

Risk Assessment

Risk Assessment for the activity of	SUBLDS IVDC TRIP 27th of February to the 1st of March 2026 in Blackpool, UK. Winter Gardens.		Date	27 th of February to the 1 st of March
Group name	SUSU SUBLDS	Assessor	<i>Amber Currid</i>	
Supervisor	<i>Tanvi Singhal</i>	Signed off	N/A, please upload to groupshub for digital sign-off by SUSU Activities team	

- We are going to Blackpool (UK) to attend the Inter Varsity Dance Competition.
- We will be staying in Airbnb's:
https://www.airbnb.co.uk/rooms/1426891792327440448?photo_id=2186884335&source_impression_id=p3_1766942315_P3hW6howTSe0ZKg&previous_page_section_name=1000 and
https://www.airbnb.co.uk/rooms/48753916?source_impression_id=p3_1769350521_P3C8CasRIfC9h8l8
- 20-25 members will be attending this trip.

PART A										
(1) Risk identification	(2) Risk assessment	(3) Risk management								
Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent		Residual	Further controls (use the risk hierarchy)				
			Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	

Slips, Trips, Falls	Accident and/or Injury	<ul style="list-style-type: none"> - Students - Members of the public 	1	3	3	<ul style="list-style-type: none"> • Group sizes reduced to ensure no large groups are formed. • Students will be encouraged to take care when crossing busy streets and when negotiating paths. Students will also be encouraged to wear appropriate footwear when travelling by foot. 	1	3	3	<ul style="list-style-type: none"> • Should injury occur, committee to contact appropriate emergency services (via 999 or 111) • Organisers to bring a first aid kit for minor injuries and two attending committee members are first aid trained by SUSU's provided training • Committee to complete SUSU Incident report as soon as possible – available here
Transport: Cancellation/Diversions	Students not reaching intended destination	<ul style="list-style-type: none"> - Students 	3	1	3	<ul style="list-style-type: none"> • Committee to review planned travel by our booked coach and individuals travelling by train/car 	3	1	3	<ul style="list-style-type: none"> • During the trip, the committee will regularly check planned arrival times of those travelling together by coach and individuals

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										travelling by train/car <ul style="list-style-type: none"> • Ensure each attendee has reached safely and if not, they are supported in finding safe alternative travel routes (alternative train or with another car driver)

Travelling around location	Large groups forming, injury	<ul style="list-style-type: none"> - Students - Members of the public 	3	2	6	<ul style="list-style-type: none"> • Split students into smaller groups to avoid large groups forming especially when crossing roads 	3	1	3	<ul style="list-style-type: none"> • Organisers to familiarise self with location and destinations in advance. Itinerary provided where possible. Committee will be watching to ensure roads are crossed safely. • Should injury occur, Committee to contact appropriate emergency services (via 999 or 111) • Organisers to bring a first aid kit for minor injuries and two attending committee members are first aid trained by SUSU's provided training
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										<ul style="list-style-type: none"> Committee to complete SUSU Incident report as soon as possible – available here Ensure all participants have insurance and access to details or travel

Traffic - accident or collision	Death or major injury	<ul style="list-style-type: none"> • Student • Members of the Public 	1	5	5	<ul style="list-style-type: none"> • Where possible students should avoid driving own vehicles in county. Travel by public transport, hire of coach/bus with reputable company • Buses without seatbelts are avoided if possible and never used on high-speed roads • Student drivers- The driver will need to become familiar with local driving regulations. It is important to verify that the driver is licensed to drive and can safely drive any passengers • Verbal warning of risks • Encourage students to use pedestrian crossings wherever possible • Encourage students to travel in appropriate group sizes to ensure no 	1	3	3	<ul style="list-style-type: none"> • Should injury occur, Committee to contact appropriate emergency services (via 999 or 111) • Organisers to bring a first aid kit for minor injuries and two attending committee members are first aid trained by SUSU's provided training • Committee to complete SUSU Incident report as soon as possible – available here • Ensure all participants have insurance and access to details or travel
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						large groups are formed <ul style="list-style-type: none"> • Walks on foot will be planned to avoid fast roads wherever possible. 				
Adverse Weather	Sunstroke, heatstroke, cold, minor illnesses as a result of weather	<ul style="list-style-type: none"> • Students 	2	3	6	<ul style="list-style-type: none"> • Advise students to take appropriate clothing i.e. waterproofs, hat, sun cream 	1	3	3	<ul style="list-style-type: none"> • Should weather be deemed 'adverse' this trip will be cancelled

