Risk Assessment

Risk Assessment for the activity of	**SUSU THEATRE GROUP Trip/Tour** 17-23rd August 2026, Hay Stack Hostel, 5/3 West Register St, Edinburgh, EH2 2AA, Scotland, 13 people	**Date**	**04/08/2026**
Group name	**SUSU THEATRE GROUP**	**Assessor**	**Athena Vourgos**
Supervisor	**Samuel Duffy**	**Signed off**	

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?**

13

- **Ensure you have a few key phrases printed on laminated card to take with you in case of an incident (we've broken down, there has been an accident etc.)**

We will be in an English speaking country

- **Ensure you have the local British Consulate number for the country you are in available – they will able to support if there is an incident (translation etc.)**

We will be within the UK

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 • Committee to have local British Consulate number available - • 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 flight/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 mobile data plans has been given, as well as meeting points and times. – 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.				

Transport: Cancellation/Diversions	Students not reaching intended destination	- Students	**3**	**1**	**3**	– 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**	**3**	● During the trip, the committee to regularly review flight times to check for any possible cancellations and diversions. ● Ensure each participant has booked appropriate insurance for the duration of the trip 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	**3**	**1**	**3**	• 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 county. 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	**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.

						– 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 – Encourage students to use pedestrian crossings wherever possible – Encourage students to travel in appropriate group sizes to ensure no large groups are formed				

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
						– Walks on foot will be planned to avoid fast roads wherever possible.				
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

Risk of Violent Crime, harassment and/or abuse	Accident and or injury	• Students • Members of the public	**2**	**5**	**10**	– Students will be encouraged to stay in groups at all time. – Trip organisers to familiarise self with countries emergency phone numbers – Advise participants to research local laws and customs before entering a new country (FCO website as primary resource), so they don't cause offence for cultural differences. – Organisers to have a record of & to share details of the consular office for the nationality of each participant	**1**	**5**	**5**	• Should a student witness or be a victim to such crime they are able to contact the appropriate emergency service and report to the committee. In turn this to be reported to the duty manager • Committee to contact appropriate emergency services • Committee to have local British Consulate number available - • 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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						– Advise participants to use common sense when getting into vehicles, or accepting invitations and to get out of the vehicle if they feel at risk – Participants all advised to give up their valuables in the event of a confrontation to prioritise own safety				

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 – Advise participants to bring a photocopy of their passport.	**1**	**2**	**2**	• Organisers to have a record of & to share details of the consular office for the nationality of each participant • We are staying as a group in a private room, with lockable storage for individuals meaning our belongings will be safe in the hostel. • If passport lost, make an official report and contact the nearest embassy or consulate • Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details

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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 – Participants to research local laws and customs before entering a new country (FCO website as primary resource), so they don't cause offence for cultural differences	**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 and access to mobile phone • Committee to have local British Consulate number available - • Committee to complete SUSU Incident report as soon as possible – available here

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						– 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				

Incident- Experience of terrorism	Distress, serious injury, fatality	Students Public Wider student community etc	**2**	**5**	**10**	– Organisers to encourage participants to research the political situation of the country they are entering, using the FCO website, will not book trips to FCO most dangerous countries – Will research specific regions within the country, considering FCO advice and the make-up of student group (e.g. nationalise, religious restrictions etc) – Each participant to have at hand details of local consular office and list of local emergency phone numbers	**1**	**5**	**5**	• Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details • Committee to contact appropriate emergency services • Committee to have local British Consulate number available - • 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.

						– Participants to have a copy of passport and insurance documents – 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				

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 – Organisers to encourage participants to research the political situation of the country they are entering, using the FCO website, will not book trips to FCO most dangerous countries	**1**	**5**	**5**	• Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details • Should injury occur, Committee to contact appropriate emergency services • Committee to have local British Consulate number available - • 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.

