| **Risk Assessment** |
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| **Risk Assessment for the activity of** | **Southampton University Hillwalking Club** | **Date** | **23/07/2024** |
| **Unit/Faculty/Directorate** |  **Southampton University Student’s Union** | **Assessor** | **Ben Samuel-Camps** |

| ***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** |
| Weather | Injuries related to severe weather conditions e.g. slipping, poor visibility, heatstroke, hypothermia etc. | All Participants  | **3** | **3** | **9** | Walk leader considers the forecast weather conditions before deciding if the walk can go ahead. Consider rescheduling walks if Met Office severe weather warnings are issued. | **2** | **3** | **6** | Kit requirements published in advance and appropriate clothing for weather enforced on the day eg: Waterproofs, warm clothing.Committee/Walk Leaders will discuss the weather forecast and its effect on the evening before the event, and at its start. If the weather is deemed unsafe (Met Office – Red Warning) the event will be postponed/cancelled. If weather conditions unexpectedly deteriorate beyond safe levels committee will take the fastest route back to safety/transport home. |
| Injuries due to inappropriate footwear | Discomfort, lack of stability, dislocated joints, broken bones, sprains/strains in extreme circumstances  | All Participants | **4** | **3** | **12** | Participants are advised in advance what is suitable footwear prior to an event. And may be turned away if incorrect footwear is worn | **2** | **3** | **6** | Participation is only granted if appropriate footwear is worn.First aid kits carried on all walks, and leaders informed of emergency procedures.Where possible, a trained first aider will be present on the walk. Where this is not possible, committee members will carry first aid kits for minor injuries and will be aware of correct procedures for contacting help, and enact this where necessary. |
| Terrain / Environment | Injuries such as sprains, broken bones etc. Exhaustion. | All Participants | **4** | **3** | **7** | Leader selects suitable terrain for the abilities and fitness of the group. Warnings are given prior to the walk if it is deemed more challenging.  | **2** | **2** | **4** | Participants are warned of potential hazards, including but not limited to loose material underfoot, cliff edges or unstable overhanging cliffs/rock face. Well-equipped first aid kits are provided by the club for each walk and are held by at least one walk leader. Path closure signs and diversions are adhered to.Where possible, a trained first aider will be present on the walk. Where this is not possible, committee members will carry first aid kits for minor injuries and will be aware of correct procedures for contacting help, and enact this where necessary. |
| Member gets lost | Personal distress, risk of injuries related to unknown terrain, risks of being separated without contact. | Any Participant  | **2** | **4** | **8** | Competent walk leaders will have knowledge of the route and will carry a map and compass. Walkleaders will be provided withtwo way radios, expected to use mobile communications and will be spread throughout the group. | **1** | **4** | **4** | Committee members will beinstructed to inform othermembers of situationsthroughout the group. Route to be uploaded to the Club OS Maps account prior to the event for Committee members to access. |
| Water Bodies | Drowning, physical exhaustion, injury related to boats/ other objects in the water. | Any Participants | **2** | **5** | **10** | Participants advised not to enter any body of water, unless consent was granted prior to the walk beginning in certain walks | **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. In socials, swim in only life guarded areas. |
| Trips, slips and falls (from lowland) | Injury to limbs such as broken bones, head trauma, other bodily harm. | Any Participants | **1** | **3** | **6** | Participants will be told beforehand to wear suitable footwear and clothing that should prevent such issues. | **1** | **2** | **2** | Participants will never be pressured into walking at a speed which is not comfortable for them. Should they experience discomfort, they should make the committee aware at the next possible opportunity. If necessary, the committee will alter the route/form a breakaway towards a public transport pick-up point to ensure their wellbeing. |
| Trips, slips and falls (from height) | Severe bodily harm such as broken bones, death. | Any Participants | **2** | **5** | **10** | The importance of walking boots with good grip and ankle support will be emphasised. Members who do not wear suitable walking shoes will be discouraged fromparticipating. Participants are advised not to undertake walk under the influence of drugs of drink or are feeling unwell. Those deemed under influence will be turned away from the walk. Participants will be briefed on the terrain beforehand and routes along ridges, unfenced cliff edges and open drops will only be attempted where absolutely necessary or deemed safe to. | **1** | **5** | **5** | Members who do not wearsuitable footwear will be left at the accommodation or at another safe place such as a local town or village. Participating memberswill not be pressured into walking at a speed which is not comfortable for them and a single file format will be adhered to on narrow paths at height. |
