

Risk Assessment

Risk Assessment for the activity of		Winter Camp		Date (of event)	21/02/2025
No. Participants	20	No. First Aiders	5	Date (until)	23/02/2025
Unit/Faculty/ Directorate	Southampton Student Scout and Guide Organisation (SSAGO)		Assessor	Josie Anderson Southampton SSAGO Chair	
Line Manager/ Supervisor	Ben Lewis Southampton SSAGO Secretary		Signed off		
Travel Arrangements					
Method of travel	a minibus and cars	Time of Departure	17:00	Location of departure	SUSU Building 42 University Rd, Southampton SO17 1BJ
Upon return, participants and kit will be dropped off at 10 University Road					
Participants can then make their own way home, and the minibus will be returned to its designated car park.					
Activity plan					

Arrive Friday evening to have a relaxed evening at the bunkhouse (Plas Dolygaer, Pontsticill, Merthyr Tydfil, CF48 2UR). On Saturday, complete a preplanned route around the Brecon Beacons by foot - then relax again in the evening with a quiz. Sunday continue with another smaller hiking route, before heading home.

General Event										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
What is the hazard?	Who might be harmed?	How might people be harmed?	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Impact	Likelihood	Score		Impact	Likelihood	Score	
Vehicle / People Interactions	The driver and nearby pedestrians	Cars may hit nearby pedestrians, or the driver may take dangerous actions to avoid pedestrians.	4	2	8	With the accomodation being remote, it is unlikely for any vehicle or people interactions when exiting and entering vehicles. Members will be reminded to bring torches when dark, and hivis jackets will be available when required. All walking routes avoid going near roads, hence minimal likelihood.	4	1	4	
Pre-existing medical conditions	Person with the medical conditions	The medical conditions may directly cause harm or indirectly e.g. someone having a seizure could get into danger	3	3	9	This will need to be risk assessed on a case by case basis depending on the individual's medical conditions and what control measures they already have in place. All medical details will be reviewed prior to the event. The event lead will manage this.	3	2	6	Multiple first aiders will be available at the event, with appropriate first aid kits. Members health records will be collected in advance of the event. First aiders will be made aware of any conditions on a need-to-know basis, following appropriate GDPR protocols. Local hospitals will be checked in advance of the event.
Extreme Wet Weather	Anyone on site	Wet weather can lead to dangerous conditions such as slipping on wet muddy ground.	2	3	6	The weather forecast will be monitored before the event. If the forecast suggests extreme weather, participants will be given advice on how to look after themselves during the weather and the committee will put appropriate measures in place. For wet weather, example measures include the kit list will be updated to include more relevant equipment such as waterproof trousers and umbrellas.	2	2	4	
Extreme Cold Weather	Anyone on site	Can cause hypothermia.	4	2	8	The weather forecast will be monitored before the event and committee will put control measures in place as required. This may include updating the kit list to include more appropriate equipment, and changing the hikes for alternate indoor activities. Event organisers will monitor participants to check for signs of hypothermia.	4	1	4	

Extreme Hot Weather	Anyone on site	Hot weather can lead to heat-related illnesses.	4	3	12	The weather forecast will be monitored before the event. If the forecast suggests extreme weather, participants will be given advice on how to look after themselves during the weather and the committee will put appropriate measures in place. For hot weather, example measures will include telling participants to bring relevant equipment and measures to make sure participants drink enough water will be organised.	4	1	4	
Manual Handling	People carrying heavy loads or moving equipment	If individual(s) attempt to carry or move something dangerously, they could harm themselves e.g back injury	3	2	6	All manual handling tasks should be dynamically risk assessed before attempting them to limit risk of harm. This may include if the task is too dangerous, the task should be avoided entirely. As part of the dynamic risk assessment control measures should be put in place. Relevant measures may include: use equipment to limit the risk of harm (e.g. trolley), increase the number of people moving the load, or split the load up into smaller more manageable loads.	3	1	3	
Individual going missing	The individual who goes missing	The individual may get lost and during this process hurt themselves.	4	3	12	Before starting any activities, explain all instructions and make sure participants understand the instructions. Dynamically add activity specific control measures to try to limit the risk of someone going missing e.g. Organise a register or buddy-scheme, make sure all participants have contact details of the event leader. Event leaders will have access to the participants contact details.	4	1	4	Participants should have phones to keep them in contact. Contact details will be collected in advance.
People fooling about	Anyone on site	Risk of general accidents	4	4	16	Remind participants of the SSAGO behaviour policy, along with the Scouting and Guiding values. Behaviour will be monitored, and anyone performing anything dangerous will be stopped and the incident will be reviewed.	4	2	8	
People drinking excessively	Anyone on site (both drinkers and non-drinkers)	Risk of general accidents	4	5	20	Remind participants of the SSAGO behaviour policy, along with the Scouting and Guiding Values. Enact the Green Card (Scouting Alcohol Policy) where appropriate. Encouragement to drink responsibly. People's drinking will be monitored. Alcohol will not be provided by the event itself.	4	2	8	If anyone starts drinking too much their drink will be taken away.
Driving on event business	Drivers and passengers	Car crash and accidents	5	3	15	Trips should be limited to only ones that are required. All drivers must meet the requirements to drive the minibuses. Driver tiredness will be monitored and drivers will be advised to get enough sleep for the next day.	5	1	5	Ensure front seat passengers stay awake to monitor and ensure driver doesn't fall asleep.

