

Midlands Malvern Hills Hike Risk Assessment

Name of student group:	BUSAG (Scouts and Guides)
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Activity (delete any you are not doing)	How often will your activity happen? i.e. weekly/termly/one off	Where will your activity happen?
1. Meetings inside the Guild	Weekly	Guild
2. Meetings outside the Guild	2-3 times per term	Birmingham
3. Weekends Away	2-3 times per term	Outside Birmingham
4. SSAGO Events	1-2 times per term	Outside Birmingham
Are any members under 18 years old? If yes, you must include this as a risk and detail how you will control it	No	
How will your risk assessment be communicated to attendees?	Publicised by electronic means and available to view online	

Assessment of Risks

Outline the risks associated with each event and how you will control these risks. Include anything that poses a risk to any members, other attendees, or members of the public/other students. As well as physical risks, include financial risks, organisational risks, data protection risks and risks to your society and the University's reputation. Only include things that might cause harm. Be realistic about what control measures you are actually able to put in place. Remember that the point of a risk assessment is not to show you have removed all risk, but that you have thought about how all potential risks can be reduced to an acceptable level. If you cannot reduce the risk, you must consider whether the activity can safely go ahead.

Name/Type of Event	Potential Hazard <i>What is the risk? What is posing it? What could happen?</i>	People at risk <i>Who could it affect?</i>	Potential Severity? <i>High, medium or low?</i>	Likelihood? <i>Very likely, quite, slight, low</i>	Control Measures <i>What can you do to try and prevent the risk happening/minimise it? Only write things you actually can affect.</i>
Meetings outside the Guild	Trips and Falls	All Attendees	Medium	Slight	In order to minimise the risk of trips and falls, advise members to wear suitable shoes if it is thought the ground will be uneven. One committee member should carry a first aid kit, that can be used by a qualified first aider (see additional notes), should a trip or fall occur and the organiser should notify the guild within 24 hours. Committee should also monitor the injury to make sure it doesn't get any worse, and if it does follow the guild procedure in the serious injury section. Always report any incidents to the guild.
	Serious Injury	All Attendees	High	Low	In the case that someone is seriously injured a member present should call an ambulance immediately. Another member should ring the Guild as soon as possible and liaise with them to keep them up to date on the situation. In addition, follow SSAGO factsheet 21 and policy document "Accident and Incident Reporting". Also ensure we follow the guilds emergency procedure.
	Attendees missing transportation or getting split up from the rest of the group	All Attendees	Medium	Slight	Make sure that committee members have contact details for all attendees before departing and alternative transportation times so that we can best advise any members who have missed transport how to join us, if possible. Headcounts should be done frequently to ensure that all members are still present and make sure that all members notify a committee member if they are leaving early or going somewhere else temporarily. All members should be encouraged to carry a mobile phone with them at all times. Although the committee will provide guidance it is the individual's responsibility to ensure that they are at the meeting point on time.
	The group does not have enough income to cover all the costs	Society	Medium	Low	Group finances should be regularly monitored and any expected expenditure for meetings should be carefully considered to make sure the group can afford it. In the case of unexpected costs, be prepared to cancel the event or, if

					it cannot be cancelled, the committee should meet to see whether we can cover these costs. If we cannot, speak to a member of the student groups staff about our options for paying it.
	Unacceptable behaviour of attendees bringing the University of Birmingham into disrepute	University and Society	Medium	Low	Make sure all members are aware they are representing the society, the Guild and the university while out with the society. Be prepared to send people home if their behaviour is not appropriate if it continues following a warning. Report any issues to the guild.
	Data breach / personal information shared without individuals' consent	All members	Medium	Low	• Committee to have completed the Guild's GDPR module on CANVAS • Ensure that you have consent from your members to obtain and use their personal information prior to attending • Ensure that information is stored electronically in a password protected document • If information needs to be printed, avoid making several copies and limit exposure to the wider committee / society members. Ensure that any printed documents are thereafter destroyed safely i.e. shredded after use. • When promoting meetings by email, use BCC (blind carbon copy) field so that people can't see everyone else's email addresses • Avoid ever giving out personal contact details – contacts should be via group email/social media profiles
	People being offended by, or left out of, discussions within the meeting	All attendees	Medium	Quite likely	• Plan content of meeting beforehand at committee meetings • Advertise agenda/items being discussed in advance

