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**Southampton University Hillwalking Club
General Risk Assessment**

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| **General Information** |
| Organisation | Southampton University Hillwalking Club (SUHC) |
| Assessor(s) | Serena Hayes, *President*Eilish Hart, *Vice President* |
| Last Updated: | February 2019 |
| **Description of Activities** |
| **Day Walks**The club hosts weekly walks during term time, usually on Saturdays. Walks are open to all, and students are encouraged to register for free club membership for insurance cover. Competent walk leaders plan walks within the New Forest, Hampshire, the South Downs, Wiltshire, Dorset, Surrey and other surrounding areas, hosting a variety of landscapes and terrains. Details of each walk is advertised in advanced to enable members to make informed choices before participating. Day walks make use of public transport, including trains and some buses.**Away Trips**Away Trips are hosted twice per term; 6 times in any academic year. The operation of away trips are like that of day walks, but for longer durations (whole weekends) and therefore requires overnight stay in accommodation and the provision of meals. Away trips vary in landscape and terrain, and members are well informed on the nature of the trip before consenting to participate. Required and advisory kit lists are provided to all participants. Private transportation (e.g. Union Minibuses and personal cars) is usually used for away trips. |
| Competent Walk Leaders | Competent walk leaders describe individuals with experience planning and leading a walk on behalf of the club. These individuals are usually members of the committee who demonstrate the appropriate skills and aptitudes for walk leading and the safety of others. Where a competent walk leader is not a current member of the committee, they will be selected by the committee based on an assessment of their previous walking, navigation and risk assessing experience. |
| Minibus Drivers | Drivers describe individuals who are registered “SUSU Approved” minibus drivers, based on the assessment of the students’ union Facilities Manager and/or Transport Co-Ordinator. Minibus drivers must be 21 years old or older, have held a clean driving licence for at least three years and have passed SUSU’s minibus familiarisation test. |
| Car Drivers | Any member wishing to use their own car for any club events does so at their own risk. The club does not take responsibility for any wear-and-tear, damage or theft to the individual’s property. The committee will ensure that each member wishing to use their own car has a valid licence, MOT, vehicle tax and motoring insurance. |
| SUHC EquipmentA full inventory can be found here: https://drive.google.com/file/d/1nAkIZSo5PQ39f5KfrG0eO4fMnu5V9xvC/view?usp=sharing | Megaphone x 1 First Aid Kits x 3 Whistles x 5Emergency blankets x 6 Walkie-talkies x 5 Compass x 2Emergency shelter x 4 Head torches x 6 Safety Rope x 2 High visibility jackets x 6  |

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| Reference Guide: Mountain Rescue Procedure |
| PHONE AVAILABILITYIn the event of accident note relevant details (location, name, gender and age of casualty, nature of injuries, number of people in the party, your mobile phone number).• Dial 999 or 112, ask for 'Police', then 'Mountain Rescue'.• Give all your prepared details of the incident.• Do NOT change your position until contacted by the rescue team.• If you have to make a further 999 call, follow this procedure in full again.FOR SPEECH OR HEARING ISSUES• Text ‘register’ to 999.• Contact the emergencySMS service by texting 999. Your message should include ‘Police’ + details of incident + location.NO PHONE AVAILABILITY• Tell at least one person not on the walk where the group is going each day.• Instruct the nominated individual to alert the Police and Mountain Rescue at a set time of the day if no contact is has been made.IF ALL ELSE FAILS• Stay in one place. Do not waste energy. • Put all available layers and clothes on.• Distribute emergency blankets and shelters.• Ration food and water as appropriate.• Sound six blasts on a whistle OR six flashes on a torch. Repeat every minute. |

