

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017 - Adapted by SUHC in 2026

Risk Assessment			
<b>Activity</b>	Southampton University Hillwalking Club (SUHC) Norway Away Trip	<b>Date of Review</b>	
<b>Location</b>	Folgefonnvegen 500, 5627 Jondal, Norway (Folgefonna National Park, Western Norway)	<b>Date of Trip</b>	Monday 15th - Monday 22nd June 2026
<b>Group name</b>	SUHC - Southampton University Hillwalking Club <a href="mailto:walking@soton.ac.uk">walking@soton.ac.uk</a>	<b>Assessor</b>	Samuel Humphriss SUHC Away Trips Secretary (2) 2025/26 SUHC Vice President 2026/2027
<b>Supervisor</b>	Reuben Hinchliffe SUHC President 2025/26  Stephanie Lue SUHC President 2026/27	<b>Signed off</b>	
<b>Group Numbers</b>	20 (6 25/26 committee members including the leader, 14 other members)	<b>Trip Lead</b>	Samuel Humphriss SUHC Away Trips Secretary (2) 2025/26 SUHC Vice President 2026/2027 <a href="mailto:Sh5g24@soton.ac.uk">Sh5g24@soton.ac.uk</a> 07930805974
<b>Risk Assessment Definitions</b>	Trip Member – anyone attending the trip Trip Leader – Any 25/26 committee members attending the trip or SUHC trusted leaders & advisors designated as trip leaders		

Trip Contacts		
<b>Samuel Humphriss</b>	Organiser, Trip Leader SUHC Away Trips Secretary (2) 25/26	<a href="mailto:Sh5g24@soton.ac.uk">Sh5g24@soton.ac.uk</a> 07930 805974
<b>Barnabas Kerr</b>	Trip Leader and one of the Drivers for the 4 Rental Cars SUHC Vice President 25/26	<a href="mailto:bk1g23@soton.ac.uk">bk1g23@soton.ac.uk</a> 07521 244519

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<b>Reuben Hinchliffe</b>	Trip Leader SUHC President 25/26	<a href="mailto:rh15g22@soton.ac.uk">rh15g22@soton.ac.uk</a> 07399 809117
<b>Joe Andrews</b>	Trip Leader SUHC Social Secretary (1) 25/26	<a href="mailto:ja6g23@soton.ac.uk">ja6g23@soton.ac.uk</a> 07491 639492
<b>Finlay Hicks</b>	Trip Leader SUHC Away Trips Secretary (1) 25/26	<a href="mailto:fjh1g25@soton.ac.uk">fjh1g25@soton.ac.uk</a> 07305 266304
<b>Eto Song</b>	Trip Leader SUHC Adventure Secretary 25/26	<a href="mailto:ss14n21@soton.ac.uk">ss14n21@soton.ac.uk</a> 07422 943668
<b>Alex Lane</b>	Home Contact SUHC Treasurer 25/26	<a href="mailto:al8g22@soton.ac.uk">al8g22@soton.ac.uk</a> 07453 407599
<b>Stephanie Lue</b>	Home Contact SUHC Social Secretary (2) 25/26	<a href="mailto:smh1g24@soton.ac.uk">smh1g24@soton.ac.uk</a> 07449 465057

British Consulate Number for Bergen, Norway: +47 46 95 35 65

British Embassy in Oslo, Norway: +47 23 13 27 00

Emergency Services General Number (For Europe): 112

Specific Emergency Service Numbers for Norway:

- Fire: 110
- Police: 112
- Ambulance: 113

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			<b>L</b> <b>i</b> <b>k</b> <b>e</b> <b>l</b> <b>i</b> <b>h</b> <b>o</b> <b>d</b>	<b>I</b> <b>m</b> <b>p</b> <b>a</b> <b>c</b> <b>t</b>	<b>S</b> <b>c</b> <b>o</b> <b>r</b> <b>e</b>		<b>L</b> <b>i</b> <b>k</b> <b>e</b> <b>l</b> <b>i</b> <b>h</b> <b>o</b> <b>d</b>	<b>I</b> <b>m</b> <b>p</b> <b>a</b> <b>c</b> <b>t</b>	<b>S</b> <b>c</b> <b>o</b> <b>r</b> <b>e</b>	
Slips, Trips, Falls in General	Accident and/or Injury	Trip members Members of the public	2	3	6	Group sizes reduced to ensure no large groups are formed.  Trip members will be encouraged to take care when crossing busy streets and when negotiating paths. Trip members will also be encouraged to wear appropriate footwear when travelling by foot.  Trip members will be required to wear hiking boots when on hikes on the trip.	1	3	3	Should injury occur, trip leaders to contact appropriate emergency services.  Trip leaders to bring a first aid kit for minor injuries.  Trip Leaders to report to SUSU Duty Manager as soon as possible.  Trip leaders to complete SUSU Incident report as soon as possible  Trip leaders to have local British Consulate number available

