| **Risk Assessment** | | | | |
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| **Risk Assessment for the activity of** | **Southampton University Caving Club - Hiking Socials** | | **Date** | 12/11/2024 |
| **Are you a sports club or society?** | Sports Club | **Assessor** | Jack Richards (Social Secretary) | |
| **President/Captain Name/2nd Committee Member** | Violet Han (President) | **Signed off** |  | |
| **Risk Assessment Information**  (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information) | Southampton University Caving Club will be running infrequent hiking socials (preferably on weekends).  These socials will require a thorough risk assessment to maintain the safety of those participating.  Common risks pertaining to hiking include incorrect attire/footwear, uneven terrain, dehydration and fatigue and other common medical problems. When specific control measures are taken the risk of these and other events occurring will be appropriately mitigated. | | | |

| ***PART A*** | | | | | | | | | | |
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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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| **Activity Considerations** | | | | | | | | | | |
| **Insect bites** | Discomfort, diseases associated with certain insects such as Lyme’s disease from ticks | Any Participants | 3 | 3 | 9 | Participants will be made aware of the risk of insect bites, especially during the warmer months. Advise the use of insect repellent including clothes that cover lower limbs. | 2 | 3 | 6 | Participants will be advised to wear clothing that covers arms and legs, or the use of insect repellent spray.  Committee to advise participants to check themselves for ticks at the end of the walk, especially if the route includes areas of long grass or high deer activity. |
| **Injury from animals (farm, wild or domestic)** | Bites and cuts to the skin, which may be large and could be infected. Diseases from animals being spread such as rabies in rare cases. | Any Participants | 2 | 4 | 8 | Care is taken when passing  through an area containing  animals (e.g. field of cows, sheep, horses, etc) and avoided where possible. Participants advised not to attempt to pet or feed animals. | 1 | 4 | 4 | Any animals showing aggression or appearing to be nervous are always avoided. |
| **Over-exertion or exhaustion. Strenuous exercise and the effect on the body** | Muscle injury – strains and pulls.  Dehydration.  Fatigue, lack of energy. | All participants. | 3 | 3 | 9 | Hike leaders should ensure breaks for rest, snacks and water take place when needed. They will be aware of how participants are feeling during the hike and schedule extra breaks if requested. | 2 | 3 | 6 | If any injury occurs, seek medical attention.  If severe, call 999 in an emergency (although unlikely for muscular)  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Roads (crossing or walking alongside – being hit by a vehicle)** | Potential to be hit by a moving vehicle, which may lead to large and debilitating injuries and a risk of death. | Any Participants | 4 | 5 | 20 | Committee members and walk leaders will ensure that the group crosses roads in a staggered formation.  Roads will only be crossed if necessary and when the road is clear.  Major roads without footpaths (such as A roads) will be avoided as walking routes, unless they have designated crossing points.  First aiders would be brought on the walk to administer aid if necessary. | 2 | 4 | 8 | Committee members/walk leaders will wear high-visibility vests if necessary (such as crossing a road on a blind corner or in weather conditions/time of day with adverse visibility).  If it is not deemed possible to safely extend visibility enough the group should use an alternative path. |
| **Participant Attire/Footwear** | Injury can occur if people are not wearing attire appropriate to hiking.  Blisters can result from ill-fitting or loose footwear.  Hypothermia can result from the lack of suitably warm or waterproof attire. | All participants and organisers/staff and spectators | 3 | 3 | 9 | Ensure all participants are wearing suitable clothing (nothing in pockets) and appropriate footwear.  Instructions will be given about hiking boots/shoes and strict guidelines will be in place prohibiting any open toed/loose fitting footwear.  Instructions will also be given about bringing layers and wearing appropriate clothing for the weather and route. | 1 | 3 | 3 | If a participant brings incorrect footwear or clothing to the event, they will be informed they are not allowed to participate due to the risk.  If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.  Follow SUSU incident report policy. |
| **Extreme Weather** | Heat or sun – risk of sunburn, heat exhaustion and dehydration.  Cold – risk of hypothermia.    Weather directly influences ground surfaces and the risk of slips, trips and falls. | All participants and organisers/staff and spectators | 3 | 3 | 9 | Ensure regular drinks breaks are taken, and that each participant and staff member is advised to bring their own drinks bottle.  If it is hot or sunny, ensure participants have taken steps to reduce their chance of harm – i.e., use of sun cream, hats and having available shaded area.  If it is cold, ensure participants have suitable attire to enable them to keep warm.  Hike leader will check the weather forecast prior to the hike, and postpone/cancel in the event of particularly extreme or unsafe weather. | 1 | 3 | 3 | If anyone is affected by the heat or cold, seek immediate medical attention.  If severe, call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.  In the event of unexpected dangerous weather, hike leaders will take actions to make sure all members reach a safe location quickly and safely. |