| Dehydration | Health risks associated with dehydration, such as dizziness. | Any Participants | **4** | **2** | **10** | Participants will be told to bring plenty of appropriate fluids and remain hydrated.On days expected to be particularly hot/humid (subject to discretion) prior warning will be given. | **1** | **2** | **2** | Members of the committee recommended to bring additional water that can be shared out to participants if they run out of their own. |
| Sunburn | Discomfort, potential long term skin damage. | Any Participants | **3** | **2** | **6** | Participants will be told to use adequate sun protection (e.g.: suncream, hat, sunglasses etc.) if UV levels high (e.g. in the summer) | **1** | **2** | **3** | Walk leaders to check weather forecast, including UV levels, and advise accordingly through the kit list on event listings. |
| Blisters | Discomfort. Could become infected without proper treatment. | Any Participants | **3** | **2** | **6** | Participants will be told beforehand to wear suitable footwear and clothing to prevent such issues. | **2** | **1** | **2** | Committee members to carry first aid kits with blister plasters. |
| Insect bites (eg: tics and mosquitos) | Discomfort, diseases associated with certain insects such as Lyme’s disease from ticks and malaria from mosquitoes. | 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. |
| Hypothermia | Potential long term damage such as limb, finger loss etc. Death. | Any Participants | **1** | **5** | **10** | Participants will be told in advance of walking in cold weather to bring extra layers (hat, scarf, gloves and thermals). Walk may be cancelled in extreme circumstances. | **1** | **3** | **3** | Walk leaders to be briefed on how to recognise theonset of hypothermia (e.g.shivering, confusion, changes to complexion, lack ofcoordination). Emergencyblankets, shelters and handwarmers will be carried bycommittee members on walks where cold may be a significant risk. |
| 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 passingthrough an area containinganimals (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 avoided at all times. |
| Leader is incapacitated | Lack of leadership which may cause secondary issues such as becoming lost, being unaware of risks of terrain etc. | Any Participants | **2** | **2** | **4** | Walks are only ever run if more than one capable leader is present | **1** | **3** | **3** | Reserve walk leader to be briefed on the planned route and equipped with a map.If deemed too serious emergency services will be called and secondary leader will prematurely end walk in a safe manner whilst ensuring safety of leader. |
| Level crossings (railways) | Potential to get trapped or be run over by a train, which can cause severe and debilitating injuries, or death, | Any Participants | **1** | **5** | **5** | Take care when crossing railways, look both ways before you cross. Obey any signage, barriers, lights and/or audible warnings. Only ever use designated public crossings, preferably ones with visual or audio signals. Never trespass, there may be live rails or overhead cables. If in any doubt, do not cross and phone the railway authority using the crossing phone or using the contact details on the crossing data plate. | **1** | **5** | **5** | Walk leaders to head and tail the group as they cross. Participants to be told to cross in an orderly fashion to minimise time spent on the tracks. Specific warning will be given to participants when using crossings without visual/audio signals, with committee maintaining an active lookout for trains. |
| 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 walkleaders will ensure that the group crosses roads in a staggered formation. That is, in smaller groups so that the entirety of the group is not crossing at any onetime. 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). When walking alongside a road with no pavement, in low light or visibility a walk leader with a high vis vest should be stationed at the front and back of the group, with a white light at the front and red at the rear.In the event of blind corners, or improper visibility committee members should halt the group. They should then assess how to cross. In most cases, this will include the distribution of committee members or competent walk leaders in radio contact along the side of the road (so long as it is safe) to bring the greatest visibility of the road to both walkers and other road users.If it is not deemed possible to safely extend visibility enough the group should use an alternative path. |
