

**Societies Foreign Trip Proposal & Risk Assessment**

This form must be completed and submitted **at least a month** prior to your departure for your trip to go ahead.

Please email a completed copy to both healthandsafety@uccsocieties.ie & g.mulcahy@ucc.ie for approval.

**For a Foreign Trip under UCC Societies:**

1. It is very important that you justify the reason for your trip. There must be a developmental benefit of the trip to the society. Your proposal needs to show that you are operating at a high level domestically and wish to develop further by traveling abroad. It must show that you are bringing members who are invested and involved and whose knowledge/skills will be enhanced by the trip. The trip is not a holiday, you are always representing your society and UCC.
2. You will be emailed once approved/rejected. It is advised that you provide the trip proposal & risk assessment in good time- the later the approval the later you get to book your flights/ferry, and this of course will result in higher prices.
3. Two weeks prior to your Foreign Trip you will need to provide several “in case of emergency” details (page 4) to Catherine Boyle (coboyle@ucc.ie). Please find the Foreign Travel Insurance Policy on the application outlined in page 9. The Insurance Policy should only be used if a student must attend a private health clinic or hospital abroad where EHIC is not accepted.

**To reiterate- unless the above three points are completed you will be travelling on an unsanctioned trip and to do so will result in the society being sanctioned heavily.**

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| **Part A – Trip Details** |
| **Name of Society** |  |
| **Dates for Trip** |  |
| **Trip Location**  |  |
| **Number of students travelling**  |  |
| **Destination & justification for choosing this location** |  |
| **What is the developmental reason for this trip?** |  |
| **How much is the overall cost – a good estimate based on quotes will suffice** |  |
| **Is this the first time this trip is proposed? Or is it an annual or biennial trip?** |  |
| **How will you advertise this trip?**  |  |
| **How do people sign up for the trip?** |  |
| **Are there selection criteria/cap on the numbers travelling?** **N.B. All the people going on this trip must be members of the society.** |  |
| **What is the breakdown (Undergrad/Postgrad) of the different membership types?** |  |
| **Method of fundraising for the trip if applicable** |  |
| **This is a developmental training trip. At no stage should anyone leave the group to go and do their own thing without telling at least two people in charge.** |  |
| **If the event is being run by another party/company, detail here** |  |
| **Detailed Travel Arrangements****and itinerary (If Available)THIS IS NOT A HOLIDAY!****You must email the itinerary to all members going on the trip and it must include everyone’s contact details.** |   |
| **For overnight trips, a health declaration should be completed by each of the travelling party. The declarations should be stored confidentially for the duration of the trip and either returned to the relevant travelling parties or destroyed immediately after returning from the trip. This is the responsibility of the trip organiser. Please confirm your understanding - Y/N*** [UCC Student Activity Health Declaration Form](https://www.ucc.ie/en/media/support/studentexperience/healthandsafetyforstudentactivity/UCCStudentActivityHealthDeclarationForm.docx)
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| **Required ICE Details** |
| At least **2 weeks prior** to the trip, an email must be sent to your elected guild President (president@uccsocieties.ie) and Societies Admin (admin@ucsocieties.ie). Detailing:* The finalised day-to day itinerary for the trip
* Flight/Ferry details, accommodation name, address and contact number
* Details of nearest Embassy and hospital
* Screenshots of the membership profiles and contact numbers of those travelling
* Emergency contact name and number for next of kin of each person travelling
* European Health Insurance Card (EHIC formally E111) for each person travelling
* Confirmation that Event Manager has Health Declaration Forms of all participants

**To Note:** We ask EU-born students to ensure they have the EHIC with them when travelling within the EU as it is automatically recognised (faster treatment than any insurance policy). Technically all registered members travelling are covered by our Foreign Travel Insurance Policy so any non-EU students travelling with you would be included in that.  |

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| **Part B – Trip Organisers** |
| **ROLE** | **NAME** | **CONTACT DETAILS** | **ROLE** |
| EVENT MANAGER / COORDINATOR |  |  |  |
| EVENT SAFETY COORDINATOR (PERSON RESPONSIBLE FOR SAFETY) |  |  |  |

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| **Part D – Risk Matrix** |
| Once the risks are identified and the existing controls are input, the risk needs to be assessed using the UCC Student Activity risk matrix:**Likelihood** This is a measure of how likely the risk described is to occur. When people are working safely there is less chance that an accident will occur.

