

## Student Group Annual Risk Assessment

This form to be completed only if your group is doing activities other than covered by the prepared risk assessments that cover standard activities, or if you think the prepared risk assessments don't cover your specific group in sufficient detail. Prepared ones cover:

Meetings  
Common socials  
Sport on campus  
Fundraising/cash handling  
Food on campus, including indoor cake stalls  
Drama or music performance  
Guest speaker or film showing  
Attending a conference or national meeting

<b>Name of student group:</b>	<b>Autism Society</b>
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Activity <i>(delete any you are not doing)</i>	How often will your activity happen? i.e. weekly/termly/one off	Where will your activity happen?
<b>1. Travelling on Trains</b>	As and when relevant	On Trains
<b>2. Walking</b>	As and when relevant	Out and about/various
<b>3. Visiting Attractions</b>	1-3 Times a Term	Out and about/various
<b>4.</b>		
<b>5.</b>		
<b>6.</b>		
<b>Are any members under 18 years old?</b> <i>If yes, you must include this as a risk and detail how you will control it</i>		<b>No</b>
<b>How will your risk assessment be communicated to attendees?</b>		<b>Verbal briefings before sessions</b> <b>Made available to read online</b>

### 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.

<b>Name/Type of Event</b>	<b>Potential Hazard</b> <i>What is the risk? What is posing it? What could happen?</i>	<b>People at risk</b> <i>Who could it affect?</i>	<b>Potential Severity?</b> <i>High, medium or low?</i>	<b>Likelihood ?</b> <i>Very likely, quite, slight, low</i>	<b>Control Measures</b> <i>What can you do to try and prevent the risk happening/minimise it? Only write things you actually can affect.</i>
1 Travelling on Trains	Tickets not purchased in time – purchased on behalf of group	Members	High	Low	Ensure tickets are purchased ahead of the journey.
	Tickets not purchased in time – members purchasing	Members	High	Quite Likely	<ul style="list-style-type: none"> <li>• Ensure plenty of time is scheduled to buy tickets. Advise members to buy tickets in advance.</li> </ul>
	Ticket barriers queues leading to delay	Members	High	Low	<ul style="list-style-type: none"> <li>• Ensure enough time is planned to get through ticket barriers.</li> </ul> Avoid traveling outside of peak hours where possible.
	Falling off the edge of a platform	Members Uni Reputation	High	Low	<ul style="list-style-type: none"> <li>• Ensure all members stand &amp; walk behind the yellow line until the train has arrived.</li> <li>• Make sure members are sober enough before allowing them to continue with the activity.</li> </ul> Make sure members quickly step off train/platform, committee to verbally nudge along if taking a long amount of time (e.g. if chatting).
	Becoming trapped in the doors	Members Uni Reputation	High	Low	<ul style="list-style-type: none"> <li>• Cease boarding/alighting train activities immediately when closing alarm sounds.</li> <li>• If this separates groups:               <ul style="list-style-type: none"> <li>○ Group on platform remain in the same position on the platform, wait for next train to meet remainder of group.</li> <li>○ Group on train to get off at next stop, wait on platform at same place and join rest of group on next train.</li> </ul> </li> </ul>

					Members/committee members should try and contact between the separated groups to arrange for reunion of the separated groups.
	Train being too busy	Members	Medium	Medium	<ul style="list-style-type: none"> <li>Try to travel outside of peak time where possible.</li> </ul> <p>Try and arrange to travel on longer scheduled trains where possible.</p>
	Missing the train	Members	High	Medium	<ul style="list-style-type: none"> <li>Advertise start time as 5-10 minutes before actual required time to give members time to turn up.</li> <li>Ensure all tickets are purchased ahead of the journey.</li> </ul> <p>Travel at least 1 train ahead of what is needed to be on time if there is a time requirement for the other end.</p>
	Delayed/cancelled train messing up schedule	Members	High	Likely	<ul style="list-style-type: none"> <li>Travel at least 1 train ahead of what is needed to be on time if there is a time requirement for the other end.</li> </ul> <p>Look into alternate routes if delay is significant.</p>
	Group becoming endangered by an external event/group/individual.	Members	High	Very Low	<ul style="list-style-type: none"> <li>Ensure members keep a courteous mannerism while walking</li> </ul> <p>Keep an eye out on the news for external events.</p>
	Members getting wet	Members	Medium	Likely	Check weather beforehand and advise members to bring coats/umbrellas if it's likely to rain.
	Members getting skin burn	Members	Medium	Low	Check weather forecast, advise members to make sure they're wearing sun cream if it is likely to be sunny.
	Not having the correct tickets or tickets becoming lost and receiving a penalty fare/prosecution notice	Members Uni Reputation	Very High	Low	<ul style="list-style-type: none"> <li>Committee to check and advise on specific ticket for group to buy before event using a booking engine/asking at ticket office.</li> <li>Remind members to keep their tickets in a safe place such as a wallet/phone case.</li> </ul> <p>Committee to inform revenue inspectors that members in the group are likely to have autism, so they deal with the matter in an appropriate manner.</p>
	Receiving a railway byelaw prosecution intention notice	Members Uni Reputation	High	Low	Remind group members of the railway byelaws before travelling on the train.
	External stimuli specific to a member's autism likely to cause problems	Members	Medium	Medium	Ask all members at start of the trip if there is anything the group should be aware with and if they need any help with dealing with the problems should it arise. Committee to help as much as reasonably possible in line with Equality Act 2010.