					• Committee to introduce themselves when new members are present, and make it clear that questions can be asked at any time • Committee/event leader to look out for people that don't seem engaged or comfortable, and try to talk to them
	Venue doesn't meet physical accessibility needs of attendees	Attendees with accessibility requirements	High	Medium	• If group has members with known/declared mobility impairment, ensure that venue booked is accessible (e.g. wider doors, no steps, adequate lift access) • If an open social, try to get an accessible venue just in case, although limits on available venues means this won't always be practical. • If the venue is not accessible, to communicate this to members beforehand
	Meeting being inaccessible to members	Attendees with accessibility requirements	High	Medium	• All events to be kept as low in cost as possible. All camps run at cost, subsidising event travel with a combination of grants if awarded and society funds, vast majority of meetings and socials to be free to members - clearly communicated when not and members encouraged to contact committee if this will be a barrier. • Any physical demands of the meeting to be communicated clearly, work with those with physical accessibility needs to come up with an alternative or work around.
	Ensuring the Guild has correct information in event of something going wrong	All attendees	High	Medium	Compare proposed meeting to annual risk assessment and if meeting falls outside of this or falls within Guild requirements submit the relevant notification form and participant list well in advance.

2a Walks	Dehydration and Hunger	All Attendees	Medium	Slight	• Encourage all members to carry water and snacks. • Ensure all committee members carry extra water and food that can be used in an emergency. • In extreme heat consider changes to the route and encourage regular breaks
	Attendee gets injured	All attendees	High	Low	For minor injuries, one committee member should always carry a first aid kit, that can be used by a qualified first aider (see additional notes), should a trip or fall or a cut occur and the organiser should notify the guild within 24 hours. Committee should also monitor the injury to make sure it doesn't get any worse, and if it does follow the guild procedure in the serious injury section. Always report any incidents to the guild. For more serious injuries, a member present should call an ambulance immediately. Another member should ring the Guild as soon as possible and liaise with them to keep them up to date on the situation. In addition, follow SSAGO factsheet 21 and policy document "Accident and Incident Reporting". We will follow the guilds emergency procedure.
	Fall from height	All attendees	High	Low	If the walk takes place where there is likely to be the chance from a fall from a height, advise using trekking poles and wearing strong, sturdy shoes. Before the walk, we will highlight to bring and wear appropriate kit and will turn away people from the event if kit is not adequate. We will remind members to be safe and to stand away from edges with sharp drops. The route will also be published before the event to ensure members are happy with the route.
	Attendees lack ability/fitness for the walks leading to injury or upset.	All attendees	High	Low	Walks will be planned to suit the access needs of the group, if more stops and breaks are required then the route should reflect this. If a member expresses a wish to return or is exhibiting signs of tiredness an alternative route should be planned to return back as quickly as possible. The committee/event leader will also look out for people that

					don't seem engaged or comfortable, and try to talk to them.
	Different Skill and fitness levels within group	All attendees	Low	High	Walks will be planned to suit the access needs of the group, if more stops and breaks are required then the route should reflect this. We will also make sure all members are aware of the route beforehand and a map is posted online.
	Wild animal/livestock attack e.g cows, horses, and dogs	All attendees	Medium	Low	Cross field with livestock calmly and quietly, keeping the group together. Be prepared to divert around livestock if necessary and always follow the Countryside Code. Also, leave gates and property as you have found them.
	Falling into water (rivers, canals, lakes, sea)	All attendees	High	Low	If the walk takes place where there is likely to be the chance to fall into water, make sure members are aware of this risk. Ensure the route can avoid the water however, if there is a water crossing we will cross safely where the stream is slow. Also, before the walk, we will highlight to bring and wear appropriate kit and will turn away people from the event if kit is not adequate. We will remind members to be safe and to stand away from water edged to prevent falling in. If members do fall in, we will encourage them to ditch remove their rucksack and point their feet downstream on their back, protecting their head and face before swimming to shore when it is safe. We will contact the guild and keep them updated on the situation and follow the guild emergency procedure. The route will also be published before the event to ensure members are happy with the route.
	A member gets lost while walking	All attendees	Low	Low	In order to minimise the chance of anyone getting lost make everyone aware of the route before setting off and try to make sure there are committee members to do headcounts at the front and back of the group. Also, arrange a spot for members to head back to if they do become separated from the group.

