



Risk Assessment

Risk Assessment for the activity of	Camping Trips	Date	07/06/2024
Unit/Faculty/Directorate	Southampton University Canoe Club	Assessor	Madeleine McGuigan (President) Alexander Wilson (Vice President) Ruby-Lee Allen (Safety Secretary)
Line Manager/Supervisor		Signed off	

This risk assessment covers the club's camping trips that take place at various campsites across the UK. The dates and locations of these trips will be communicated to members. Appropriate committee members will be asked to read this risk assessment and the acting safety secretary will remind them not to act outside of its remit. Any incidents or near-miss incidents that occur during these trips will be reported and reviewed in line with this risk assessment.

Guidance/standards/reference documents:

This risk assessment was written using guidance from:

1. SUSU
2. <http://www.hse.gov.uk/Risk/faq.htm>

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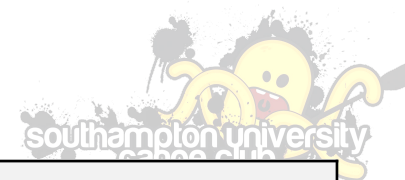


Competence Requirements:

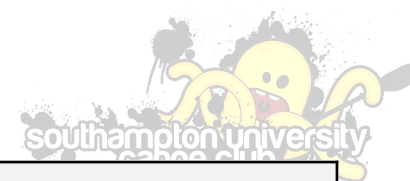
All committee members have a responsibility to ensure the events that take place are safe and enjoyable, and that BBQs (please see BBQ risk assessment for associated risks) and campfires are planned with the safety of the participants in mind. All committee members present also have a responsibility to look out for everyone on these trips and all club members are responsible for adhering to this risk assessment.

The welfare secretary and welfare sub-committee are to deal with any welfare concerns raised, for example bullying and harassment. The welfare secretary and sub-committee are made known to all members at the annual safety talk, or during the trip if it is taking place prior to the safety talk.

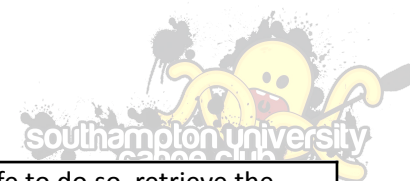
All committee members are aware of the risks that a campfire, for example, may involve and are aware of how to reduce these risks and what to do to ensure the safety of all attendees at all times. Particular risks are highlighted at club meetings prior to the trip.



PART A										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			L	I	S		L	I	S	
Transmission/ contraction of Covid 19	Members contracting COVID-19 and falling ill	Everyone	3	2	6	<p>All members should be aware of the current COVID-19 guidelines laid out by the government and we expect them to abide by these.</p> <p>If a member is displaying symptoms or has tested positive for COVID-19, they will be asked not to attend.</p>	2	2	4	



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(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			L	I	S		L	I	S	
Protruding tent guy line	A person could trip and fall over a protruding guy line	Everyone	4	2	8	<p>Tents to be erected in designated/permitted camping zones away from other camping groups.</p> <p>Tents to be erected in daylight or with ample torch light to ensure people can see where they are going.</p> <p>Caution to be advised to members when walking around the tents and members to be advised not to run near the tents.</p> <p>Guy lines to be pegged close to the tents to minimise space used.</p>	2	2	4	



Tent collapsing/blowing away	Loss of tent, littering, people being hit by the tent, and no shelter to sleep	Those in the vicinity, the owner and occupiers of the tent	4	2	8	<p>Tents must be pegged down and secured appropriately, using a mallet when needed.</p> <p>Weather for the weekend of the trip to be checked in advance and communicated to members to allow preparations to be made.</p> <p>Pegs to be checked for robustness and suitability for use before pegging into the ground.</p> <p>Suitable terrain to be chosen to erect the tent.</p> <p>Tent users are to be advised to check that tents are structurally sound after erecting them, and make adjustments where necessary.</p>	2	2	4	<p>If safe to do so, retrieve the tent to be erected.</p> <p>In the event the tent has blown away and cannot be retrieved, alternative accommodation is to be sourced for the affected persons.</p>
Using a mallet to erect a tent	Minor impact injury from misuse of the mallet	The person using the mallet, a person in the vicinity of the mallet	3	2	6	<p>Make sure that the mallet is used sensibly, ensuring thumbs and other body parts are out of striking distance.</p> <p>Mallet to be used in well-lit conditions.</p> <p>Members are to be advised to only use the mallet if confident in using it.</p>	2	2	4	

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Sitting around an open campfire	Risk of burns, fire spreading and damage to property	Anyone in the vicinity of the fire	3	3	9	<p>The fire will be attended to at all times and extinguished in a safe manner.</p> <p>The campfire will be lit in areas that are a safe distance from flammable structures such as tents.</p> <p>Members to remain a safe distance from the fire where possible.</p> <p>Members to be advised not to run around the fire.</p> <p>Keep the woodpile and any flammable liquids away from the fire and keep the vicinity around the fire clear of any trip hazards.</p> <p>The fire is to only be lit by responsible and competent persons.</p> <p>Water or other fire extinguisher to be kept on hand in case of emergency.</p>	2	3	6	<p>Two first aiders will be present on the trip with the knowledge and skills for treating a burn injury.</p> <p>Burn gel to be kept in the club first aid/safety kits.</p>
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<p>Having inadequate sleeping equipment</p>	<p>Hypothermia</p>	<p>The person with inadequate sleeping equipment</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>Check weather in advance of trip in order to pack appropriate sleeping equipment and additional layers. Members encouraged to borrow spare equipment if available.</p> <p>Members to be advised to bring appropriate sleeping equipment and additional layers for cold weather, and informed of the risks if this doesn't occur.</p> <p>Members to be encouraged to bring spare equipment for others to borrow in the event of others possessing inadequate equipment.</p> <p>Experienced members trained to look for signs of and treat hypothermia.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Two first aiders will be present on the trip with knowledge of how to recognise and treat hypothermia.</p> <p>999 to be called in the event of an emergency.</p> <p>Safety kits will be on hand, containing thermal aids such as shelters and survival bags.</p>
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PART B – Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date

Responsible manager's signature:

 Print name: Ruby-Lee Allen
 Date: 06/06/2024

Responsible manager's signature:

 Print name: Madeleine McGuigan
 Date: 06/06/2024

Assessment Guidance



1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

L I K E L I H O O D	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		IMPACT				

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.

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4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe – extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

Risk process

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher

Identify the impact and likelihood using the tables above. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.