	Members become in conflict with each other or other visitors	Members Uni Reputation	High	Low	<ul style="list-style-type: none"> <li>Remind members to behave in a courteous manor ahead of the visit.</li> </ul> Committee to verbally encourage member to drop conflict.
	Members struggling with the environment of the train	Members	Medium	Low	Ask members if they have any accessibility requirements, and book accessibility requests with train company.
	General Injury, tripping or falling while walking	Members Uni Reputation	High	Quite Likely	<ul style="list-style-type: none"> <li>Committee member to stay with person who sustained injury and check they are ok, assisting where reasonably possible until the group can move on.</li> <li>Committee to locate guard/station staff (or driver via intercom) if injury is of a serious nature.</li> </ul> Call 999 if injury sustained is life threatening.
2 Walking	Walkways not having enough width to accommodate the group	Members	Low	Likely	Ask group members to keep to one side when coming across narrow paths.
	General Injury, tripping or falling while walking	Members Uni Reputation	High	Quite Likely	<ul style="list-style-type: none"> <li>Ask members to wear appropriate clothing while walking (i.e. no flip-flops, sandals etc.)</li> <li>Make sure enough time has been planned for the walk as to not create a rushed environment.</li> <li>Committee members to lead by example walking up stairs sensibly, holding onto handrails.</li> <li>Committee member to stay with person who sustained injury and check they are ok, assisting where reasonably possible until the group can move on.</li> </ul> Call 999 if injury sustained is life threatening.
	Arriving late from unpredictable walking time	Members	Medium	Medium	<ul style="list-style-type: none"> <li>Check walking route in advance either by Google Maps or committee member pre-scoping the route.</li> <li>Schedule 10-20% more time than recommended by maps/committee check.</li> </ul> Advertise start time as 5-10 minutes before actual required time to give members time to turn up.

	Members becoming tiered from walking for too long.	Members	High	Low	Arrange rest stops for every 30-45 minutes of walking.
	Not being sure on directions.	Members	High	Low if planned properly	<ul style="list-style-type: none"> <li>Check walking route in advance either by Google Maps or committee member pre-scoping the route. Publish exact route before traveling.</li> </ul>
	Members becoming separated from group.	Members	High	Medium	<ul style="list-style-type: none"> <li>Ensure everyone is clear on an agreed contact method if they become lost (i.e. phone number for committee member, messenger chat, etc.)</li> </ul> Committee to keep an eye out generally to make sure people are going the right way.
	External stimuli specific to a member's autism likely to cause problems	Members	Medium	Medium	Ask all members at start of the trip if there is anything the group should be aware with and if they need any help with dealing with the problems should it arise. Committee to help as much as reasonably possible in line with Equality Act 2010.
	Members become in conflict with each other or other visitors	Members Uni Reputation	High	Low	<ul style="list-style-type: none"> <li>Remind members to behave in a courteous manor ahead of the visit.</li> </ul> Committee to verbally encourage member to drop conflict.
3 Visiting Attractions	Not being able to enter the attraction due to ticketing/busy.	Members	High	Low	<ul style="list-style-type: none"> <li>Ensure tickets or bookings are purchased/made ahead of time if possible.</li> </ul> If it is known entry problems are likely – plan a backup ahead of time.
	Members refusing/unable to pay where service has already been given	Members Uni Reputation	High	Low	Committee to pay for their bill (and claim back via personal expense form), look to ban/remove member from society after trip.
	Members being unintentionally lost/separated from group.	Members	High	Medium	<ul style="list-style-type: none"> <li>Agree a meeting point within the venue to meet at if lost.</li> <li>Ensure everyone is clear on an agreed contact method if they become lost (i.e. phone number for committee member, messenger chat, etc.)</li> </ul> Committee to keep an eye out.

