# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

| Risk Assessment | | | | |
|---|---|---|---|---|
| **Risk Assessment for the activity of** | **Southampton University Snowsports Club (SUSSC) BUDS Trip** ($6^{th}$ November – $8^{th}$ November) | | **Date** | **12/10/2026** |
| **Group name** | **SUSU Southampton University Snowsports Club (SUSSC)** | **Assessor** | **Thomas Eastwood** | |
| **Supervisor** | **Isabelle Ward** | **Signed off** | N/A, please upload to groupshub for digital sign-off by SUSU Activities team | |

This risk assessment pertains to the BUCS Autumn Dry slope Championships (BUDS) from the $6^{th}$-$8^{th}$ November, that SUSSC will be attending.

This risk assessment is to be followed in conjunction with the general risk assessment that has previously been submitted and approved for the 26/27 academic year.

The competition will be held at Stoke Ski Centre, Festival Park, Stoke-on-Trent, ST1 5PU.

The society plans to stay in a group accommodation in Birmingham and travel to the slope on both days of the competition ($7^{th}$ and $8^{th}$).

The trip will have 25 participants made up of Freestyle competitors, Racing competitors, and Spectators.

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| ***PART A*** | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**<br><br>**(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | | **Control measures (use the risk hierarchy)** | **Residual** | | | **Further controls (use the risk hierarchy)** |
| | | | **Likelihood** | **Impact** | **Score** | | **Likelihood** | **Impact** | **Score** | |
| Slips, Trips, Falls | Accident and/or Injury | - Students<br>- Members of the public | **1** | **3** | **3** | – Group sizes reduced to ensure no large groups are formed.<br>– Students will be encouraged to take care when crossing busy streets and when negotiating paths. Students will also be encouraged to wear appropriate footwear when travelling by foot. | **1** | **3** | **3** | • Should injury occur, Committee to contact appropriate emergency services<br>• Committee to have local British Consulate number available -<br>• Organisers to bring a first aid kit for minor injuries<br>• Committee to complete SUSU Incident report as soon as possible – available here |

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| Individuals getting lost while on the trip. | Missing the transport there / back | User. | **2** | **3** | **6** | – Everyone has been informed to stay in groups of three or more.<br>– Advice on mobile data plans has been given, as well as meeting points and general travel itinerary.<br>– Groups will be staying on guided tours or tours of popular attractions which are well policed.<br>– Only licensed taxi companies such as Uber shall be used, as well as reliable public transport links | **1** | **2** | **2** | • The phone numbers of the committee members in attendance have been given to everyone on the trip.<br>• The committee will keep everyone together and periodically conduct group counts at important sections of the trip (i.e. coach travel, airport, hostel check-in and check-out). |

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| Transport: Cancellation/Diversions | Students not reaching intended destination | - Students | **3** | **1** | **3** | – Committee to review Flight times and any potential cancellations/diversions prior to the trip | **3** | **1** | **3** | • During the trip, the committee to regularly review flight times to check for any possible cancellations and diversions.<br>• Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details |

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| Travelling around location | Large groups forming | - Students<br>- Members of the public | **3** | **2** | **6** | – split students into smaller groups to avoid large groups forming | **3** | **1** | **3** | • Organisers to familiarise self with location and destinations in advance. Interary provided were possible. E.g. use websites like trip advisor, google maps |

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|---|---|---|---|---|---|---|---|---|---|---|
| Traffic- accident or collision | Death or major injury | - Students<br>- Members of the Public | **1** | **5** | **5** | – Where possible students should avoid driving own vehicles in county. Travel by public transport, hire of coach/bus with reputable company<br>– Buses without seatbelts are avoided if possible and never used on high speed roads<br>– 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<br>– Verbal warning of risk<br>– Encourage students to use pedestrian crossings wherever possible<br>– Encourage students to travel in appropriate group sizes to ensure no large groups are formed | **1** | **3** | **3** | • Should injury occur, Committee to contact appropriate emergency services<br>• Committee to have local British Consulate number available -<br>• Organisers to bring a first aid kit for minor injuries<br>• Committee to complete SUSU Incident report as soon as possible – available here<br>• Ensure all participants have insurance and access to details |

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| | | | | | | – Walks on foot will be planned to avoid fast roads wherever possible. | | | | |
| Adverse Weather | Sunstroke, heatstroke, cold, minor illnesses as a result of weather | • Students | **2** | **3** | **6** | – Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream | **1** | **3** | **3** | • Should weather be deemed 'adverse' this tour will be cancelled |

