Risk Assessment

Risk Assessment for the activity of	**Edinburgh Fringe Festival Trip** Edinburgh, Scotland 16th-24th August 2025 Hay Stack Hostel, 5/3 West Register St, Edinburgh, EH2 2AA, Scotland 12 people	**Date**	24/07/2025
Group name	**SUSU Theatre Group**	**Assessor**	*Anna Wildgust*
Supervisor	*Megan Lawrie - President*	**Signed off**	Groups hub

PLEASE USE THIS SECTION TO UPDATE/AMMEND/ADD ANY INFORMATION REQUIRED. IF YOU HAVE ANY FURTHER QUESTIONS REGARDING YOUR RISK ASSESSMENT PLEASE CONTACT XXXXXXXXXXXXXX FOR FURTHER INFORMATION.

PLEASE NOTE AS A COMMITTEE IT IS ESSENTIAL THAT YOU HAVE A RISK ASSESMENT IN PLACE PRIOR TO ANY ACTIVITY OR TRIP

You must register your trip/tour abroad with SUSU here - https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Trips-and-Tours.aspx

PLEASE ADD THE FOLLOWING INFORMATION:

- **Where are you going?**

Edinburgh, Scotland

- **Where are you staying?**

Hay stack Hostel, 5/3 West Register St, Edinburgh, EH2 2AA, Scotland

- **How many people are going on the trip?**

12 people

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

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)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Slips, Trips, Falls	Accident and/or Injury	- Students - Members of the public	**1**	**3**	**3**	• Group sizes reduced to ensure no large groups are formed. • Students will be encouraged to take care when crossing busy streets and when negotiating paths. Students will also be encouraged to wear appropriate footwear when travelling by foot.	**1**	**3**	**3**	• Should injury occur, Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here

Individuals getting lost while on the trip.	Missing the train there or back.	Members of society on the trip	**2**	**3**	**6**	• Everyone has been informed to stay in groups of three or more. We have a facebook chat and numbers for each member will be collected in case of emergency. • Advice on meeting points and general travel itinerary have been given and will be updated immediately before the trip. • Anticipated most travel in Edinburgh will be on foot. Only licensed taxi companies such as Uber shall be used, as well as reliable public transport links • The group will be staying in busy city centre locations with lots of public services available.	**1**	**2**	**2**	• The phone numbers of the committee members in attendance have been given to everyone on the trip. Social media contact is also available via the facebook group and chat. • The committee will keep everyone together when needed. Our shows are in the morning and so we will be staying together before and during this before having flyering and free time in the rest of the days. Group counts important sections of the trip will take place before leaving hostel, at the venue, as well as back at the hostel at night.

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						• We are travelling to an English speaking country which reduces risk of miscommunication and ability to get lost.				

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Transport: Cancellation/Diversions	Students not reaching intended destination	- Students	**3**	**1**	**4**	• Committee to review Flight times and any potential cancellations/diversions prior to the trip. The group chat will be used to warn people of any potential problems. • Individuals are making their own way to Edinburgh and are responsible for checking for cancellations/ diversions as individuals are getting different trains.	**3**	**1**	**4**	• During the trip, the committee to regularly review transport times to check for any possible cancellations and diversions. • Ensure each participant has booked appropriate insurance for the duration of the trip if desired and has access to insurance details

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Travelling around location	Large groups forming	- Students - Members of the public	**3**	**2**	**6**	• split students into smaller groups to avoid large groups forming • the size of the trip is 12 people so the groups size is not too large to begin with.	**3**	**1**	**4**	• Organisers to familiarise self with location and destinations in advance. Itinerary provided were possible. E.g. use websites like trip advisor, google maps • Tours officer to make easy meeting points and be aware of group whereabouts.

Traffic- accident or collision	Death or major injury	- Students - Members of the Public	**1**	**5**	**5**	• Where possible students should avoid driving own vehicles in the country. Travel by public transport, hire of coach/bus with reputable company • Buses without seatbelts are avoided if possible and never used on high speed roads • Student drivers- The driver will need to become familiar with local driving regulations. It is important to verify that the driver is actually licensed to drive a vehicle in the country to be visited, e.g. does the country to be visited recognize a British driving license or is an International driving license needed • Verbal warning of risk	**1**	**3**	**3**	• Should injury occur, Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here • As this is a UK destination medical insurance is not required. • Trains will be taken to the destination and while there only walking • Edinburgh at the Fringe is is designed for pedestrians and is a generally safe and walkable city.