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| **RATING** | **SCORE** | **LIKELIHOOD** |
| Almost Certain | 5 | Expected to occur or a common occurrence |
| Likely | 4 | Will probably occur in most circumstances |
| Possible | 3 | Might occur at some point |
| Unlikely | 2 | Small chance of occurring at some point |
| Rare | 1 | Only in exceptional circumstances |

Likelihood will be influenced by the number of people on trip, and the steps already in place to prevent occurrence.**Impact**Impact is a measure of how serious an injury or health effect could be, as a consequence of unsafe working or of an accident.

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| **RATING** | **SCORE** | **Consequence** |
| Severe | 5 | Fatality or multiple fatalities |
| Major | 4 | Major Injury, resulting in disability |
| Moderate | 3 | Injury Requires, Doctor's or Hospital attendance |
| Minor | 2 | Minor Injury, First Aid required |
| Insignificant | 1 | Minor Injury, First Aid not required |

The severity can be influenced by the following: the environment, the number of people at risk, and the steps already taken to control the hazard**Risk Profile**When the impact and likelihood are determined – the matrix below can be used to determine the risk profile. The likelihood figure multiplied by the impact figure results in the risk profile.E.g., It is unlikely (2) that a major (4) event may occur = 2x4 = 8Results in a medium risk profile. |



## **Further Actions**

Once the risk profile is determined the table below can be used to define how the risks identified and assessed are to be managed going forward.

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| **Level of Risk** | **Level of Concern** | **Management** | **Other Actions Required** |
| **RED: High** | An AMBER- high risk is unacceptable. | Societies / Sport Office & Health and Safety Officer for Student Activity consideration is required and a detailed mitigation plan must be developed and reviewedActivity cannot proceed until risk is reduced. | Report to the Societies / Sport / relevant Office & Health and Safety Officer for Student Activity |
| **YELLOW: Medium** | A YELLOW- medium risk is tolerable if additional actions / mitigation is put in place prior to commencement of the event. | A mitigation / action plan must be developed, implemented, and monitored locally.Existing controls, consequences and likelihood do not substantially change. | Organising Committee to ensure mitigation / actions are developed and put in place prior to event |
| **GREEN: Low** | GREEN-low risks are tolerable.Manage by well established, routine processes and procedures and be mindful of changes to the nature of the risks | Review every 6 months or as and when a change occurs. | Monitor and reduce risk further if possible |

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| **RISK ASSESSMENT INFO** **Obligatory hazards to be included – plus hazards specific to your trip****Obligatory Hazards:**Slips/Trips/FallsFireC19OvercrowdingBullying/IntimidationCash Handling (If applicable)Get Home Safe(Method of ensuring the safety of the group to be specified – e.g., sober rota/buddy system, etc) Reputational Damage |

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|  **Risk Assessment** |
| **Activity / area covered** **(e.g. weekly meetings)** |  | **Persons at risk****(society members / staff / members of the public, etc)** |  | **Location of Event** |  |
| **Hazard**(Anything with the potential to cause injury or ill health) | **Risk / consequence**(How someone will be harmed by the hazard) | **Current Controls**(measures in place to remove the hazards, or reduce the risk of them causing harm to as low a level as possible) | **Assessment of Risk** | **Further Actions Required** (additional controls needed to reduce risk to as low as possible)* **Detail date to be completed by and person responsible**
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| **Impact** | **Likelihood** | **Risk Rating (Impact x Likelihood)** |
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|  **Communication and Declaration** |
| **DECLARATION**ALL ACTIVITY WILL BE UNDERTAKEN IN FULL ACCORDANCE WITH SAFETY PROCEDURES SPECIFIED IN THE RELEVANT HEALTH AND SAFETY POLICIES, RELEVANT SAFETY STATEMENT AND THE SPECIFIC RISK ASSESSMENT DETAILED ABOVE. ANY INCIDENTS / NEAR MISSES MUST BE REPORTED TO THE SOCIETIES OFFICE. |
| PREPARED BY: |
| NAME: | ROLE: | DATE: |

**IMPORTANT: Please download the Insurance app prior to travel.**

*Foreign Travel – UCC Insurance App*

*This is an App for easy access to the UCC travel insurance when away on Club/Soc/SU trips abroad. The app is red - AIG Assistance*

*As trip leader, you should download it onto your phone prior to travel, in case of emergency.*

*I attach info regarding usage, but basically there is a red phone call icon on it which you can use if there is any emergency whilst abroad.*

*The details you need to log on are the club email address, the policy number: PAE61285 and it is Ireland - Lifeline Plus*

*Ensure the password is not personal as it will be used by other trip leaders in the future, but do not share it with anybody outside of trip leaders/captain/Chairperson/Dept*

*Do not encourage other members of the group to download the app, it is just for the trip leader in case of emergency & only to be used for authorised UCC trips.*

*The app is quite useful and gives lots of valuable info on different aspects of travel to an area.*