| **Ground Surfaces**  Hard, uneven or slippery surfaces, steep drops. | Can cause slips, trips and falls.  Potential for broken bones, strained muscles, minor injuries. | All participants | 2 | 3 | 6 | Hike leaders will ensure every member is aware of risks on the route and that any particularly dangerous areas are navigated in a safe manner.  Ensure participants are wearing suitable clothing and appropriate footwear. | 1 | 3 | 3 | Hike leaders will carry a well-equipped first aid kit and at least one of them will have suitable first-aid training to treat any potential injuries.  If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.  Follow SUSU incident report policy. |
| **Participant is separated from the group** | Personal distress, risk of injuries related to unknown terrain, risks of being separated without contact | Attending members | 2 | 4 | 8 | Hike leaders will be aware of the route and carry appropriate maps (on smartphone with sufficient battery and preferably also printed).  Hike leaders will ensure to regularly headcount participants and each member will be aware of who is ahead and behind them.  Group leaders will have the phone numbers of each member participating. | 1 | 4 | 4 | In the unlikely event of a member getting lost, leaders will call them, and retrace steps to the last area where they were seen.  In the event of an emergency, 999 will be called.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. |
| **Hiking near bodies of water** | Drowning, physical exhaustion, injury related to boats/ other objects in the water. | Members participating in the event. | 2 | 6 | 12 | Participants will be warned about any water present and instructed not to approach any dangerous areas near to deep or unsafe water. | 1 | 5 | 5 | Participants will be briefed if the routes go near bodies of water.  In an emergency, use any available safety apparatus such as life rings and throwlines if available.  Call 999 at the earliest opportunity.  No participant should enter a water body to attempt rescue of a casualty. |
| **Lighting** | Participants unable to see each other, the equipment or obstacles clearly, resulting in a higher risk of injury. | All participants | 2 | 3 | 6 | Hikes will take place sufficiently early that there will be adequate daylight throughout.  Hike leaders will pack headtorches for the unlikely event that they are needed due to absence of light. | 1 | 4 | 4 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Public Transport – timetables and safety** | Member may be separated from the group and get lost, which could cause distress, and any other injuries related to being in an unknown place without knowledge of terrain | Any Participants | 3 | 2 | 6 | All participants will be briefed on the public transport route before travel (i.e. timetables, routes). | 2 | 2 | 4 | Committee members will ensure participants adhere to health and safety rules.  Walks are started and ended at train stations thus minimising chances of members getting lost or needing alternative transport. |
| **Anaphylactic shock (severe allergic reaction)** | Breathing difficulties, risk of death. | Any Participants | 1 | 5 | 5 | All participants of events requiring food are required to provide details of any allergies. Other events: participants are encouraged to inform the committee of any relevant allergies/medical info. | 1 | 4 | 4 | Where possible, a trained first aider will be present on walks. Where this is not possible, committee members will be aware of correct procedures for contacting help, and enact this where necessary.  Any member who requires an EpiPen (epinephrine autoinjector) or other anti-allergen medicine must ensure they pack it and inform a committee member. In the case of emergency, committee members must call  999. |

| ***PART B – Action Plan*** | | | | | | |
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| **Risk Assessment Action Plan** | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** | |
| 1 | Two hi-vis jackets to be purchased so that hike leaders at front and back of the group are easily seen. | Jack Richards (social sec) | 15/11/2024 | 18/11/2024 |  | |
| 2 | A fully equipped first aid kit should be checked out from caving stores that is suitable for a hiking social. | Jack Richards  (social sec) | 15/11/2024 | 18/11/2024 |  | |
| 3 | A sufficient plan for the first hike route should be printed and shared with hike leaders. | Jack Richards  (social sec) | 15/11/2024 | 18/11/2024 |  | |
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|  |  |  |  |  |  | |
| Responsible committee member signature: | | | | Responsible committee member signature: | | |
| Print name: Jack Richards | | | Date:  12/11/2024 | Print name: Violet Han | | Date: 12/11/24 |

**Assessment Guidance**

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

| **LIKELIHOOD** | 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. |
| 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. |

| 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 |