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<p>Individuals getting lost while on the trip in general</p>	<p>Missing the flight there or back  Not being able to get back to the accommodation</p>	<p>Trip members</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Everyone will be informed to stay in groups of two or more.</p> <p>Advice on mobile data plans will be given, as well as meeting points and the general travel itinerary.</p> <p>Hikes organised will be run for the whole group which will stay together or in large groups for the duration of the hike.</p> <p>If the group splits before/during a hike then at least one trip leader will accompany each smaller group during the hike.</p> <p>Only licensed taxi companies such as Uber shall be used, as well as reliable public transport links or rental cars with SUHC drivers.</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>The phone numbers of the trip leaders in attendance will be given to everyone on the trip. Social media contact is also available via the WhatsApp group chat and Discord chat.</p> <p>The trip leaders will keep everyone together and periodically conduct group counts at important sections of the trip (i.e. UK car travel, airport, Norway car travel, accommodation check-in and check-out).</p> <p>The trip leaders will conduct group counts periodically during the hikes.</p>
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Transport: Cancellation or Diversions	Trip members not reaching intended destination	Trip members	3	1	3	Trip leaders to review flight times and any potential cancellations or diversions prior to the trip	3	1	3	During the trip, the trip leaders to regularly review flight times to check for any possible cancellations and diversions.  Ensure each trip member has booked appropriate insurance for the duration of the trip and has access to insurance details.
Travelling around location	Large groups forming	Trip members Members of the public	3	2	6	Split trip members into smaller groups to avoid large groups forming	3	1	3	Trip leaders to familiarise with location and destinations in advance. Itinerary provided where possible. E.g. use websites like trip advisor, google maps, all trails.

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<p>Traffic-accident or collision</p>	<p>Death or major injury</p>	<p>Trip members Members of the Public</p>	<p>1</p>	<p>5</p>	<p>5</p> <p>Where possible students should avoid driving own vehicles. Travel by public transport, hire of coach/bus with reputable company.</p> <p>Buses without seatbelts are avoided if possible and never used on high-speed roads</p> <p>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</p> <p>Verbal warning of risk</p> <p>Encourage trip members to use pedestrian crossings wherever possible</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Contact local emergency services and laws on driving in country</p> <p>Gather all evidence and complete the incident form - If the Duty Manager is not present the incident report must be filled out immediately, it can be found on the SUSU website here - <a href="https://www.susu.org/contact.html">https://www.susu.org/contact.html</a></p> <p>Ensure all trip members have insurance and access to details</p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>
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						Encourage trip members to travel in appropriate group sizes to ensure no large groups are formed  Work on foot planned to avoid fast roads wherever possible.				

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Adverse Weather	Sunstroke, heatstroke, cold, slipping, poor visibility, hypothermia, minor illnesses as a result of weather	Trip members	3	3	9	Advise trip members to take appropriate clothing i.e. waterproofs, hat, sun cream  Trip leader considers the forecast weather conditions before deciding if each walk can go ahead. Consider rescheduling walks if Met Office severe weather warnings are issued.	2	3	6	Should weather be deemed 'adverse' this trip's activities will be cancelled as appropriate.  Kit requirements published in advance and appropriate clothing for weather enforced on the day eg: Waterproofs, warm clothing.  Trip leaders will discuss the weather forecast and its effect on the evening before the event, and at its start. If the weather is deemed unsafe (Met Office – Red Warning equivalence) the event will be postponed/cancelled. If weather conditions unexpectedly deteriorate beyond safe levels trip leaders will take the group the fastest route back to safety/transport home.

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<p>Risk of Violent Crime, harassment and/or abuse</p>	<p>Accident and or injury</p>	<p>Trip members Members of the public</p>	<p>2</p>	<p>5</p>	<p>1 0</p>	<p>Trip members will be encouraged to stay in groups at all time.</p> <p>Trip leaders to familiarise self with country's emergency phone numbers</p> <p>Advise Trip members 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.</p> <p>Stay away from large gatherings or demonstrations</p> <p>Trip leaders to have a record of &amp; to share details of the consular office for the nationality of each participant</p> <p>Advise Trip members to use common sense when getting into vehicles, or accepting invitations and to get out of the vehicle if they feel at risk</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Should a trip member witness or be a victim to such crime they are able to contact the appropriate emergency service and report to the trip leaders. In turn this to be reported to the duty manager.</p> <p>Report incidents to local emergency services</p> <p>Gather all evidence and complete the incident form - If the Duty Manager is not present the incident report must be filled out immediately, it can be found on the SUSU website here.- <a href="https://www.susu.org/contact.html">https://www.susu.org/contact.html</a></p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>
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						Trip members all advised to give up their valuables in the event of a confrontation to prioritise own safety				