					In the case that someone does become lost try contacting them on their mobile. If you cannot get hold of them, send at least three members (of which at least one should be on committee) to the pre-arranged meeting point and attempt to rendezvous there. If they haven't been contacted in an hour, talk to the park wardens or similar (if applicable) or local authorities. Contact the guild and keep them updated on the situation and follow the guild emergency procedure.
	Whole group gets lost	All attendees	High	Low	Make sure all members are aware of the route beforehand and a map is posted online. If an hour has passed and the group is still uncertain of where they are, a member should ring the Guild for advice, following the guild emergency procedure.
	Walk takes longer than expected	All attendees	Medium	Slight	As long as all members are happy to continue a walk should be allowed to proceed outside its expected time frame. However, if a member expresses a wish to return or is exhibiting signs of tiredness an alternative route should be planned to return back as quickly as possible. The organiser should also keep an eye on the time and be aware of sunset times so that we plan to return before it gets dark. Walks should be planned to suit the access needs of the group, if more stops and breaks are required then the route should reflect this.
	Inappropriate Clothing	All attendees	Medium	Slight	In order to minimise the chance of a member not bringing important clothing, such as a jumper, waterproof coat or boots (if appropriate), participants should be made aware of expected kit a few days before the meeting. In the case that someone turns up without the designated appropriate clothing it is up to the organiser to decide if they may proceed considering the conditions that day and whether anyone else has any spare kit. It is the individual's responsibility to ensure that they have packed correctly for the trip following the guidance provided by the committee.
	Adverse Weather Conditions	All Attendees	Medium	Slight	Weather forecasts should be monitored from a week in advance for any adverse weather that may affect the trip.

					If adverse weather is likely members should be warned and advised that the event may not go ahead. It is up to the committee to decide whether it is safe to proceed and try to give as much notice of cancellation as possible. In the case of extreme heat, we will continue to monitor the situation during the meeting. Where possible we will advise members to drink lots of water throughout the meeting, apply sunscreen frequently, wear a hat and to take frequent rest breaks in the shade. In the case that anyone is starting to show signs of heat exhaustion we will move them to a cool space and cool them down. If within 30 minutes they are not feeling better, then it is likely that they have heatstroke. In this case, we will call an ambulance. Another member should ring the Guild as soon as possible and liaise with them to keep them up to date on the situation. In addition, follow SSAGO factsheet 21 and policy document "Accident and Incident Reporting" ensuring we follow the guilds emergency procedure.
4 SSAGO Events	Member feels uncomfortable due to the behaviour of someone from another club	All Attendees	High	Low	If you are uncomfortable or see someone else looking uncomfortable you should speak to a committee member so that they can then quickly find somewhere quiet and private where they can talk with the affected party. If this involves a member from a different club the incident should be reported to SSAGO using the procedure outlined in factsheet 21 and policy document "Accident and Incident Reporting". Continue to liaise with SSAGO until the situation is resolved. The Guild should also be contacted as soon as possible
	Incidents during a SSAGO event	All attendees	Medium	Low	Committee will follow the SSAGO risk assessment, any incidents will be reported to the guild and the events organisers.
	Event is poorly organised	All Attendees	Medium	Low	In the event that you are concerned with how an event is being run, speak to a member of the SSAGO exec that is present. If this does not resolve it or you fear that the poor organisation is putting your members at risk, notify the

					event's organising committee that your group is leaving and organise transport back home. Upon your return you should prepare a formal statement to the national SSAGO exec about your concerns and ask for assurances these will be resolved before you will attend another similar event.