Risk of Violent Crime, harassment and/or abuse	Accident and or injury	<ul style="list-style-type: none"> Students Members of the public 	2	5	10	<ul style="list-style-type: none"> Students will be encouraged to stay in groups at all times. Trip organisers to familiarise self with emergency phone numbers (999 or 111) Stay away from large gatherings or demonstrations Advise participants to use common sense when getting into vehicles, or accepting invitations and to get out of the vehicle if they feel at risk Participants all advised to give up their valuables in the event of a confrontation to prioritise own safety 	1	5	5	<ul style="list-style-type: none"> Should a student witness or be a victim to such crime they are able to contact the appropriate emergency service and report to the committee. In turn this is to be reported to the duty manager Committee to contact appropriate emergency services (999 or 111) Organisers to bring a first aid kit for minor injuries and two attending committee members are first aid trained by SUSU's provided training Committee to complete SUSU
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										Incident report as soon as possible – available here

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Loss of valuables	Lost items	<ul style="list-style-type: none"> Students 	2	2	4	<ul style="list-style-type: none"> All attendees will be warned prior to the trip to keep valuables secure and hidden Advise participants to have access to personal emergency money, for food/water/travel in the event of robbery Stay away from large gatherings or demonstrations Advise participants to bring a photocopy of ID 	1	2	2	<ul style="list-style-type: none"> If ID or bank cards are lost, then advise students on further steps to take in that event

Students becoming lost	Distressed students, missed transport/information regarding event	Students	2	2	4	<ul style="list-style-type: none"> Should student become lost, students will be encouraged to message the committee through designated chat. Whatsapp, Messenger etc Encourage all participants to swap numbers before trip and if concerned to message individual committee members Only licensed taxi companies such as Uber shall be used, as well as reliable public transport links 	2	1	2	<ul style="list-style-type: none"> Students will be encouraged to stay in groups at all times Organisers to share trip itinerary were applicable The phone numbers of the committee members in attendance will be given to everyone on the trip The committee will keep everyone together and periodically conduct group counts at important sections of the trip (i.e. coach travel, Airbnb check-in and check-out).
Inappropriate behaviour – from others or students	Distressed students, members of the public	<ul style="list-style-type: none"> Students Members of the public 	2	3	6	<ul style="list-style-type: none"> Should inappropriate behaviour occur, students can contact relevant 	1	3	3	<ul style="list-style-type: none"> Ensure participants are aware that they are responsible for own

						<p>committee members (Welfare officer or President), SUSU and/or appropriate emergency services</p> <ul style="list-style-type: none"> Alcohol: members to follow SUSU expect respect guidance, binge drinking to be discouraged, participants encouraged to buddy up and be sensible/use common sense when drinking e.g. do not leave drinks unattended, do not drink to excess, use licenced premises 				<p>behaviour (e.g. if arrested), share SUSU expect respect policy in advance of trip</p> <ul style="list-style-type: none"> Ensure participants have appropriate insurance and access to mobile phone Committee to complete SUSU Incident report as soon as possible – available here
Medical Emergency	Participants may sustain injury due to; pre-existing medical conditions, an incident whilst travelling, or as a result of a poor response to a previous medical situation.	Student participants	3	5	15	<ul style="list-style-type: none"> Advise participants; to bring their personal medication, what numbers to ring in an emergency, and that the priority is to first seek medical attention Advice participants to bring enough medication for to 	2	5	10	<ul style="list-style-type: none"> Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details Should an incident occur,

						<p>extend past the trip duration and include ingredients list and prescription to aid in the case of medical emergency</p> <ul style="list-style-type: none"> • Next of kin and medical details have been collected in case they are needed for medical reasons - stored securely following GDPR Guidelines • Organisers to familiarise self and brief participants on local medical facilities 				<p>Committee to contact appropriate emergency services</p> <ul style="list-style-type: none"> • Organisers to bring a first aid kit for minor injuries and two attending committee members are first aid trained by SUSU's provided training • Committee to complete SUSU Incident report as soon as possible – available here
Risk of injury while dancing	Twisted or sprained ankle, pulled muscle, tripping, slipping	Dancers	2	3	6	<ul style="list-style-type: none"> • Committee members first aid trained. • Bring first aid kit. • Advise dancers on correct technique to prevent injury. • Encourage dancers to stretch and warm up before dancing. 	1	2	3	<ul style="list-style-type: none"> • Organisers to bring a first aid kit for minor injuries and two attending committee members are first aid trained by SUSU's provided training

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										<ul style="list-style-type: none"> Committee to complete SUSU Incident report as soon as possible – available here
Dehydration	Headaches, Light headedness	All members	3	1	3	<ul style="list-style-type: none"> Remind members to bring water bottles to the competition. 	2	1	2	<ul style="list-style-type: none"> Call emergency services as required 111/999 Incidents are to be reported on the incident report as soon as possible - available here Follow SUSU incident report policy

