



Southampton University Hillwalking Club
General Risk Assessment

General Information

Organisation	Southampton University Hillwalking Club (SUHC)
Assessor(s)	Jennifer Alston, <i>President</i> Will Heritage, <i>Vice President</i>
Last Updated:	May 2020

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. If an Away Trip (labelled expedition) falls outside the remit of this risk assessment a specific one will be made to considered the additional risks.

Socials

Socials are held weekly or on a fortnightly basis. They are usually located within Southampton where attendees can use public transport to travel. Occasionally, the minibuses are hired to reach events further afield. They are organised by the Social Secretaries and are aimed to be as inclusive as possible.

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.
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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. In the case of members car sharing, the committee will check and ensure that each member is happy to travel privately. The driver will also be asked to prove they have a valid license for use in the UK, MOT, vehicle tax, and motoring insurance.												
SUHC Equipment A full inventory can be found here: https://drive.google.com/file/d/1nAkIZSo5PQ39f5KfrG0eO4fMnu5V9xvC/view?usp=sharing	<table> <tr> <td>Megaphone x 1</td> <td>First Aid Kits x 3</td> <td>Whistles x 5</td> </tr> <tr> <td>Emergency blankets x 6</td> <td>Walkie-talkies x 5</td> <td>Compass x 2</td> </tr> <tr> <td>Emergency shelter x 4</td> <td>Head torches x 6</td> <td></td> </tr> <tr> <td>Safety Rope x 2</td> <td>High visibility jackets x 6</td> <td></td> </tr> </table>	Megaphone x 1	First Aid Kits x 3	Whistles x 5	Emergency blankets x 6	Walkie-talkies x 5	Compass x 2	Emergency shelter x 4	Head torches x 6		Safety Rope x 2	High visibility jackets x 6	
Megaphone x 1	First Aid Kits x 3	Whistles x 5											
Emergency blankets x 6	Walkie-talkies x 5	Compass x 2											
Emergency shelter x 4	Head torches x 6												
Safety Rope x 2	High visibility jackets x 6												

Reference Guide: Mountain Rescue Procedure

PHONE AVAILABILITY

In 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 emergency SMS 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 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.

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.		

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

					There will always be a walk leader at the front and back of the group. Trip Secretaries will ensure walkie-talkies are charged before each walk.		
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 suitable walking shoes 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 or 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 file format will be adhered to on narrow paths at height. Walk leaders will discuss the weather forecast and its effect on the route at the start of each day. They 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 help 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	Committee members / walk leaders	2

					amended to avoid high-risk areas where possible.		
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	A 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	3
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	Committee members/walk leaders will be stationed either side to determine when it is safe to cross. Members will be told to	Committee members / walk leaders	2

					cross in a orderly fashion once the exit is clear to minimise the time spent on the track.		
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
Walking	Injuries from Technical equipment (crampons and ice axes) on Technical walks	Any participant	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.	6	The walk leaders will assess the experience of the participants and ensure the route is within their capabilities. The route plan will be shared with other committee member/ walk leaders not participating and radio contact will be maintained if possible. Regular updates will be communicated when phone signal is found.	Committee members / walk leaders	4
Walking	Night-time Walking	Any participant	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.	4	Walks with tricky terrain will always be planned with at least three hours daylight contingency. Trip secretaries will ensure the headtorches have suitable charge before a walk.	Committee members / walk leaders	2
Transport	Use of public transport (e.g. trains, busses,	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	Committee members	1

	ferries, trams, etc).				regulations of the public transportation.		
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 accommodation or minibus during the day.	1	Valuables will not be left unattended. Committee members are responsible for the security of the accommodation 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
Camping	Injuries while setting up and walking around the campsite	Any participant	Guy 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. Any cooking will always be in a safe space and supervised, with a water bucket on hand. Tents will be set up in teams under the supervision of a committee member.	3	Trip Secretaries will be familiar with the pitching of the club tents and are responsible for ensuring they are in good condition. There will be extra tent spaces for the event of a tent becoming uninhabitable.	Committee members	2
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	3	Committee members will ensure that the colour coded chopping boards and food preparations are adhered to in order to minimise	Committee members	3

			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.		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.		
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 ensure fire exits and doorways are free from obstructions. 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
Socials	Slips, trips and falls	Event organisers and attendees	All boxes and equipment to be stored away from main meeting area, e.g. stored under tables Any cables to be organised as best as possible, with cable ties being used, as necessary. Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers.	8	Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU reception/venue staff Contact emergency services if needed All incidents are to be reported as soon as possible, ensuring the duty manager/health and safety officer have been informed.	Committee members	4

			Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs		Follow SUSU incident report policy		
Socials	Setting up of Equipment. E.g. Table and chairs	Meeting organisers and attendees	<p>Follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables.</p> <p>Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates</p> <p>Make sure anyone with any pre-existing conditions is not doing any unnecessary lifting and they are comfortable</p>	6	<p>Seek assistance if in need of extra help from facilities staff/venue staff if needed</p> <p>Seek medical attention from SUSU Reception if in need</p> <p>Contact emergency services if needed</p> <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy</p>	Committee members	3
Socials	Inadequate meeting space- overcrowding, not inclusive to all members	Event organisers and attendees	<p>Committee check on room pre-booking, checks on space, lighting, access, tech available</p> <p>Ensure space meets needs of members e.g. considering location & accessibility of space</p> <p>Committee to consult members on needs and make reasonable adjustments where possible</p>	3	<p>Seek medical attention if problem arises</p> <p>Liaise with SUSU reception/activities team on available spaces for meetings</p> <p>Postpone meetings where space cannot be found</p> <p>Look at remote meeting options for members</p> <p>Committee WIDE training</p>	Committee members	3

Socials	Activities involving electrical equipment e.g. laptops/ computers	Event organisers and attendees	Ensure regular breaks (ideally every 20mins) when using screens Ensure screen is set up to avoid glare, is at eye height where possible Ensure no liquids are placed near electrical equipment Ensure all leads are secured with cable ties/mats etc	8	Request support and advice from SUSU IT/Tech teams e.g. via activities team For external venues pre-check equipment and last PAT testing dates Seek medical attention as required	Committee members	4
Socials	Socials: Costumes/Fancy Dress	Participants Members of the public	Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them. Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. Society to follow and share with members Code of conduct/SUSU Expect Respect policy	4	SUSU Expect Respect policy to be followed Committee WIDE training	Committee members	2
Socials	Alcohol consumption	Event organisers, event attendees,	Participants may become at risk as a result of alcohol consumption Members of the public may act violently towards participants.	9	Members are responsible for their individual safety and are expected to act sensibly Initiation behaviour not to be tolerated and drinking games to be discouraged For socials at bars/pubs etc bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required.	Committee members	5

					<p>Where possible 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</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance.</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy</p>		
Socials	Travel	Event organisers, event attendees, Members of the public	<p>Members are responsible for their individual safety and are expected to act sensibly</p> <p>Local venues known to UoS students will be chosen</p> <p>Event organisers will be available to direct people between venues. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</p> <p>Avoid large groups of people totally blocking the pavement or spilling into the road.</p> <p>Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).</p>	9	<p>Where possible venues chosen for socials will be local/known to members and within a short distance from each other.</p> <p>Contact emergency services as required 111/999</p> <p>Incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>	Committee members	4

			Be considerate of other pedestrians & road users, keep disturbance & noise down.				
Socials	Socials/Meetings- Medical emergency	Members	Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support	9	Incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy	Committee members	9
Socials	Insufficient Fire Safety awareness	Members	Ensure that members know where the nearest fire exits are and the meeting place is outside, should it be needed Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.	5	All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Call emergency services and University Security: Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311).	Committee members	5
Fundraising and Cash Handling	Handling & Storing Money- Own Society fundraising	Members, Participants	Cash to be deposited asap after each event into society bank account or money hub. Treasurer will be tasked with storing cash in nominated location when banks not open. Money to be kept in lockable box Ensure cash is not visible/advertised when out in public)	9	In the event of theft committee members will: Highlight the incident to any community police officers in the area/report to 111 Report incident to SUSU duty manager and complete a SUSU incident report	Committee members	9

			<p>Where possible offer option to pre-buy tickets to avoid cash purchases E.g. use of SUSU box office</p> <p>Money to not be left unattended</p> <p>Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.</p>				
Fundraising and Cash Handling	Handling & Storing Money- Charity fundraiser	Members, Participants, Charity	<p>Southampton RAG procedures will be followed:</p> <p>Charity Event form completed, and RAG approval will be given All food hygiene certificates and event risk assessment to be approved by activities team Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5) Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity. Collection buckets to remain sealed and to not be left unattended Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.</p>	9	<p>In the event of theft committee members will:</p> <p>Highlight the incident to any community police officers in the area/report to 111 Report to SUSU Duty manager and Complete a SUSU incident report</p>	Committee members	6

			<p>Nominated person will be tasked with storing cash in nominated location when SUSU office not open.</p> <p>Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not publicly visible.</p>				
Bunfight	Overcrowding at Stall	Members, visitors	<p>A maximum of 3 representatives to be at the stall at any one time</p> <p>Request that orderly queues are formed</p> <p>Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear</p> <p>Ensure that organisers /volunteers do not block walkways when engaging with attendees</p> <p>Follow instructions given by support staff/staff on directions and entry and exit points</p> <p>Do not move tables placed by staff.</p>	6	<p>Seek medical attention if problem arises</p> <p>Seek support from facilities staff</p>	Committee members	3
Bunfight	Falling Objects e.g. banners	Members, visitors	<p>Tables to be safely secured by staff where possible – ask for support from facilities team</p> <p>Ensure banner is secured and on a flat surface</p> <p>Ensure banners or objects are not obscuring walkways or exits- ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders</p>	6	<p>Seek medical attention if problem arises</p> <p>Seek support from facilities staff</p>	Committee members	2

 Recoverable Signature

X 

Jennifer Alston
President
Signed by: f061eb34-a346-4b73-8e45-bbf423544c4e

 Recoverable Signature

X 

Will Heritage
Vice President
Signed by: f061eb34-a346-4b73-8e45-bbf423544c4e