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Loss of valuables	Lost items	Trip members	2	2	4	<p>All trip members will be warned prior to the trip to keep valuables secure and hidden</p> <p>Advise trip members to have access to personal emergency money, for food/water/travel in the event of robbery, e.g. via telephone</p> <p>Stay away from large gatherings or demonstrations</p> <p>Advise trip members to bring a photocopy of their passport.</p>	1	2	2	<p>Trip leaders to have a record of &amp; to share details of the consular office for the nationality of each participant</p> <p>If passport lost, make an official report and contact the nearest embassy or consulate</p> <p>Ensure each trip member has booked appropriate insurance for the duration of the trip and has access to insurance details</p>

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<p>Inappropriate behaviour – from others or trip members</p>	<p>Distressed trip members, members of the public</p>	<p>Trip members Members of the public</p>	<p>2</p>	<p>3</p>	<p>6</p> <p>Should inappropriate behaviour occur, trip members can contact both SUSU and/or appropriate emergency services</p> <p>Trip members 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</p> <p>Alcohol: members to follow SUSU expect respect guidance, binge drinking to be discouraged, trip members 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</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Ensure trip members are aware that they are responsible for own behaviour (e.g. if arrested), share SUSU expect respect policy in advance of trip</p> <p>Report all incidents following SUSU incident reporting guidelines</p> <p>Contact emergency services in country Ensure trip members have appropriate insurance and access to mobile phone</p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>
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Trips, slips and falls (from lowland)	Injury to limbs such as broken bones, head trauma, other bodily harm.	Trip members	2	3	6	Trip members will be told beforehand to wear suitable footwear and clothing that should prevent such issues.	1	2	2	<p>Trip members will never be pressured into walking at a speed which is not comfortable for them. Should they experience discomfort, they should make the trip leaders aware at the next possible opportunity.</p> <p>If necessary, the trip leaders will alter the route/form a breakaway to finish the walk earlier.</p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>

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Trips, slips and falls (from height)	Severe bodily harm such as broken bones, death.	Trip members	<b>2</b>	<b>5</b>	<p><b>10</b></p> <p>The importance of walking boots with good grip and ankle support will be emphasised. Members who do not wear suitable walking shoes will be discouraged from participating.</p> <p>Trip members are advised not to undertake walk under the influence of drugs or alcohol or are feeling unwell. Those deemed under influence will be turned away from completing the walk.</p> <p>Trip members will be briefed on the terrain beforehand and routes along ridges, unfenced cliff edges and open drops will only be attempted if deemed safe to.</p>	<b>1</b>	<b>5</b>	<b>5</b>	<p>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.</p> <p>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.</p> <p>There will be good communication between trip leaders, with constant evaluation of the safety of the path. If deemed unsafe, the group will be instructed to take a different path or turn around to discontinue the route.</p> <p>Trip leaders to complete SUSU Incident report as soon as possible.</p> <p>Trip leaders to have local British Consulate number available.</p>
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<p>Trolltunga Ledge (likely day 3)</p> <p>Trips, Slips and Falls from Height</p>	<p>Severe bodily harm such as broken bones, death.</p> <p>Particularly from the ledge over the fjord at Trolltunga.</p>	<p>Trip members</p>	<p><b>1</b></p>	<p><b>5</b></p>	<p><b>5</b></p>	<p>Trip members will be thoroughly briefed on the terrain beforehand.</p> <p>Members without walking boots will be prevented from participating.</p> <p>At the ledge, trip leaders will monitor the flow of members onto it.</p> <p>Trip leaders will follow these rules:</p> <ul style="list-style-type: none"> <li>- Strictly one person at a time on the ledge</li> <li>- Trip leaders will assess each member to check they are suitable in their clothing and behaviour to proceed onto the ledge, if deemed unsuitable then they will be prevented from proceeding onto the ledge</li> </ul>	<p><b>1</b></p>	<p><b>5</b></p>	<p><b>5</b></p>	<p>There will be good communication between trip leaders, with constant evaluation of the safety of the situation.</p> <p>If the weather conditions or otherwise deems the ledge unsafe then all members will be prevented from proceeding onto the ledge.</p> <p>The hike will be abandoned or moved to another day if the weather conditions do not allow it.</p> <p>If members do not cooperate with trip leaders then we will leave the ledge area and ensure members follow immediately.</p> <p>Participating members will not be pressured into the ledge or otherwise if they are not comfortable with it.</p> <p>Trip leaders to complete SUSU Incident report as soon as possible.</p> <p>Trip leaders to have the local British Consulate number available.</p>
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Version: 2.3/2017 - Adapted by SUHC in 2026