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| Hazard Impact | Risk Probability |
| Level | Description | Level | Description |
| 1. | Low impacting hazard/minor injuries. First aid (if appropriate) will be administered on the scene and the event will have only a temporary impact on the patient.  | 1. | Very low likelihood of occurrence. |
| 2. | Potential to occur within activity.  |
| 2. | Serious injury causing hospitalisation for less than three days. The impact could last for several months. | 3. | Likely to occur within activity. |
| Overall risk (as displayed in the table below) is the level of Hazard Impact multiplied by the Risk Probability as shown in these tables. |
| 3. | Major injury or death. Loss of limb/s and presents life-threatening conditions. In hospital for longer than three days and an elongated period of recovery. |
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| Task | Risks/Hazards | Who might be harmed | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Outstanding risk/9 |
| Walking | Participants becoming separated from the group | Any participant | Competent walk leaders will have knowledge of the route and will carry a map and compass. Walk leaders will be provided with walkie-talkies, expected to use mobile communications and will be spread throughout the group. | 1 | Committee members will be instructed to inform other members of situations throughout the group. The route will also be drawn on maps handed out to committee members at the start of the walk. | Committee members | 1 |
| Walking | Dislocated joints | Any participant | Participants will be told beforehand to wear suitable footwear and clothing that should prevent such issues. | 2 | First aid kits will be carried on all walks, at a ratio of 1:30. All first aid kits are equipped with a sling to provide support to a member in the event of a dislocated joint. In the case of an emergency, committee members will take the appropriate measures to contact the emergency services. | Committee members | 2 |
| Walking | Broken bones | Any participant | Participants will be told beforehand to wear suitable footwear and clothing that should prevent such issues. | 2 | First aid kits will be carried on all walks. All first aid kits are equipped to provide interim support to a member in the event of broken bones. In the case of an emergency, committee members will take the appropriate measures to contact the emergency services. | Committee members | 2 |
| Walking | Drowning | Any participant | The route that is taken will only take participants near water where necessary. | 1 | Participants will be briefed before the walk that there are places near to water on the route. In the case of an emergency, committee members will take the appropriate measures to contact the emergency services. | Committee members | 1 |
| Walking | Trips, slips and falls (lowland) | Any participant | Participants will be told beforehand to wear suitable footwear and clothing that should prevent such issues. | 2 | Participants will not be pressured into walking at a speed which is not comfortable for them. | Committee members | 2 |
| Walking | Trips, slips and falls (from height) | Any participant | The importance of walking boots with good grip and ankle support will be emphasised. Members who do not wear walking boots will be disqualified from participating. Participants will be briefed on the terrain beforehand and routes along ridges, cliff faces and open drops will only be attempted where absolutely necessary of deemed safe to. | 3 | Members who do not wear suitable footwear will be left at the accommodation or at another safe place such as a local town or village. Participating members will not be pressured into walking at a speed which is not comfortable for them and a single fire format will be adhered to on narrow paths at height. Walk leaders will check the weather forecast at the start of each day and will turn the group back if weather conditions deteriorate. | Committee members | 3 |
| Walking | Dehydration | Any participant | Participants will be told beforehand to bring plenty of fluids. | 1 | Members of the committee may bring additional fluids that can be shared amongst participants who run out of their own. | Committee members | 1 |
| Walking | Sunburn | Any participant | Participants will be told to bring adequate sun-protection with them (e.g. sun-cream, hat, sunglasses). | 2 | Walk leaders will take the weather forecast into consideration before announcing a walk. A comprehensive kit list will be provided to members prior to participation. | Committee members / walk leaders | 2 |
| Walking | Blisters | Any participant | Participants will be told beforehand to wear suitable footwear and clothing that should prevent such issues. | 2 | Members of the Committee will carry First Aid kits that should include blister plasters, which will prevent potential blisters worsening. | Committee members | 2 |
| Walking | Bites from Insects and Bugs (e.g. Ticks, Mosquitos, etc) | Any participant | Participants will be made aware of the risks of insect bites during the warmer months. | 2 | Participants will be told to wear clothing which covers the arms and legs. Insect-repellent spray will be carried as part of the club kit. Walking routes will be amended to avoid high-risk areas where possible. | Committee members / walk leaders |  |
| Walking | Hypothermia | Any participant | Participants will be told beforehand to pack extra layers, including thermals, hat, scarf / neck warmer and gloves. | 3 | Committee members will be briefed on how to recognise the onset of hypothermia (e.g. shivering, confusion, changes to complexion, lack of coordination). Emergency blankets, shelters and hand warmers will be carried by committee members. | Committee members | 3 |
| Walking | Walk leader is Injured | Any participant | W WalA minimum of one reserve walk leader will always be present for a walk to go ahead. | 1 | Reserve walk leaders will be briefed on the planned route and be equipped with a map and compass. | Walk leaders | 1 |