| Injuries fromTechnicalequipment(crampons andice axes) onTechnical walks | Injury to the body, which may be minor or severe. Potential to harm both the user of the equipment and others. | Any Participants | **2** | **4** | **8** | Walks requiring such equipment will be limited in the number of participants and will only include those who have a good understanding of how to walk with and use the equipment. There will always be a first aid trained leader participating on walks requiring such equipment. | **1** | **3** | **3** | The walk leaders will assess the experience of the participants and ensure the route is within their capabilities. Members who have not used the relevant technical equipment before shall be briefed on the correct usage of the equipment by a suitably experienced person (usually a Committee member). The route plan will be shared with other committee member/ walk leaders not participating and radio contact will be maintainedif possible. Regular updates will be communicated when phone signal is found. |
| Night-time walking | Becoming lost, separated from the group and injury due to unknown terrain. | Any Participants | **3** | **3** | **9** | If this is not the intended purpose, planned alternative shorter routes will be taken in the event of problematic delays. Extra headtorches will be carried by walk leaders. Members will be advised to bring torches with them if the walk is scheduled to end three hours before sunset.If walk is planned to be a night-hike members will be sufficiently briefed on the need for personal lighting equipment as well as being vigilant with footing. Committee members will exercise right to turn away any member who does not bring a torch or inappropriate footwear etc | **1** | **3** | **3** | Walks with tricky terrain willalways be planned with at least three hours daylight contingency. Trip secretaries will ensure the head torches have suitable charge before a walk. Walk leaders are advised to carry high vis vests to improve their visibility to the group and to traffic (vehicular, cycles or foot traffic) |
| First Aid Treatment Required | An early end to the walk, the calling of emergency services. Incident forms would be report after the walk ends and if/when member received emergency treatment. | Clubs/Soc MembersGeneral Public in proximity | **3** | **3** | **9** | A first aider/first aid kits will be equipped with suitable PPE where close contact is necessary.The injured party will be asked to self-treat under verbal advice using a personal or sanitised first aid kit, whenever possible.Advise members to bring along a first aid kit for personal use. | **1** | **2** | **2** | Before and after treatment, hand sanitation should be completed if possible.When treating wounds, cross-contamination should be avoided. Gloves should be worn when treating open wounds and waste disposed of responsibly.In the case of emergency, the team or committee members must call 999.Where possible, a formally trained First Aider will be present on the walk.Where it is not possible for a first aider to be present, committee members will carry first aid kits for minor injuries and must respond to incidents in a calm and responsible manner. They should be aware of the correct procedures for contacting help and enact this if necessary (such as contacting 111 for advice). |
| 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. |
| Private Transport(cars + minibuses) | Drivers are put under a large physical and mental strain due to excessive driving. Driving incident which could cause harm to bother the drivers and passengers, potentially due to the physical and mental strain mentioned above. | Clubs/Soc MembersGeneral Public in proximity | **3** | **4** | **12** | Public transport used where possible as safety measures are already in place. Private vehicles and hired minibuses are checked before use and passenger behaviour is enforced, especially seatbelts. | **3** | **3** | **9** | Minibus divers are rotated regularly so that the driver does not get tired and has time to recover. Where private cars are used, participants will discuss whether they are happy to travel in them. Wherever possible participants' transport will be contained to a minimal number of vehicles to reduce the likelihood of an incident occurring in a vehicle carrying said participants. |
| Vehicular incident(road trafficcollision) (Private transport) | Physical harm to both drivers and passengers due to collision. Could lead to strains, or worse injuries, potentially even death. | Any Participants and members of public In the vicinity | **2** | **5** | **10** | Drivers will check the route before travelling, including any road closures, roadworks, congestion and incidents. Drivers will only drive the minibus if they feel well rested and alert enough. No driver will be pressured into driving against their will. All passengers will always be required to wear a seatbelt – this is the law. | **1** | **4** | **4** | Minibus Drivers will swap at regular intervals, only driving for a maximum of 2 hours at a time. A reserve driver will always be ready to take over at any one time. Drivers will refrain from alcohol until their driving duties are complete for the day. Committee members will ensure that passengers do not adversely disrupt or distract the driver in any way.In the event of a collision, SUSU accident procedures must be followed. Remove members out of danger. If there are any injuries, treat with first aid if there is no danger to the first aider. Call 999 at the earliest opportunity. |