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed</b> user; those nearby; those in the vicinity; members of the public	<b>Inherent</b>			<b>Control measures</b>	<b>Residual</b>			<b>Further controls</b>
			<b>L</b> <b>i</b> <b>k</b> <b>e</b> <b>l</b> <b>i</b> <b>h</b> <b>o</b> <b>o</b> <b>d</b>	<b>I</b> <b>m</b> <b>p</b> <b>a</b> <b>c</b> <b>t</b>	<b>S</b> <b>c</b> <b>o</b> <b>r</b> <b>e</b>		<b>L</b> <b>i</b> <b>k</b> <b>e</b> <b>l</b> <b>i</b> <b>h</b> <b>o</b> <b>o</b> <b>d</b>	<b>I</b> <b>m</b> <b>p</b> <b>a</b> <b>c</b> <b>t</b>	<b>S</b> <b>c</b> <b>o</b> <b>r</b> <b>e</b>	
						- Each member will be instructed to keep away from the edge of the ledge and be on it only for a short period of time to take photos and look at the view				
Dehydration	Health risks associated with dehydration, such as dizziness.	Trip members	4	2	10	Trip members will be told to bring plenty of appropriate fluids and remain hydrated. On days expected to be particularly hot/humid (subject to discretion) prior warning will be given.	1	2	2	<p>Trip leaders are recommended to bring additional water that can be shared out to trip members if they run out of their own.</p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>

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Sunburn	Discomfort, potential long term skin damage.	Trip members	3	2	6	Trip members will be told to use adequate sun protection (e.g.: suncream, hat, sunglasses etc.) if UV levels high (e.g. in the summer)	1	2	3	Trip leaders to check weather forecast, including UV levels, and advise accordingly through the kit list on event listings.
Blisters	Discomfort. Could become infected without proper treatment.	Trip members	3	2	6	Trip members will be told beforehand to wear suitable footwear and clothing to prevent such issues.	2	1	2	Trip leaders to carry first aid kits with blister plasters.
Insect bites (eg: tics and mosquitos)	Discomfort, diseases associated with certain insects such as Lyme's disease from ticks and malaria from mosquitoes.	Trip members	3	3	9	Trip members will be made aware of the risk of insect bites, especially during the warmer months. Advise the use of insect repellent including clothes that cover lower limbs.	2	3	6	Trip members will be advised to wear clothing that covers arms and legs, or the use of insect repellent spray.  Trip leaders to advise trip members to check themselves for ticks at the end of the walk, especially if the route includes areas of long grass or high deer activity.

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Hypothermia	Potential long term damage such as limb, finger loss etc. Death.	Trip members	1	5	10	Trip members will be told in advance of walking in cold weather to bring extra layers (hat, scarf, gloves and thermals). Walk may be cancelled in extreme circumstances.	1	3	3	<p>Trip leaders to be briefed on how to recognise the onset of hypothermia (e.g. shivering, confusion, changes to complexion, lack of coordination).</p> <p>Emergency blankets, shelters and hand warmers will be carried by trip leaders on walks where cold may be a significant risk.</p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>

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Injury from animals (farm, wild or domestic)	Bites and cuts to the skin, which may be large and could be infected. Diseases from animals being spread such as Rabies in rare cases.	Trip members	2	4	8	Care is taken when passing through an area containing animals (e.g. field of cows, sheep, horses, etc) and avoided where possible.  Trip members advised not to attempt to pet or feed animals.	1	4	4	Any animals showing aggression or appearing to be nervous are avoided at all times.  Trip leaders to complete SUSU Incident report as soon as possible  Trip leaders to have local British Consulate number available

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Leader is incapacitated	Lack of leadership which may cause secondary issues such as becoming lost, being unaware of risks of terrain etc.	Trip members	2	2	4	Walks are only ever run if more than one capable leader is present	1	3	3	<p>All trip leaders are to be briefed on the planned route and at least three trip leaders equipped with an offline downloaded all trails map of the route.</p> <p>If deemed too serious emergency services will be called and secondary leader will prematurely end walk in a safe manner whilst ensuring safety of leader.</p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>