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			Likelihood	**Impact**	**Score**	**Control measures (use the risk hierarchy)**	**Likelihood**	**Impact**	**Score**	
						• Encourage students to use pedestrian crossings wherever possible • Encourage students to travel in appropriate group sizes to ensure no large groups are formed • Routes planned on foot to avoid fast roads wherever possible.				

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Adverse Weather	Sunstroke, heatstroke, cold, minor illnesses as a result of weather	• Students	**2**	**3**	**6**	• Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream	**1**	**3**	**3**	• Should weather be deemed 'adverse' this tour will be cancelled

Accommodation specific risks: Fire, lost room keys, injury due to unfamiliar surroundings (e.g. slipping in shared bathrooms), unsafe interaction with non-group guests	Injury, evacuation due to fire/emergency, emotional distress	- Students ● Other hostel guests	**2**	**4**	**8**	● Students to be briefed on hostel fire exits and evacuation procedure upon arrival ● Students to keep room keys secure and avoid lending them out ● Private group room booked to minimise contact with unknown guests ● Rules on behaviour in communal spaces (e.g. kitchen, lounge) to be set out in group meeting ● Students advised/told to lock doors when leaving rooms unattended ● Respect hostel quiet hours and avoid conflict with other guests	**1**	**3**	**3**	● Committee to ensure all participants know the hostel address and emergency contact ● Contact with hostel staff in case of safety concerns or lost keys ● Ensure each participant has booked appropriate insurance for the duration of the trip if desired and has access to insurance details ● Should injury occur, Committee to contact appropriate emergency services ● Organisers to bring a first aid kit for minor injuries ● Committee to complete SUSU Incident report as soon as possible – available here

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Loss of valuables	Lost items	- Students	**2**	**2**	**4**	• All attendees will be warned prior to the trip to keep valuables secure and hidden • Advise participants to have access to personal emergency money, for food/water/travel in the event of robbery, e.g. via telephone • Stay away from large gatherings or demonstrations	**1**	**2**	**2**	• Ensure each participant has booked appropriate insurance for the duration of the trip if desired and has access to insurance details • We are staying as a group in a private room, with lockable storage for individuals meaning our belongings will be safe in the hostel.

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Students becoming lost	Distressed students	- Students	**2**	**2**	**4**	• Should student become lost, students will be encouraged to message the committee through designed chat. Whatsapp, Facebook etc • Encourage all participants to swap numbers before trip	**2**	**1**	**2**	• Students will be encouraged to stay in groups at all time. • Organisers to share trip itinerary were applicable

Inappropriate behaviour – from others or students	Distressed students, members of the public	- Students - Members of the public	**2**	**3**	**6**	• Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services • Alcohol: members to follow SUSU expect respect guidance, binge drinking to be discouraged, participants encouraged to buddy up and be sensible/use common sense when drinking e.g. do not leave drinks unattended, do not drink to excess, use licenced premises	**1**	**3**	**3**	• Ensure participants are aware that they are responsible for own behaviour (e.g. if arrested), share SUSU expect respect policy in advance of trip • Ensure participants have appropriate insurance if desired and access to mobile phone • Committee to complete SUSU Incident report as soon as possible – available here

Incident- Experience of terrorism	Distress, serious injury, fatality	Students Public Wider student community etc	**2**	**5**	**10**	• In case of an incident follow **Run, Hide, Tell guidance.** follow the advice of in-country energy service • Stay away from large gatherings or demonstrations • Mobile phone access- ensure chargers are taken and research has been done onto local adapters, network access	**1**	**5**	**5**	• Ensure each participant has booked appropriate insurance for the duration of the trip if desired and has access to insurance details • Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here • We are staying in the UK so the threat is no higher than everyday life for our students.

Incidents restricting travel and health- Natural Disasters, pandemics, political incidents	Distress, serious injury, fatality, inability to return home	Students Public Wider student community etc	**2**	**5**	**10**	• Stay away from large gatherings or demonstrations • Mobile phone access- ensure chargers are taken and research has been done onto local adapters, network access	**1**	**5**	**5**	• Ensure each participant has booked appropriate insurance for the duration of the trip if desired and has access to insurance details • Should injury occur, Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here • We are in the UK so complications with this risk are no higher than with everyday life for our students.

Medical Emergency	Participants may sustain injury due to; pre-existing medical conditions, an incident whilst travelling, or as a result of a poor response to a previous medical situation.	Student participants	**3**	**5**	**15**	• advise participants; to bring their personal medication, what numbers to ring in an emergency, and that the priority is to first seek medical attention (not to call home first!) • Advice participants to bring enough medication for trip duration • Next of kin and medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guidelines • Organisers to familiarise self and brief participants on local medical facilities	**2**	**5**	**10**	• Ensure each participant has booked appropriate insurance for the duration of the trip if desired and has access to insurance details • Should an incident occur, Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here • Again, this is a UK Trip so the risks and complications associated with going abroad do not apply here.