| Minibus breakdown (private transport) | Passengers are stuck in unfavourable conditions and could have health issues related to exposure and lack of shelter.Mental health issues related to being away from home/loved ones and being in distress. | Any Participants | **2** | **3** | **6** | Drivers will follow the SUSU procedures to alert the recovery services. | **2** | **2** | **4** | Non-driving committee members will ensure passengers are kept warm and sheltered whilst waiting for recovery services. If only one vehicle is faulty, anyremaining and available vehicles will begin to make recurrent trips to take passengers to a safe space (e.g. accommodation, pub, cafe or walk location). |
| Theft of personal belongings (private transport and accommodation)(Away Trips) | Members being without needed medication such as insulin, epi pens etc. Members being without money, or contact with others. | Any Participants | **1** | **3** | **3** | All participants will always be informed to carry their valuables with them and encouraged not to bring unnecessary items. Any other personal possessions will be locked in the accommodation or minibus during the day | **1** | **3** | **3** | Valuables will not be left unattended. Committee members are responsible for the security of the accommodation and minibuses. |
| Fire (Accomodation)(Away Trips) | Health issues related to smoke inhalation of burns, potentially death.Being without vital medication, risks related to exposure being outside of shelter. | Any Participants | **1** | **5** | **5** | All participants will be briefed by the Committee on the fire and evacuation procedures of the accommodation premises, including the location of fire exits, manual call points and fire assembly points on arrival. Only participants confident in their abilities may operate fireplaces, gas hobs or other fuel-burning appliances. Participants reminded to keep loose clothing and other flammable items away from naked flames and hot surfaces. | **1** | **5** | **5** | The Committee will ensure no participant attempts to operate any source of heat or fire under the influence of alcohol. Fire exits and doorways are to be kept clear of obstructions. Fire doors must not be propped open. Committee members will operate fire extinguishers and blankets if it is safe and they are confident to do so. In the event of a fire, raise the alarm, evacuate the premises, dial 999 and ask for fire service. The committee shall ensure no one re-enters the building without authorisation from the fire service. |
| Camping – trip hazards (Accommodation)(Away Trips) | Cuts, bruises, potentially broken bones, head trauma etc. | Any Participants | **2** | **3** | **6** | Guide ropes will be pitched as short as possible and will be fluorescent in colour. Members will be advised to use a torch to move around in reduced light. Tents will be pitched with adequate space to safely move around. Tents will be set up in teams under the supervision of a committee member. | **1** | **2** | **2** | Trip Secretaries will be familiar with pitching the Club’s tents and are responsible for ensuring they are in a good condition. |
| Burns and scalds (as a result of fireplace/fuel burning appliance) (Accommodation)(Away Trips) | Long lasting damage to skin, risk of infection of wounds.Burns may be debilitating and may lead to member being trapped or stuck in unfavourable conditions | Any Participants | **2** | **4** | **8** | Members will be informed that they should only operate fireplaces if they are confident in their ability. Only solid fuel should be burned in solid fuel appliances. | **1** | **3** | **3** | The committee will ensure no member operates fuel burning appliances under the influence of alcohol.First aid techniques will be employed if required and if necessary the calling of emergency services |
| Cuts, burns and scalds (as a result of cooking)(Away Trips) | Cuts and burns may become infected. Wounds may require further medical treatment quickly. | Any Participants | **2** | **4** | **8** | Extra caution is taken when cooking, including using knives, ovens, microwaves and other kitchen appliances. Oven gloves to be used when handling hot cookware. | **1** | **4** | **4** | All members will be informed where the kitchen first aid kit is located for plasters and minor dressings. First aiders or Committee members will assist any member who needs help cleaning and dressing a cut, burn or scald. If there is any doubt of the severity of the injury, committee members will call 111 for advice. |