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<p>Level crossings (railways)</p>	<p>Potential to get trapped or be run over by a train, which can cause severe and debilitating injuries, or death,</p>	<p>Trip members</p>	<p><b>1</b></p>	<p><b>5</b></p>	<p><b>5</b></p> <p>Take care when crossing railways, look both ways before you cross.</p> <p>Obey any signage, barriers, lights and/or audible warnings.</p> <p>Only ever use designated public crossings, preferably ones with visual or audio signals.</p> <p>Never trespass, there may be live rails or overhead cables.</p> <p>If in any doubt, do not cross and phone the railway authority using the crossing phone or using the contact details on the crossing data plate.</p>	<p><b>1</b></p>	<p><b>5</b></p>	<p><b>5</b></p>	<p>Trip leaders to head and tail the group as they cross.</p> <p>Trip members to be told to cross in an orderly fashion to minimise time spent on the tracks.</p> <p>Specific warning will be given to trip members when using crossings without visual/audio signals, with committee maintaining an active lookout for trains.</p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>
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<p>Roads (crossing or walking alongside – being hit by a vehicle)</p>	<p>Potential to be hit by a moving vehicle, which may lead to large and debilitating injuries and a risk of death.</p>	<p>Trip members</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Trip 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.</p> <p>Roads will only be crossed if necessary and when the road is clear.</p> <p>Major roads without footpaths (such as A roads) will be avoided as walking routes, unless they have designated crossing points.</p> <p>First aiders would be brought on the walk to administer aid if necessary.</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Trip leaders will wear high-visibility vests if necessary (such as crossing a road on a blind corner or in weather conditions/time of day with adverse visibility).</p> <p>When walking alongside a road with no pavement, in low light or visibility a trip leader with a high vis vest should be stationed at the front and back of the group, with a white light at the front and red at the rear.</p> <p>In the event of blind corners, or improper visibility trip leaders should halt the group. They should then assess how to cross. In most cases, this will include the distribution of trip leaders in radio contact along the side of the road (so long as it is safe) to bring the greatest visibility of the road to both walkers and other road users.</p> <p>If it is not deemed possible to safely extend visibility enough the group should use an alternative path.</p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>
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Night-time walking	Becoming lost, separated from the group and injury due to unknown terrain.	Trip members	3	3	9	<p>If this is not the intended purpose, planned alternative shorter routes will be taken in the event of problematic delays.</p> <p>Extra headtorches will be carried by trip leaders.</p> <p>Trip members will be advised to bring torches with them if the walk is scheduled to end two hours before sunset.</p> <p>If a walk is planned to be a night-hike, trip members will be sufficiently briefed on the need for personal lighting equipment as well as being vigilant with footing.</p> <p>Trip leaders will exercise right to turn away any trip member who does not bring a torch or inappropriate footwear etc for that walk.</p>	1	3	3	<p>Walks with tricky terrain will always be planned with at least three hours daylight contingency.</p> <p>Trip leaders will ensure the head torches have suitable charge before a walk. Trip leaders are advised to carry high vis vests to improve their visibility to the group and to traffic (vehicular, cycles or foot traffic)</p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>
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<p>First Aid Treatment Required</p>	<p>An early end to the walk, the calling of emergency services. Incident forms would be report after the walk ends and if/when member received emergency treatment.</p>	<p>Trip members General Public in proximity</p>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>9</b></p>	<p>A first aider/first aid kits will be equipped with suitable PPE where close contact is necessary.</p> <p>The injured party will be asked to self-treat under verbal advice using a personal or sanitised first aid kit, whenever possible.</p> <p>Advise members to bring along a first aid kit for personal use.</p>	<p><b>1</b></p>	<p><b>2</b></p>	<p><b>2</b></p>	<p>Before and after treatment, hand sanitation should be completed if possible.</p> <p>When treating wounds, cross-contamination should be avoided. Gloves should be worn when treating open wounds and waste disposed of responsibly.</p> <p>In the case of emergency, the team or committee members must call 999 (or respective emergency number in the country the group is in)</p> <p>Where possible, a formally trained First Aider will be present on the walk.</p> <p>Where it is not possible for a first aider to be present, trip leaders will carry first aid kits for minor injuries and must respond to incidents in a calm and responsible manner. They should be aware of the correct procedures for contacting help and enact this if necessary (such as contacting 111 for advice).</p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>
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Public Transport – timetables and safety	Member may be separated from the group and get lost, which could cause distress and any other injuries related to being in an unknown place without knowledge of terrain.	Trip members	3	2	6	Trip members will be briefed on the public transport route before travel (i.e. timetables, routes).	2	2	4	Trip leaders will ensure trip members adhere to health and safety rules.

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Private Transport (cars)	Drivers are put under a large physical and mental strain due to excessive driving.  Driving incident which could cause harm to both the drivers and passengers, potentially due to the physical and mental strain mentioned above.	Trip members General Public in proximity	3	4	12	Public transport used where possible as safety measures are already in place.  Hired rental private vehicles are checked before use and passenger behaviour is enforced, especially seatbelts.	3	3	9	Wherever possible trip members' transport will be contained to a minimal number of vehicles to reduce the likelihood of an incident occurring in a vehicle carrying said trip members.  One driver will always be fit to drive in case of emergencies.