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Food allergies/dietary needs: Allergic reaction or illness due to exposure to allergens or inappropriate food choices (e.g. nut allergies, coeliac)	Mild to severe allergic reactions	- Students with allergies or dietary needs	**2**	**5**	**10**	• Collect dietary requirements and allergy information from all participants before trip • Encourage individuals with known allergies to bring their own medication (e.g. EpiPen, allergy cards) • Committee to remind students to check labels and ask about ingredients when eating out • Only dine in reputable food venues with clear allergen labelling	**1**	**5**	**5**	• In case of an incident, committee to call emergency services and inform hostel staff • Students encouraged to buddy up when eating out to support each other with allergy awareness • Committee to complete SUSU Incident report as soon as possible – available here

Drowning- tours/trips by the sea, lakes etc, activities involving water	Serious injury/fatality	Student participants	**2**	**5**	**10**	• Participants to obey local laws and follow local advice on tides etc • Ideally swimming should be avoided when no lifeguard provision is available • Advise common sense- Participants undertake activities at own risk- encouraged to think about own ability e.g. swimming competency and training (water sports) • Life jackets/PPI to be worn as instructed • Swimming at night to be avoided	**1**	**5**	**5**	• Ensure each participant has booked appropriate insurance for the duration of the trip if desired and has access to insurance details • Should injury occur, Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here • Ongoing dynamic risk assessment taking into account location and weather • City based trip with no plans for water based activity, so the risk of this is unlikely.

Accident during performances	Death/ injury	Students, Audience (members of public)	**2**	**5**	**10**	• Venue-specific health and Safety questionnaire/ action plan has been completed and shared with venue and directors. • Directors are responsible for the appropriate safety teaching of the blocking of the show • Cast are responsible for the appropriate execution of this safe teaching. • During the tech rehearsal members will have a safety briefing and will be made aware of the risks associated with the venue and any evacuation and safety plans put in place.	**1**	**5**	**5**	• The students will be made aware of the risks of performing, and committee members will ensure that those on the trip will follow the rules and behave in a safe way to reduce risk of consequences.

Rehearsal/backstage injury: Injury from lifting props, moving set pieces/equipment, trips in dark backstage areas, slips due to cluttered spaces	Sprains, strains, trips/falls	- Students	**3**	**3**	**9**	• All students briefed on manual handling techniques – e.g. lifting with legs not back • Props and set pieces are lightweight and manageable to move • Backstage areas to be kept tidy with no clutter • Technical equipment only to be handled by those instructed in its safe use • No running backstage • Keep space well-lit during set-up and transitions • Venue-specific health and Safety questionnaire/ action plan has been completed and shared with venue and directors. • During the tech rehearsal members will have a safety briefing	**2**	**2**	**4**	• Any accidents logged and reported via SUSU incident reporting • First aid kit available at all performances

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	Organisers to ensure appropriate travel insurance has been secured by/for each participant if desired (UK Visit with low costs and no medical repatriation cost implications)	Anna Wildgust	10/08/25		
3	Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information)	Anna Wildgust	11/08/25		
4	Trip itinerary and details of hotels/flights shared with all participants	Anna Wildgust	10/08/25		
5	Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines	Anna Wildgust	10/08/25		
6	Organisers to check and pack a first aid kit	Anna Wildgust	15/08/25		
7	Organisers Severe Weather and Natural Disaster Check prior to departure	Anna Wildgust	15/08/25		
8	Transport- where student drivers and hire vehicles to be used ensure company vehicle safety checks area carried out, and research laws on licencing Book appropriate travel insurance/cover	Anna Wildgust	16/08/25		

Responsible committee member signature:	Responsible committee member signature:

Print name: Anna Wildgust	Date: 24/07/2025	Print name: Megan Lawrie	Date: 24/07/2025

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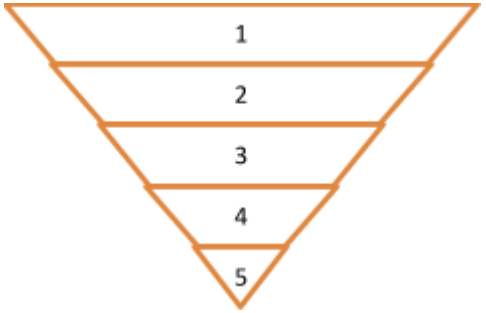
Assessment Guidance

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	

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

Risk process

- 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.

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.