**Student Groups Pre-prepared Risk Assessment: Attending a conference or training**

***e.g. attending meeting of national governing body or related organisation, either in Northampton or across the UK***

**Below are examples of control measures which you can use, but as committee members, you have responsibility to assess any additional risks that occur**

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| **Potential Hazard**  *What is the risk? What is posing it? What could happen?* | **People at risk**  *Who could it affect?* | **Potential Severity?**  *High, medium or low?* | **Likelihood?**  *Very likely, quite, slight, low* | **Control Measures**  *What can you do to try and prevent the risk happening/minimise it? Only write things you actually can affect.* |
| People missing transport links and getting split up | All attendees | High | Low | Research transport and locations during planning phase  Check transport links a few days before departure in case of changes  Ensure all members are told about transport plans  Ensure committee have back-up options planned, such as next available bus/train, and/or local taxi contact details.  Give participants the contact details of trip leader(s) for use in emergency  Consider taking record of participants contact details before trip  Pre-arrange meeting points and times where possible. |
| The group does not have enough income to cover all the costs | All attendees | Medium | Quite likely | Estimate costs and income during planning phase (including transport as well as any registration costs, and accommodation if relevant),  Measure interest from members before signing up for places, and if possible, get registration fee/contribution from members before booking places (if charging).  If registration/overall visit will be expensive, limit places to small number of members.  Look at transport options, including sharing with other groups from local universities if relevant. |
| Students getting ill or injured whilst away from home | All members | Low | Low | Ask participants to declare relevant medical conditions and medication to trip leaders before departure so that they are aware of potential issues  Trip leaders to minimise risks of food poisoning or accident by liaising with event staff if they have concerns about safety of event  Research local hospital location if practical  If required, seek local/venue medical attention or contact emergency services as soon as possible  If serious injury, report to the Students’ Union immediately (if during weekday office hours) or University security out of hours  If relevant, remind members that the Students’ Union does not provide accident or travel insurance |
| Unacceptable behaviour of attendees bringing the University of Northampton or the group into disrepute | All attendees | Med | Med | As part of pre-trip briefing and during trip, remind participants that they are representing not just their group but also the University of Northampton and that good behaviour is expected  If unacceptable behaviour occurs, trip leaders to try to stop it as soon as possible, with aid of local venue staff if required. Remind those involved that disciplinary action could result, including ban from future events, ban from group or other consequences.  Pass details of incidents to Students’ Union as soon as possible via email to your relevant coordinator.  If committee have concerns about an individual during trip planning, discuss matter with Student Opportunities staff before trip departure. |
| Confusion about nature of event/what to prepare and bring, leading to poor experience or dissatisfaction | Committee  Other users | Med | Med | Liaise with event organisers to gather all relevant information and pass it to members before registration, with updates as needed prior to trip  Ask members if they have any questions at appropriate junctures and try to give them answers, referring to event organisers as needed  If newer members haven’t been on similar trip, ask more experienced members to give advice and general overview so that they know what to expect  Ensure participants told adequate information  Check if participants have access to all required equipment/details. |
| Use of IT equipment – electrical shock/injury and/or damage to equipment | All attendees | Med | Med | Don’t move cables/wires  Keep liquids away from equipment  If see frayed wires, don’t use equipment and report to relevant staff. |

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| **Additional notes:** If outside of Northampton, group must complete an event notification form on the website, on receipt of which you may be asked for additional information.  If a group has any questions or concerns, contact Students’ Union staff for advice. |

*This pre-prepared risk assessment is a version produced 22nd August 2018; last edited August 2018; due for review August 2019 or sooner if required.*