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						– Will research specific regions within the country, considering FCO advice and the make-up of student group (e.g. nationalise, religious restrictions etc) – Participants to have a copy of passport and insurance documents				

Medical Emergency	Participants may sustain injury due to; pre-existing medical conditions (such as food allergies leading to Anaphylaxis), 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 (such as epi-pen where needed), what numbers to ring in an emergency, and that the priority is to first seek medical attention in country (not to call home first!) – Advice participants to bring enough medication for trip duration and include ingredients list, packaging (to support in country medical team if required) – Participants to inform committee / trip lead and/or restaurants of any allergies prior to the trip	**2**	**5**	**10**	• Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details • Encourage participants to Check legal restrictions on import /export controls on medications • Should an incident occur, Committee to contact appropriate emergency services • Student who have allergies to carry epi-pen and ensure they have told organisers where to find it • 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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						– 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				• Students encouraged to buddy up when eating out to support each other with allergy awareness • In case of an incident, committee to call emergency services and inform hostel staff

Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self-control	Event organisers, event attendees,	**2**	**5**	**10**	Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event. Bouncers/trained staff in pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious/unusual behaviour to staff. Participants encouraged to stay with a nominated 'buddy' where possible. The organisers have confirmed the premise is licensed. **Action organisers (Part B).** The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess.	**2**	**3**	**6**	Members are responsible for their individual safety and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU Safety Bus, Radio Taxis options). If they need to go to the hospital they will also be accompanied there. Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

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			Likelihood	**Impact**	**Score**	**Control measures (use the risk hierarchy)**	**Likelihood**	**Impact**	**Score**	
						Members/participants are advised to watch their own drinks. **Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy**				

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 – Follow FCO guidance on country safety. on tidal patterns – Advice 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 and has access to insurance details • Should injury occur, Committee to contact appropriate emergency services • Committee to have local British Consulate number available - • 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.

Not having travel insurance	Medical treatment costs not covered; no cover for repatriation, emergency travel changes, lost/stolen items, liability, or trip interruption. Potential personal financial loss and delays in accessing care.	Student	**3**	**4**	**12**	• All participants **should be advised** hold valid travel insurance covering the full trip dates and planned/likely activities; • Policy should include **medical expenses and repatriation**; participants should declare any **pre-existing medical conditions** and ensure they are covered. • Students should have access to their proof of policy whilst on the trip (certificate/confirmation)	**1**	**4**	**4**	• Set a **cut-off date** for purchasing own insurance (e.g., **two weeks before departure**) • Look to provide guidance on **typical cover limits** and common **exclusions** to check (e.g., baggage limits, activity cover).

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	Before booking trip organisers to investigate country information and region safety via government FCO Website- https://www.gov.uk/foreign-travel-advice	Athena Vourgos	/		
2	Organisers to ensure appropriate travel insurance has been secured by/for each participant	Athena Vourgos	10/08/26		
3	Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information)	Athena Vourgos	10/08/26		
4	Trip itinerary and details of hotels/flights shared with all participants	Athena Vourgos	09/08/26		
5	Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines	Athena Vourgos	06/08/26		
6	Organisers to check and pack a first aid kit	Athena Vourgos	14/08/26		
7	Organisers Severe Weather and Natural Disaster Check prior to departure	Athena Vourgos	14/08/26		
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	Athena Vourgos	17/08/26		

9	Ensure you have a few key phrases printed on laminated card to take with you in case of an incident	Athena Vourgos	14/08/26		

Responsible committee member signature: Print name: Athena Vourgos Date: 02/08/2026	Responsible committee member signature: Print name: Samuel Duffy Date: 04/08/2026

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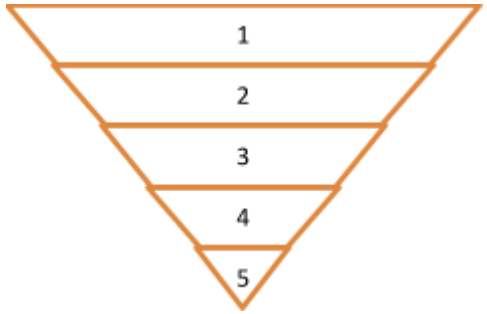
Assessment Guidance

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.