| Walking | Injury from animals | Any participant | Care is taken when passing through an area containing animals (e.g. field of cows, sheep, horses, etc) and avoided where possible. | 3 | Animals showing aggression or appearing to be nervous are always avoided. | Committee members / walk leaders | 3 |
| Walking | Injury from debris | Any participant | Routes in unstable and rocky terrain will be planned with caution. Paths with overhead or underfoot debris will be avoided where possible. Path closure signs and diversions will be adhered to. | 3 | Walking routes are selected based on the ability of the individual members. All participants will be informed of hazards and risks beforehand. Well-equipped first aid kits are maintained.  | Committee members / walk leaders |  |
| Walking | Level Crossings  | Any participant | Take care when crossing railways and follow any signage, lights and/or audible warnings given at point of crossing. | 2 | If large group, phone signal operator before crossing to check for oncoming trains. | Committee members / walk leaders | 2 |
| Walking | Roads (being hit or run over by a vehicle) | Any participant | Committee members and walk leaders 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 one time. Roads will only be crossed if necessary and when the road is clear. | 2 | Members of the Committee will wear high-visibility jackets if necessary, such as crossing a road on a blind corner or in weather with adverse visibility. | Committee members | 2 |
| Transport | Use of public transport (e.g. trains, busses, ferries, trams, etc). | Any participant | All participants will be briefed on the public transport route before travel (i.e. timetables, routes).  | 1 | Committee members will ensure that participants adhere to the health and safety rules and regulations of the public transportation. | Committee members | 1 |
| Transport | Minibus incident (road traffic accident) | Any participant | 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. | 3 | 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. | Drivers and committee members | 3 |
| Transport | Minibus incident (breakdown) | Any participant | Drivers will follow the SUSU procedures to alert the recovery services. | 2 | Non-driving committee members will ensure passengers are kept warm and sheltered whilst waiting for recovery services. If only one minibus is faulty, the remaining minibus will begin to make recurrent trips to take passengers to a safe space (e.g. accommodation, pub, cafe or walk location). | Drivers and Committee members | 2 |
| Transport | Minibus incident (being locked in a car park) | Any participant | Drivers and committee members will read all visible signs before parking the minibus. The time of car park closure will be taken note of and adhered to. | 1 | An alarm may be set on a mobile device to ensure that the group exit the car park before closure. | Drivers and Committee members | 1 |
| Transport and Bunkhouse | Theft of personal belongings | Any participant | All participants will always be informed to carry valuables with them. Any other personal possessions will be locked in the bunkhouse throughout the day. | 1 | Valuables will not be left unattended. Committee members are responsible for the security of the bunkhouse and minibuses. | Committee members | 1 |
| Cooking | Cuts, burns and scalds (as a result of cooking) | Any participant | Extra caution is taken when cooking, including using knives, ovens, microwaves and other kitchen appliances. | 1 | All members will be informed where the kitchen first aid kit is located for plasters and minor dressings. 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. | All participants and committee members | 1 |
| Bunkhouse | Burns and scalds (as a result of fireplace in bunkhouse) | Any participant | Members will be informed that they should only operate the fireplace in the accommodation if they are confident in their ability. | 1 | Committee members will ensure that no member operates the fire if they are under the influence of alcohol. | Committee members | 1 |
| Cooking | Food poisoning | Any participant | All food will be correctly stored in the kitchen, including the separation of raw and cooked foods. | 1 | Committee members will ensure that the colour coded chopping boards and food preparation areas are adhered to in order to minimise cross-contamination. | Committee members | 1 |
| Cooking | Anaphylactic shock (severe allergic reaction) | Participants with allergies | All participants are required to provide details of any allergies. Where necessary, members will be informed not to bring any known allergens on the trip (e.g. peanuts). This includes any products which may contain traces. All food will be correctly stored in the kitchen, including the separation of allergen and non-allergen foods. Where possible, allergen-free meals will be prepared for everyone. | 3 | Committee members will ensure that the colour coded chopping boards and food preparations are adhered to in order to minimise cross-contamination. Any member who requires an EpiPen (epinephrine autoinjector) must ensure they pack it on the trip. In the case of emergency, committee members must call 999. | Committee members | 3 |
| Bunkhouse | Fire | All participants | All participants will be briefed where fire exits are located. Any cooking must be supervised. Only participants who are confident in their abilities may operate the fireplace, gas or other appliances. Participants will be informed to keep any loose clothing or other flammables away from an open flame. | 3 | Committee members will ensure no participant attempts to operate any source of heat or fire under the influence of alcohol. Committee members will operate fire blankets and extinguishers where it is safe, and they are comfortable to. In the event of a fire, committee members will sound the alarm, dial 999 and instruct all participants to vacate the premises. | Committee members | 3 |



Signed:

 Serena Hayes, President Eilish Hart, Vice President

Date: 10th February 2019