	Members become in conflict with each other or other visitors	Members Uni Reputation	High	Low	<ul style="list-style-type: none"> <li>Remind members to behave in a courteous manor ahead of the visit.</li> </ul> Committee to verbally encourage member to drop conflict.
	External stimuli specific to a member's autism likely to cause problems	Members	Medium	Medium	Ask all members at start of the trip if there is anything the group should be aware with and if they need any help with dealing with the problems should it arise. Committee to help as much as reasonably possible in line with Equality Act 2010.
	Autism related factors which may cause members issues individually.	Members	Medium	Medium	<ul style="list-style-type: none"> <li>Make sure to research and give as much detail to members regarding the place beforehand.</li> </ul> If appropriate, inform the venue we are attending with members with autism spectrum conditions and see if any RAs can be made.
	General Injury, tripping or falling while walking	Members Uni Reputation	High	Quite Likely	<ul style="list-style-type: none"> <li>Committee members to lead by example walking up stairs sensibly, holding onto handrails.</li> <li>Committee member to stay with person who sustained injury and check they are ok, assisting where reasonably possible until the group can move on.</li> <li>Committee to locate staff at venue and ask for assistance if possible (such as if they have a first aider or first aid box).</li> <li>Call 999 if injury sustained is life threatening.</li> </ul>
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**Additional notes:**

**Authorisation of Risk Assessment**

<b>Name of Risk Assessor</b>	Benjamin R
<b>Phone Number</b>	[Redacted for publication]
<b>Email</b>	[Redacted for publication]

<b>For office use only</b>	
<b>Name of staff member</b>	
<b>Date</b>	

***If you need to add additional information about new events later in the year, please add it in the boxes below.***


When you have completed this form, email it to [studentgroups@guild.bham.ac.uk](mailto:studentgroups@guild.bham.ac.uk); it will be reviewed and you'll receive feedback within 14 day

Potential risks listed below that may be useful when considering hazards (This list is a starting point, it's not exhaustive)

1	INDOOR HAZARDS
1.1	Inappropriate lighting
1.2	Inappropriate Temperature
1.3	Insufficient or unsuitable space
1.4	Untidiness – causing trip / fire hazard
1.5	Stairs – dark / steep / no handrail
1.6	Lack of fire escapes / extinguishers / procedures
1.7	Slip / trip / fall hazards
1.8	Inadequate ventilation
1.9	Inhalation of dust
1.10	Poor surfaces for activities – slips / trips / impact
1.11	Electrical hazards
1.12	Overcrowding

2	SPORTING ACTIVITY HAZARDS
2.1	Uneven playing surface
2.2	Playing surface too hard or soft
2.3	Hard or sharp objects on pitch
2.4	Sliding on Astroturf or tarmac
2.5	Collisions / Conflict with surrounding objects or people
2.6	Impact from sports equipment
2.7	Contact sport injury
2.8	Personal injury – fracture / sprains / cuts

3	HAZARDS ON COASTS & COASTAL WATERS
3.1	Falls from cliffs, piers, sea walls
3.2	Struck by falling objects from cliff
3.3	Slips & falls on slopes / loose surfaces
3.4	Quick sand & mud
3.5	Access problems due to steep angle of beach slope
3.6	Collisions between water users
3.7	Swept away by wave surges
3.8	Being washed against rocks / piers
3.9	Low water temperatures
3.10	Communication problems
3.11	Struck by objects in water

5	HAZARDS ON HILLS AND REMOTE AREAS
5.1	Slips & trips on grass, mud, rock
5.2	River crossings
5.3	Remote locations
5.4	Difficult communication – weather / distance
5.5	Falling debris
5.6	Extra work imposed by terrain type / angle
5.7	Lack of shelter
5.8	Separation of group members
5.9	Getting lost
5.10	Falls from height
5.11	Extremes of weather

6	PEOPLE & ORGANISATIONAL HAZARDS
6.1	Lack of information, training or instruction
6.2	Poor activity planning or preparation
6.3	The event causes offence to other students, .
6.4	Ignorance of rules and / or procedures
6.5	Unsafe behaviour or attitude
6.6	Lack of appropriate first aid equipment and experience
6.7	Medical conditions of participants
6.8	Poor safety control from group leaders
6.9	Poor safety awareness from participants
6.10	Lack of cooperation within group
6.11	Differing skill levels within group
6.12	Low level of physical fitness / strength
6.13	Aggression between participants
6.14	Aggression from crowd / public
6.15	Contact between participants increasing risk
6.16	People feel excluded from our event
6.17	Bringing group and/or Guild and/or University into disrepute.
6.18	Loss of personal details (Data Protection)

7	EQUIPMENT AND OTHER HAZARDS
7.1	Cash handling
7.2	Transport to and from your activity
7.3	Alcohol/Food poisoning



3.12	Stranded by tides
3.13	Swept away by currents
3.14	Rip tides

7.4	Electrical hazards/noise from equipment
7.5	Equipment with moving / hot parts
7.6	Heavy equipment