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<p>Vehicular incident (road traffic collision) (Private transport)</p>	<p>Physical harm to both drivers and passengers due to collision. Could lead to strains, or worse injuries, potentially even death.</p>	<p>Trip members and members of public in the vicinity</p>	<p><b>2</b></p>	<p><b>5</b></p>	<p><b>10</b></p>	<p>Drivers will check the route before travelling, including any road closures, roadworks, congestion and incidents.</p> <p>Drivers will only drive the minibus or car if they feel well rested and alert enough. No driver will be pressured into driving against their will.</p> <p>All passengers will always be required to wear a seatbelt – this is the law.</p>	<p><b>1</b></p>	<p><b>4</b></p>	<p><b>4</b></p>	<p>Car drivers will swap at regular intervals, only driving for a maximum of 3 hours at a time, but ideally less.</p> <p>Drivers will refrain from alcohol until their driving duties are complete for the day.</p> <p>Trip leaders will ensure that passengers do not adversely disrupt or distract the driver in any way.</p> <p>In the event of a collision, SUSU accident procedures must be followed. Remove members out of danger. If there are any injuries, treat with first aid if there is no danger to the first aider. Call 999 at the earliest opportunity. (Or respective emergency number for the country the group is in)</p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>
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Car breakdown (private transport)	<p>Passengers are stuck in unfavourable conditions and could have health issues related to exposure and lack of shelter.</p> <p>Mental health issues related to being away from home/loved ones and being in distress.</p>	Trip members	2	3	6	Drivers will follow the SUSU procedures to alert the recovery services.	2	2	4	<p>Non-driving trip leaders will ensure passengers are kept warm and sheltered whilst waiting for recovery services.</p> <p>If only one vehicle is faulty, any remaining and available vehicles will begin to make recurrent trips to take passengers to a safe space (e.g. accommodation, pub, cafe or walk location).</p>

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Theft of personal belongings (private transport and accommodation)	Members being without needed medication such as insulin, epi pens etc.  Members being without money, or contact with others.	Trip members	<b>1</b>	<b>3</b>	<b>3</b>	Trip members will always be informed to carry their valuables with them and encouraged not to bring unnecessary items.  Any other personal possessions will be locked in the accommodation or vehicles during the day	<b>1</b>	<b>3</b>	<b>3</b>	Valuables will not be left unattended. Trip leaders are responsible for the security of the accommodation and rental cars. Car drivers will also be responsible for personal belongings in rental cars.

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<p>Fire in accommodation</p>	<p>Health issues related to smoke inhalation of burns, potentially death.</p> <p>Being without vital medication, risks related to exposure being outside of shelter.</p>	<p>Trip members</p>	<p><b>1</b></p>	<p><b>5</b></p>	<p><b>5</b></p>	<p>Trip members will be briefed by the trip leaders on the fire and evacuation procedures of the accommodation premises, including the location of fire exits, manual call points and fire assembly points on arrival.</p> <p>Only Trip members confident in their abilities may operate fireplaces, gas hobs or other fuel-burning appliances.</p> <p>Trip members reminded to keep loose clothing and other flammable items away from naked flames and hot surfaces.</p>	<p><b>1</b></p>	<p><b>5</b></p>	<p><b>5</b></p>	<p>The trip leaders will ensure no trip member attempts to operate any source of heat or fire under the influence of alcohol.</p> <p>Fire exits and doorways are to be kept clear of obstructions.</p> <p>Fire doors must not be propped open.</p> <p>Trip leaders will operate fire extinguishers and blankets if it is safe and they are confident to do so.</p> <p>In the event of a fire, raise the alarm, evacuate the premises, and dial 110 for the fire service.</p> <p>The trip leaders shall ensure no one re-enters the building without authorisation from the fire service.</p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>
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			<b>L</b> <b>i</b> <b>k</b> <b>e</b> <b>l</b> <b>i</b> <b>h</b> <b>o</b> <b>o</b> <b>d</b>	<b>I</b> <b>m</b> <b>p</b> <b>a</b> <b>c</b> <b>t</b>	<b>S</b> <b>c</b> <b>o</b> <b>r</b> <b>e</b>		<b>L</b> <b>i</b> <b>k</b> <b>e</b> <b>l</b> <b>i</b> <b>h</b> <b>o</b> <b>o</b> <b>d</b>	<b>I</b> <b>m</b> <b>p</b> <b>a</b> <b>c</b> <b>t</b>	<b>S</b> <b>c</b> <b>o</b> <b>r</b> <b>e</b>	
Burns and scalds as a result of fireplace/fuel burning appliance in the accommodation	Long lasting damage to skin, risk of infection of wounds.  Burns may be debilitating and may lead to member being trapped or stuck in unfavourable conditions	Trip members	2	4	8	Trip members will be informed that they should only operate fireplaces if they are confident in their ability.  Only solid fuel should be burned in solid fuel appliances.	1	3	3	The trip leaders will ensure no trip member operates fuel burning appliances under the influence of alcohol.  First aid techniques will be employed if required and if necessary the calling of emergency services  Trip leaders to complete SUSU Incident report as soon as possible  Trip leaders to have local British Consulate number available

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Version: 2.3/2017 - Adapted by SUHC in 2026