Additional notes:

- Where a sub-section exists for a particular activity (e.g. 2a Walks) all the risks from its parent group (e.g. 2 Meetings outside the Guild) are applicable
- Section 1: Meetings in the Guild, also includes all risks listed in the "Student Groups Pre-prepared Risk Assessment: Meetings on campus" document
- Cooking may take place at meetings outside the Guild or on Weekends Away. In these cases follow the guidance laid out in "Student Groups Pre-prepared Risk Assessment: Cake stalls or other food on campus"
- For Social events, all risks listed in "Student Groups Pre-prepared Risk Assessment: General/small-scale socials"
- All risks in Section 3: Weekends Away also apply to Section 5: SSAGO Events
- All meetings, socials and events should have an InTouch policy in place as stated in Factsheet 43 and the "InTouch" policy document and should follow the guidance laid out in Factsheet 17
- For guidelines about working with under 18s follow the procedure in Factsheet 11 and the "Safeguarding" policy document. In the case that an under 18 year old joins the society the risk assessment should be reviewed so that all club activities are both appropriate and safe for them.
- Before organising an activity, consult first with factsheet 4 to make sure that your activity is permitted under the rules of Scouting, Guiding and SSAGO, and factsheet 19 to see whether it is classed as an "adventurous activity" and therefore requires additional planning and paperwork to be submitted
- When taking the club away, follow the guidance laid out in factsheet 20
- All personal data, such as contact and medical details, should be handled in a way that is GDPR compliant and acceptable to both the Guild and SSAGO. When a person joins the society they should consent to us sharing their name and email address with SSAGO. After this it is up to them to fill in the other contact and medical details. Only committee members are able to access this information and any printed copies should be destroyed within 24 hours of the event they were created for. Members are free at any time to delete their SSAGO account removing all of their personal data.
- Members should be made aware at the start of each academic year that while we cover public liability we are not personally liable for them or their assets

- Qualified first aiders: Hannah Paveley, Anna Matthews, Ed Knight, Rebecca Argall and Callum Walters. The first aid kit should be checked by a qualified first aider each term to ensure all items are in date and replaced where necessary.

Appendix 5: Guidelines for Student Groups

This procedure is intended to ensure that information regarding emergency situations at events and trips organized by student groups that happen outside of the opening hours of the Students' Union is communicated quickly so that appropriate action may be taken.

'Student Groups' refers to groups affiliated to the Guild including, but not limited to, societies, campaign groups, volunteering groups and Associations.

Major Incident Procedure

In the event of any serious incident that you feel requires the immediate attention of the Guild or the University please follow the procedure set out below.

This procedure MUST be invoked in the following circumstances:

- Hospitalisation of anyone taking part in an activity organised by a student group
- Death of anyone taking part in an activity organised by a student group
- Hospitalisation or death of any other person as a result of actions of an individual taking part in an activity organised by a student group
- Any incident involving an SU minibus that renders the bus unable to be driven safely
- Any incident in which a student is considered to be missing from the trip, particularly in cases where there is a reason to believe they may be in danger
- Any other event that creates significant legal or reputational risk to the student group, Students' Union or University

What you need to do:

1. Deal with the immediate situation – contact the emergency services if necessary. If appropriate & necessary, seek first aid and make the area as safe as possible.
2. Ring the Guild on 0121 415 9990. If there is no answer, ring University Security on 0121 414 4444
3. Tell the person answering that you need to invoke the Major Incident Procedure for a Guild Student Group trip and give the following information: Your name & telephone number, club/society, location, the nature of the incident/accident, details of any people or property affected and any other key contacts.
4. They will assess the incident and if appropriate contact Guild/University colleagues with your details. You will then receive a phone call back on the number you have given with further instructions.

Remember: The details of any incident/accident are not to be discussed with any person outside the Students' Union/University until a full investigation has been carried out. All media enquiries should be directed to Communications Manager at the Students' Union on 0121 415 8932.