence.</p> <p>Drivers to follow speed limits and rules of the road, be fit to drive (no alcohol/drugs, no driving while sleepy).</p> <p>Committee to monitor road crossing if travelling between venues during events.</p> <p>When travel between locations is planned during events, the committee should plan the journey taking into account busy or main roads.</p> <p>Vehicles used must be in good condition and with valid MOT, road tax and insurance.</p>	2	2	4	

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Persons Responsible:	Club and society committees and leaders names
Staff Sign Off:	[Signature] [Date]
Staff Additional Check:	[Signature] [Date]
Locations:	Roads and Cars
Details of Activity:	Hitchhiking
People who may be affected:	<ul style="list-style-type: none">Society members and participantsStaff

Identify Hazards		Estimate the risk			Evaluate the risk				Evaluate residual risk
Hazard	How may harm result?	L i k e l i h o o d	S e v e r i t y	Ra t i n g	Risk control measures	Li k e l i h o o d	Se v e r i t y	Ra t i n g	Further action required? Only fill out if additional control measures are needed to be implemented or reviewed Include timescales and who is responsible for implementation

Getting hit by fast moving traffic whilst standing by the side of the road	Any participants hitchhiking could be injured from the impact of the moving vehicle.	2	5	10	<p>Carry out safety briefing before participants take part in the hitchhike.</p> <p>This safety briefing will be mandatory and carried out by our health and safety officer. It will be the health and safety officer's responsibility to ensure everyone has understood the information in the safety briefing. All participants must sign a form stating that they have understood and will comply with the information after the briefing.</p> <p>The information will also be provided in a guidance booklet that each participant must have downloaded and printed out on the trip. This booklet will be created by the president and vice president.</p> <p>We will check the booklet and the briefing with the SU before contacting participants. Tell participants to stand far away from the road and ensure the area they are waiting for a lift is for pedestrians.</p> <p>Be aware of oncoming traffic.</p> <p>Do not attempt to hitchhike on roads without pavement and avoid roads with fast traffic.</p> <p>Ensure they understand that hitchhiking on motorways is illegal and hitchhiking at night is banned- poorer visibility for both participants and cars.</p> <p>Encourage participants to wear hi-vis.</p>	1	4	4	
Fingers trapped in door when getting into a car	Any participants hitchhiking could get their fingers injured.	2	3	6	Provide safety briefing before trip to ensure participants enter vehicles safely.	1	3	3	
Accepting a lift from a stranger when hitchhiking	Any participants hitchhiking might be kidnapped by the person who is driving the car	2	5	10	<p>The following information will be part of our mandatory safety briefing before the trip and our guidance booklet.</p> <p>Our measures are the following:</p>	1	4	4	

	<p>they are in, resulting in the group losing contact with the health and safety officers.</p>			<p>Teams of three and must include at least one male. Male must enter the car first and leave last. All participants in the same group must travel in the same vehicle. Ensure child lock is not on. At least one group member must stay awake in the vehicle. Cannot listen to music through earphones. Must be sober. No hitchhiking once dark. Note down the number plate of each car you enter and send it to the health and safety officer as soon as you have entered the car. Groups must have a code word to use when a member is feeling uncomfortable and then can ask to pull over at the next service station.</p> <p>The day trips will always be less than a 1:30 hour long journey by car so the health and safety officer will only expect contact from the groups once they have reached their destination. The groups will be tracked online through Life360, which will be set up before the trips, to ensure the committee and participants' families are aware of their location. Every group will have to call the health and safety officer once they have reached their destination. The health and safety officer will be at home in order to receive these calls. If they haven't heard from a group once it has gotten dark, the health and safety officer will attempt to call each member of the group and track their location. If immediate danger is suspected, the health and safety officer will contact the</p>				
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					<p>emergency services. For instance, if there has been any unusual activity on Life360, e.g. if they are far from a road.</p> <p>If not, the health and safety officer will wait 30 minutes before trying to call each member of the group again and notify the SU and next of kin that the group has lost contact.</p> <p>Even if no immediate danger is suspected, after 2 hours with no contact, the emergency services should be contacted.</p> <p>If the group has been contacted, the health and safety officer should ensure that they are safe. The health and safety officer will have a car and full driving license in case any group needs to be picked up.</p> <p>If the group is in danger, the emergency services will be contacted.</p> <p>The SU have been notified of this system. The participants will be provided with the contact number for the health and safety officer and the emergency services as part of the safety briefing and the guidance booklet.</p>				
Weather	Any participants hitchhiking could suffer from heat-stroke and dehydration if the weather is very hot and sunny or hypothermia if the weather is cold and wet.	2	4	8	Committee will ensure participants check the weather before they travel and still prepare for all eventualities- bring a sunhat, a large water bottle, a raincoat and a warm layer.	2	2	4	
Car crash	Injury by car accident to society	2	5	10	All vehicles used for travel must have working seat belts, to be worn at all times.	1	4	4	

	members when travelling.				<p>Participants must check that drivers carry a full driving licence.</p> <p>Vehicles used must be in good condition and with valid MOT, road tax and insurance.</p> <p>Drivers must follow speed limits and rules of the road, be fit to drive (no alcohol/drugs, no driving while sleepy).</p> <p>If participants suspect the driver is not in a fit condition to drive, they must not enter the car.</p> <p>Participants will be made aware of these rules in the safety briefing and the information will be included in the guidance booklet.</p>				

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Persons Responsible:	Club and society committees and leaders names
Staff Sign Off:	[Signature] [Date]

Staff Additional Check:	[Signature] [Date]
Locations:	Restaurant
Details of Activity:	Society social meals
People who may be affected:	<ul style="list-style-type: none"> • Society members and participants • Staff

Identify Hazards	Estimate the risk				Evaluate the risk				Evaluate residual risk
Hazard	How may harm result?	L i k e l i h o o d	S e v e r i t y	Ra t i n g	Risk control measures	Li k e l i h o o d	Se v e r i t y	Ra t i n g	Further action required? Only fill out if additional control measures are needed to be implemented or reviewed Include timescales and who is responsible for implementation
Food allergies or food poisoning	Allergens in food – risk of allergic reaction or food poisoning of anyone attending an event involving food	3	3	9	Catering: <ul style="list-style-type: none"> - Public Liability Insurance Provided for external events with over 100 people. - Public Liability Insurance and Food Hygiene Certificate provided for events catered by external providers in the SU building. - Dietary information requested and recorded - Allergen info displayed during event - Ingredient list provided during event 	1	3	3	

[illegible]