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed</b> user; those nearby; those in the vicinity; members of the public	<b>Inherent</b>			<b>Control measures</b>	<b>Residual</b>			<b>Further controls</b>
			<b>L</b> <b>i</b> <b>k</b> <b>e</b> <b>i</b> <b>h</b> <b>o</b> <b>o</b> <b>d</b>	<b>I</b> <b>m</b> <b>p</b> <b>a</b> <b>c</b> <b>t</b>	<b>S</b> <b>c</b> <b>o</b> <b>r</b> <b>e</b>		<b>L</b> <b>i</b> <b>k</b> <b>e</b> <b>i</b> <b>h</b> <b>o</b> <b>o</b> <b>d</b>	<b>I</b> <b>m</b> <b>p</b> <b>a</b> <b>c</b> <b>t</b>	<b>S</b> <b>c</b> <b>o</b> <b>r</b> <b>e</b>	
Cuts, burns and scalds (as a result of cooking)	Cuts and burns may become infected. Wounds may require further medical treatment quickly.	Trip members	2	4	8	Extra caution is taken when cooking, including using knives, ovens, microwaves and other kitchen appliances. Oven gloves to be used when handling hot cookware.	1	4	4	<p>All trip members will be informed where the kitchen first aid kit is located for plasters and minor dressings.</p> <p>First aiders or trip leaders will assist any member who needs help cleaning and dressing a cut, burn or scald.</p> <p>If there is any doubt of the severity of the injury, committee members will call 111 for advice.</p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>

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<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed</b> user; those nearby; those in the vicinity; members of the public	<b>Inherent</b>			<b>Control measures</b>	<b>Residual</b>			<b>Further controls</b>
			<b>L</b> <b>i</b> <b>k</b> <b>e</b> <b>i</b> <b>h</b> <b>o</b> <b>d</b>	<b>I</b> <b>m</b> <b>p</b> <b>a</b> <b>c</b> <b>t</b>	<b>S</b> <b>c</b> <b>o</b> <b>r</b> <b>e</b>		<b>L</b> <b>i</b> <b>k</b> <b>e</b> <b>i</b> <b>h</b> <b>o</b> <b>d</b>	<b>I</b> <b>m</b> <b>p</b> <b>a</b> <b>c</b> <b>t</b>	<b>S</b> <b>c</b> <b>o</b> <b>r</b> <b>e</b>	
Food poisoning (Cooking)	Discomfort, physical sickness that may need to be treated professionally, risk of death in rare cases.	Trip members	1	3	3	All food will be correctly stored in the kitchen, including the separation of raw and cooked foods.  Meats should be thoroughly cooked through before serving, with juices running clear.  Fruit and vegetables should be washed before consumption	1	2	2	Trip leaders to ensure colour coded chopping boards and food preparation areas are adhered to in order to minimise cross-contamination.  Surfaces to be cleaned and sterilised before and after use.  Food handling/preparation training will be completed to comply with SUSU guidelines.  Trip leaders to complete SUSU Incident report as soon as possible  Trip leaders to have local British Consulate number available

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<p>Anaphylactic shock (severe allergic reaction)</p> <p>(Cooking and Walking)</p>	<p>Breathing difficulties, risk of death.</p>	<p>Trip members</p>	<p><b>1</b></p>	<p><b>5</b></p>	<p><b>5</b></p>	<p>Trip members of events requiring food are required to provide details of any allergies.</p> <p>Other events: Trip members are encouraged to inform the trip leaders of any relevant allergies/medical info.</p> <p>Food to be store sealed and separated to reduce cross-contamination risks.</p> <p>Nut free food is provided by default.</p>	<p><b>1</b></p>	<p><b>4</b></p>	<p><b>4</b></p>	<p>Trip leaders to ensure colour coded chopping boards and food preparation areas are adhered to in order to minimise cross-contamination.</p> <p>Surfaces to be cleaned and sterilised before and after use.</p> <p>Where possible, a trained first aider will be present on walks. Where this is not possible, trip leaders will be aware of correct procedures for contacting help, and enact this where necessary.</p> <p>Any trip member who requires an EpiPen (epinephrine autoinjector) or other anti-allergen medicine must ensure they pack it and inform a trip leader. In the case of emergency, committee members must call 999 (or the relevant emergency number for the country the group is in)</p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>
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Alcohol consumption	Disorientation, lack of self-control and injuries related to this, hangovers, alcohol poisoning in extreme circumstances.	Trip members Members of the public in proximity	3	3	<p><b>9</b></p> <p>Trip members may become at risk as a result of alcohol consumption or become a risk themselves (risk of injury to themselves or others, and risk of fluid loss due to excess urination or vomiting).</p> <p>Encourage trip members not to drink too much alcohol and recommend hydrating with water.</p> <p>Anybody in the group who is very drunk or appears unwell should be encouraged to stop drinking and will be given first aid if necessary.</p> <p>No pressure is to be placed on members to drink and any member encouraging such actions will be asked to cease doing so.</p> <p>Risk of intoxicated members of the public acting violently/abusively towards Trip members.</p> <p>Risk of drink spiking.</p>	2	2	4	<p>Trip members are responsible for their individual safety and conduct.</p> <p>Trip members should guard their drinks.</p> <p>Initiation events not to be tolerated.</p> <p>For socials at bars/pubs/clubs, security will be present at most venues. Alert security staff in the event of injury or abuse</p> <p>Trip leaders to complete SUSU Incident report as soon as possible</p> <p>Trip leaders to have local British Consulate number available</p>
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# University of Southampton Health & Safety Risk Assessment