| Food poisoning (Cooking) | Discomfort, physical sickness that may need to be treated professionally, risk of death in rare cases. | Any Participants | **1** | **3** | **3** | All food will be correctly stored in the kitchen, including the separation of raw and cooked foods.Meats should be thoroughly cooked through before serving, with juices running clear.Fruit and vegetables should be washed before consumption | **1** | **2** | **2** | Committee members to ensure colour coded chopping boards and food preparation areas are adhered to in order to minimise cross-contamination.Surfaces to be cleaned and sterilised before and after use.Food handling/preparation training will be completed to comply with SUSU guidelines. |
| Anaphylactic shock (severe allergic reaction) (Cooking and Walking) | 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. Food to be stored sealed and separated to reduce cross-contamination risks. Nut free food is provided by default. | **1** | **4** | **4** | Committee members to ensure colour coded chopping boards and food preparation areas are adhered to in order to minimise cross-contamination. Surfaces to be cleaned and sterilised before and after use.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 call999. |
| Internal/External venues - Slips, trips and falls(Socials) | Cuts, bruises, potentially broken bones, head trauma etc. | Any Participants | **2** | **3** | **6** | All boxes, cables and other trip hazards to be stored away from meeting areas. Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. Floors and passageways to be kept clear of obstruction and dry. Report any trip/slip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs. | **1** | **3** | **3** | When using SUSU/Uni spaces: seek venue staff or security in the event of an incident. Report all incidents to SUSU reception at the earliest opportunity. |
| Alcohol consumption(Away Trips / Socials) | Disorientation, lack of self-control and injuries related to this, hangovers, alcohol poisoning in extreme circumstances. | All participants + general public in proximity | **3** | **3** | **9** | Participants may become at risk as a result of alcohol consumption or become a risk themselves (risk of injury to themselves or others, and risk of fluid loss due to excess urination or vomiting). Encourage participants not to drink too much alcohol and recommend hydrating with water. Anybody in the group who is very drunk or appears unwell should be encouraged to go back home, ideally accompanied by a friend.No pressure is to be placed on members to drink and any member encouraging such actions will be asked to cease doing so.Risk of intoxicated members of the public acting violently/abusively towards participants. Risk of drink spiking. | **2** | **2** | **4** | Participants are responsible for their individual safety and conduct. Participants should guard their drinks. Initiation events not to be tolerated.For socials at bars/pubs/clubs, security will be present at most venues. Alert security staff in the event of injury or abuse |
| Transport(Socials) | Members 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. | All participants + general public in proximity | **3** | **2** | **6** | Members are responsible for their safety and transport between social venues. Event organisers to direct participants to the venue(s). Avoid groups blocking pavements and spilling into roads. | **2** | **2** | **4** | Where possible venues chosen for socials will be local/known to members and within a shortdistance from each other. |

| ***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. | Keep up to date with the latest Government, NHS and BMC advice regarding the differences in COVID restrictions in the devolved nations. Such restrictions if reintroduced could prevent our events from happening. Cost would be minimal. | Committee | Ongoing | Ongoing | Amend risk assessment (if necessary). Consider amending event plans to non-contact, and socially distanced forms should such be required by government advice.  |
| 2. | Regular review of medical advice for hillwalking clubs, as well as the First Aid capabilities and capacities of the Club’s Committee (and regular) members. Cost would be minimal. | Committee | Ongoing | Ongoing | Amend risk assessment (if necessary) to minimise medical risks to all participants.  |
| 3. | Regular advertisement of First Aid and food-handling training available through the Union will be made by the President/Vice President to all Committee members who are not trained. This may cost an amount if training is external. | President/ Vice-President | Ongoing | Ongoing | Amend club details of first-aid trained Committee members.  |
| Responsible manager’s signature:  | Responsible manager’s signature: |
| Print name: Ben Samuel-Camps*Club President 2024-25* | Date: 23/07/20-24 | Print name: Jack Davis*Independent Reviewer (2 Years Committee Experience)* | Date23/07/2024 |

**Assessment Guidance**

| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| --- | --- | --- | --- |
| 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** |

 

| 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 |

| 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.  |