Buildings										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
What is the hazard?	Who might be harmed?	How might people be harmed?	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Impact	Likelihood	Score		Impact	Likelihood	Score	
Electrical Safety	Occupants of the building	Electric shock, electrical burns	5	3	15	Follow site policy on electric devices and safety. All participants will be reminded to highlight any causes for concern and raise to the event organisers.	5	1	5	Trained first aiders should be available, and emergency services can be called should the situation become critical.
Trip hazards in the bedrooms	Occupants of the building	Trips, Falls, Slips	2	3	6	Lighting will be checked in all the rooms. Occupants will be reminded to be respectful when sharing rooms and to keep a clear pathway. Occupants will be split across the rooms evenly to limit crowding.	2	2	4	
Fire	All	Burns	4	2	8	Follow site policy on fire safety. Smoking will not be permitted within the building.	4	1	4	
Table, Chairs and other furniture	All	Falling into and walking into tables and chairs	2	5	10	Check the lighting in the building to make sure it works. Clear pathways will be defined in the rooms and any non required furniture can be put away.	2	2	4	

Catering										
(1) Risk identification			(2) Risk assessment					(3) Risk management		
What is the hazard?	Who might be harmed?	How might people be harmed?	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Impact	Likelihood	Score		Impact	Likelihood	Score	
Wet Floors / Spillages	Kitchen Staff	Slips and trips which can lead to further consequences e.g. stabbing self with knife, hitting hot equipment for burns.	4	3	12	All spillages will be cleaned straight away. Kitchen will be dynamically risk assessed throughout the weekend to make sure that it is safe and has clear pathways for all staff in the kitchen.	4	1	4	
Hot surfaces	Kitchen Staff	Burns	4	3	12	Have clear hot areas and cool areas (e.g. hob will be a hot area) and try to keep hot equipment in those hot areas. Hot pans will not have dangling handles off the edge of the worktop. Ovens/hobs will be turned off when not required. An appropriate first aid kit will be available and a sink will be available to cool any burns.	4	1	4	
Contact with steam, hot water, hot oil and hot surfaces	Kitchen Staff	Burns and Scalds	4	3	12	Monitor hot liquids to make sure they are secure and are moved safely using the appropriate equipment e.g. oven gloves, trays.	4	1	4	
Sharp knives	Kitchen Staff	Cuts	4	3	12	Knives should be stored appropriately at all times. Staff should only use knives if they feel competent with them. In the case of an incident, cooking should be paused until kitchen is made safe again. Follow first aid guidelines as appropriate, focusing on infection risks.	4	1	4	
Cross contamination	All	Allergic reactions, passing of foodborne diseases	5	3	15	All kitchen staff and serving staff will follow good hygiene and food safety processes. Experienced catering staff with Level 2 Food Safety and Hygiene qualifications will be available to advise. Kitchens will be stocked with appropriate equipment to support good hygiene processes, including multiple kitchens allowing food to be prepared separately.	5	2	10	SUSU food hygiene level 2 course recommended for camp/event organisers Call for first aid/emergency services as required Report incidents via SUSU incident report procedure

Under cooked food	All	Food Poisoning and Foodbourne diseases	4	3	12	All food will go through multiple checks before serving to make sure it is fully cooked including the kitchen staff, catering lead and serving staff. All food will be cooked according to planned recipes with sufficient time for it to be fully cooked.	4	1	4	
Food Allergies	People involved in the preparation and eating of the food	Allergic Reactions and Anaphylaxis	5	4	20	Event organiser has access to bookings so can plan adjustments relating to allergies as early as possible. Communicate with people with allergies to organise any strategies if required. Kitchen staff will be briefed around any specific allergies, while maintaining appropriate GDPR. Food with specific allergy requirements will be prepared seperately.	5	2	10	SUSU food hygiene level 2 course recommended for camp/event organisers Call for first aid/emergency services a required Report incidents via SUSU incident report procedure
Contact with bleach and other cleaning and washing chemicals	Kitchen Staff, Serving Staff and Washer Uppers	Skin irritation, Chemical Burns, Chemical Reactions	4	4	16	Non-Corrosive cleaning products will be supplied where possible. More dangerous supplies will not be available for anyone to just grab, will be kept safe by event organisers. Gloves and other appropriate PPE will be available for cleaning.	4	2	8	Fresh water is available to wash off chemicals, and helplines (such as 112) are available for chemical burns, and other concerns
Electrical	Kitchen Staff	Electrical Burns and Shocks	4	3	12	All electronic cooking equipment will be visibly inspected before use, and then tested to make sure it is functioning.	4	1	4	
Fire	Kitchen Staff	Burns	4	3	12	All cooking heat sources/any equipment touching heat (e.g. frying pans) will be inspected to make sure is clean before the event and regularly during the event. Ensure the campsite has good fire safety policies and equipment in place.	4	1	4	