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## **PART B – Action Plan**

### **Risk Assessment Action Plan**

<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
1	Before booking, trip leaders to investigate country information and region safety via government FCO Website: <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a>	Samuel Humphriss	Ongoing	Ongoing	The trip will be going to Norway which currently has no warnings but trip leaders will continue to check until the trip.
2	Trip leaders to ensure appropriate travel insurance has been secured by/for each participant	Samuel Humphriss	10/08/25	10/08/25	All trip members currently booked onto the trip have a valid travel insurance policy for the trip.
3	Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information)	Samuel Humphriss	Ongoing	Ongoing	Multiple emails have been sent with all required information including a trip briefing document, there is a WhatsApp group chat for trip members to ask questions and a briefing will be given on the first day of the trip. There will also be an online meeting prior to the trip to ensure all trip members are aware of the important information for the trip.
4	Trip itinerary and details of hotels/flights shared with Trip members	Samuel Humphriss	Ongoing	Ongoing	The trip itinerary has been shared with all trip members. Trip members will be updated ASAP if plans change.
5	Trip members emergency contact details gathered by trip leaders - stored securely in accordance with GDPR guidelines	Samuel Humphriss	Ongoing	28/09/25	Only required data has been collected from trip members. All personal data will be permanently deleted by 6 <sup>th</sup> July 2026 which is two weeks after the return date of the trip.
6	Trip leaders to check and pack a first aid kit	Samuel Humphriss Barnabas Kerr Reuben Hinchliffe	Ongoing	Ongoing	There are multiple club first aid kits which are suitable for outdoor first aid. These will be packed and carried by trip leaders that are first aiders during the trip. This is Reuben Hinchliffe and Barnabas Kerr.
7	Trip leaders check for Severe Weather and Natural Disaster prior to departure	Samuel Humphriss	13/6/26	15/6/26	The weather will be checked a few days before the trip departs to ensure there are no major weather warnings that need to be addressed.
8	Transport - where student drivers and hire vehicles to be used ensure company vehicle safety checks area carried out, and research laws on licencing	Barnabas Kerr Joshua Palmer Rosie Breen Samuel Arthur	15/6/26	15/6/26	Trip members all have travel insurance. The hire cars will be checked over by the trip drivers before using them and all trip drivers will have a valid driving license which will be checked before the trip.

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## PART B – Action Plan

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	Book appropriate travel insurance/cover				
9	Ensure you have a few key phrases printed on laminated card to take with you in case of an incident	Samuel Humphriss	13/6/26	15/6/26	Key phrases for use in an emergency to be printed and kept close at hand during the trip.
10	Keep up to date with the latest Government, NHS and BMC advice regarding the differences in COVID restrictions in the devolved nations. Such restrictions if reintroduced could prevent our events from happening. Cost would be minimal.	Committee	Ongoing	Ongoing	Amend risk assessment (if necessary). Consider amending event plans to non-contact, and socially distanced forms should such be required by government advice.
11	Regular review of medical advice for hillwalking clubs, as well as the First Aid capabilities and capacities of the Club's Committee (and regular) members. Cost would be minimal.	Committee	Ongoing	Ongoing	Amend risk assessment (if necessary) to minimise medical risks to all participants.
12	Regular advertisement of First Aid and food-handling training available through the Union will be made by the President/Vice President to all Committee members who are not trained. This may cost an amount if training is external.	President/ Vice-President	Ongoing	Ongoing	Amend club details of first-aid trained Committee members.

Responsible committee member signature:

*S.G. Humphriss*

Responsible committee member signature:

*Reuben  
Hinchliffe*

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## 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
	Print name: Samuel Humphriss Role: SUHC Away Trips Secretary (2) 2025/26 SUHC Vice President 2026/2027		Date: 19/04/26		Print name: Reuben Hinchliffe Role: SUHC President 2025/26  Date: 04/05/26  <i>Stephanie Lue</i>  Print name: Stephanie Lue Date: 13/04/26 Role: SUHC President 2026/27

### 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	

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L I K E L I H O O D	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		IMPACT				

## 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.