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Fire	Smoke inhalation, burns. Risk of extreme harm.	All participants and organisers	1	5	5	<ul style="list-style-type: none"> - Emergency exists in Airbnb's and the Winter Gardens will be identified and made aware to all members. - Accessibility requirements will be considered. 	1	4	4	<p>In case of an emergency, pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy.</p>

Alcohol Consumption	Antisocial/ aggressive behaviour Illness from overconsumption Alcohol poisoning	All members	3	4	12	<ul style="list-style-type: none"> Members are responsible for their individual safety though and are expected to act sensibly Initiation behaviour not to be tolerated and drinking games to be discouraged Bar staff need to be alerted and emergency services called as required. 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 Society to follow and share with members Code of conduct/SUSU Expect Respect policy 	2	3	6	Follow SUSU incident report policy Call emergency services as required 111/999
Medical emergency	Injury May become unwell Extreme harm	All members	2	5	10	<ul style="list-style-type: none"> Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and only if qualified and confident to do so. 	1	5	5	- Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety

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						<ul style="list-style-type: none"> Contact emergency services as required 111/999 				officer have been informed. - Follow SUSU incident report policy
Inadequate food options	Dietary restrictions and allergens not catered to Members not accommodated to.	All members	4	3	12	<ul style="list-style-type: none"> Nandos has been chosen for our team dinner. This is because of its wide range of options including gluten free and vegan options. The Airbnb's and the Winter Gardens has a plethora of food options in the area including a Sainsburys, Greggs, Costa etc. 	1	3	3	<ul style="list-style-type: none"> Call for first aid/emergency services as required Report incidents via SUSU incident report procedure


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Improper dance shoes	Injury, bruising, twisted ankle	All dancers	2	3	6	<ul style="list-style-type: none"> Ensure all dancers have appropriate dance shoes, including heel protectors. Committee to advise members on appropriate style and size of dance shoe. 				<ul style="list-style-type: none"> Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Reputational Risk	Incidents during trip could pose a reputational risk to the club, Southampton University Students' Union or Southampton University itself.	The club, SUSU or the University's reputation	2	1	2	<ul style="list-style-type: none"> Ensuring all parts of this risk assessment are adhered to. Ensuring that any incidents involving public or others are recorded and addressed. Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing. 	1	1	1	<ul style="list-style-type: none"> Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy

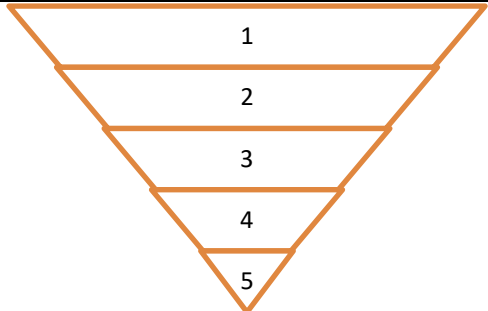
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Financial risk	Club or society activity costing more than planned, weakening their financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society Members subject to lawsuits SUSU if required to assist.	1	1	1	<ul style="list-style-type: none"> Clubs and societies required to complete financial forecasting and budget for the year. All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs. Request money to help cover the event in the second grant round. Try to subsidize the trip an appropriate amount for members. 	1	1	1	

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Travel to Blackpool	Vehicle's collision - causing serious injury	Society members and members of the public.	4	3	12	<ul style="list-style-type: none"> Reliable coach company will be selected: Excelsior. Members not travelling by coach will be responsible for their individual safety and will be expected to pick reliable and safe modes of transport. Coach driver will brief on safety precautions before leaving Southampton. 	2	2	4	Contact emergency services as required 111/999 Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

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
3	Participant briefing on health & safety before trip via Whatsapp and email	Amber Currid (Vice-President)			
4	Trip itinerary and details of Airbnb's shared with all participants	Amber Currid (Vice-President)			
5	Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines	Tilly Healing-Perry and Amelia Searle (Team Captains)			
6	Organisers to check and pack a first aid kit	Amber Currid (Vice-President)			
7	Organisers Severe Weather and Natural Disaster Check prior to departure	Amber Currid (Vice-President)			
8	Transport- where student drivers and hire vehicles to be used ensure company vehicle safety checks area carried out.	Amy Brinton (Secretary)			
9	Ensure you have a few key phrases printed on laminated card to take with you in case of an incident	Amy Brinton (Secretary)			
Responsible committee member signature: Amber Currid				Responsible committee member signature: 	
Print name: Amber Currid			Date: 13/12/2025	Print name: Tanvi Singhal Date: 25/01/2026	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	IMPACT					

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. 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.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. 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.