Hikes										
(1) Risk identification			(2) Risk assessment					(3) Risk management		
What is the hazard?	Who might be harmed?	How might people be harmed?	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Impact	Likelihood	Score		Impact	Likelihood	Score	
Slips, trips and falls	All	Slips, trips, cuts n falls	2	4	8	Each group will have at least one first aid kit and one first aider. All participants will have access to event contact details. There will also be walkie talkies available to allow for communication between the groups on the hikes. In an emergency, they should call 999.	2	2	4	
Pre-existing medical conditions	Participants	Depends on the medical condition	3	3	9	Event organisers will carry health forms for all the participants, distributing to group leads as required - as long as if they have completed the appropriate GDPR training.	3	2	6	In an emergency, they should call 999.
Adverse Weather Conditions	All	Slips, trips, hypothermia, heat exhaustion	4	2	8	Before the event, weather forecasts will be monitored and participants will be notified of any extra equipment to bring e.g. a coat, sun cream. If the weather is extreme, the activity may have to be adapted or cancelled. Weather should be dynamically assessed and if it becomes dangerous, the activity should be cancelled.	4	1	4	
Open Water	All	Drowning, slips, hypothermia	4	3	12	Routes have been planned to avoid any open water where possible, and the longer routes have been walked to make sure they are safe. Participants will have a map, compass and their phones to adjust the route if required.	4	1	4	
Participant has a lack of food and/or water	All	Hunger and dehydration	3	4	12	All participants will be reminded to carry plenty of water and snacks, alongside their packed lunch. Participants can use any shops they find on their routes to get extra food if required.	3	2	6	

A member gets lost while walking	All	Hypothermia, hunger, dehydration, injury	5	3	15	All participants will be requested to have their phones on them in case they get lost. Group leads will have a register with participants to check everyone is there. They should be particularly cautious if it is foggy. Advise the group lead to do regular headcounts. Contact the event organiser if someone goes missing.	5	2	10	Offer phone charging services to reduce chance of phone dying during the event
Whole group gets lost	All	Hypothermia, hunger, dehydration, injury	4	3	12	Whole group will be advised of the route before starting. Multiple participants are experienced with the routes in advance, and hence are confident in leading. Walkie talkies will be available for groups to cross communicate.	4	2	8	Once concerned, they should contact the event organisers as early as possible for support. What3Words will be advised to be downloaded in advance.
Walk takes longer than expected	All	Hypothermia, hunger, dehydration, injury	3	4	12	Longer walks have been tested to gauge difficulty and timings. Participants can adapt the route if required to shorten or extend the walk. Minibuses will be adaptable and can deal with a shorter or longer walk. If a member becomes too tired, the participants should adapt appropriately either shortening the route or calling the event organisers.	3	2	6	Event organisers should be kept up to date with any significant time changes.
Inappropriate Clothing	All	Hypothermia, heat exhaustion	3	4	12	Participants will be reminded before the event of appropriate weather gear, according to the forecast.	3	2	6	If someone is wearing inappropriate clothing, they may have to stay at the bunkhouse if there is not spare equipment.

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
1	Risk assess medical details (prior to event)	Event committee	14/02/2025	20/02/2025	
2	Monitor weather information (prior to event)	Chair and Event committee	14/02/2025	20/02/2025	
5	Ensure all participants are aware of SSAGO behaviour policy (prior to event)	Chair and Event committee	14/02/2025	20/02/2025	
6	Ensure some catering staff have food safety and hygiene training (prior to event)	Event committee	14/02/2025	20/02/2025	
7	Prepare appropriate equipment for catering (prior to event)	Event committee	14/02/2025	20/02/2025	
8	Monitor local events (political/religious/etc) (prior to event)	Event committee	14/02/2025	20/02/2025	
Secretary's signature:	<i>B.LEWIS</i>	Print name: Ben Lewis Date: 05/02/2025	Chair's signature:	<i>J.ANDERSON</i>	Print name: Josie Anderson Date: 04/02/2025

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

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

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. 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.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. 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

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.