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|---|---|---|---|---|---|---|---|---|---|---|
| Risk of Violent Crime, harassment and/or abuse | Accident and or injury | • Students<br>• Members of the public | **2** | **5** | **10** | – Students will be encouraged to stay in groups at all time.<br>– Trip organisers to familiarise self with countries emergency phone numbers<br>– Advise participants to research local laws and customs before entering a new country (FCO website as primary resource), so they don't cause offence for cultural differences.<br>– Stay away from large gatherings or demonstrations<br>– Organisers to have a record of & to share details of the consular office for the nationality of each participant<br>– 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<br>– Participants all advised to give up their valuables in the event of a | **1** | **5** | **5** | • Should a student witness or be a victim to such crime they are able to contact the appropriate emergency service and report to the committee. In turn this to be reported to the duty manager<br>• Committee to contact appropriate emergency services<br>• Committee to have local British Consulate number available -<br>• Organisers to bring a first aid kit for minor injuries<br>• Committee to complete SUSU Incident report as soon as possible – available here |

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| | | | **Likelihood** | **Impact** | **Score** | | **Likelihood** | **Impact** | **Score** | |
| | | | | | | confrontation to prioritise own safety | | | | |
| Loss of valuables | Lost items | - Students | **2** | **2** | **4** | – All attendees will be warned prior to the trip to keep valuables secure and hidden<br>– Advise participants to have access to personal emergency money, for food/water/travel in the event of robbery, e.g. via telephone<br>– Stay away from large gatherings or demonstrations<br>– Advise participants to bring a photocopy of their passport. | **1** | **2** | **2** | • Organisers to have a record of & to share details of the consular office for the nationality of each participant<br>• If passport lost, make an official report and contact the nearest embassy or consulate<br>• Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details |

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| Students becoming lost | Distressed students | - Students | **2** | **2** | **4** | – Should student become lost, students will be encouraged to message the committee through designed chat. Whatsapp, Facebook etc<br>– Encourage all participants to swap numbers before trip | **2** | **1** | **2** | • Students will be encouraged to stay in groups at all time.<br>• Organisers to share trip itinerary were applicable |

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| Inappropriate behaviour – from others or students | Distressed students, members of the public | - Students<br>- Members of the public | **2** | **3** | **6** | – Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services<br>– Participants to research local laws and customs before entering a new country (FCO website as primary resource), so they don't cause offence for cultural differences<br>– 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 | **1** | **3** | **3** | • Ensure participants are aware that they are responsible for own behaviour (e.g. if arrested), share SUSU expect respect policy in advance of trip<br>• Ensure participants have appropriate insurance and access to mobile phone<br>• Committee to have local British Consulate number available -<br>• Committee to complete SUSU Incident report as soon as possible – available here |
| Incident- Experience of terrorism | Distress, serious injury, fatality | Students<br>Public<br>Wider student community etc | **2** | **5** | **10** | – Organisers to encourage participants to research the political situation of the country they are entering, using the FCO website, will not book trips to FCO most dangerous countries | **1** | **5** | **5** | • Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details |

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| | | | | | | – Will research specific regions within the country, considering FCO advice and the make-up of student group (e.g. nationalise, religious restrictions etc)<br>– Each participant to have at hand details of local consular office and list of local emergency phone numbers<br>– Participants to have a copy of passport and insurance documents<br>– In case of an incident follow **Run, Hide, Tell guidance.** follow the advice of in-country energy service<br>– Stay away from large gatherings or demonstrations<br>– Mobile phone access- ensure chargers are taken and research has been done onto local adapters, network access | | | | • Committee to contact appropriate emergency services<br>• Committee to have local British Consulate number available -<br>• Organisers to bring a first aid kit for minor injuries<br>• Committee to complete SUSU Incident report as soon as possible – available here |
| Incidents restricting travel and health- Natural Disasters, pandemics, political incidents | Distress, serious injury, fatality, inability to return home | Students<br>Public<br>Wider student community etc | **2** | **5** | **10** | – Stay away from large gatherings or demonstrations<br>– Mobile phone access- ensure chargers are | **1** | **5** | **5** | • Ensure each participant has booked appropriate insurance for the duration of the trip and |

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|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | taken and research has been done onto local adapters, network access<br>– Organisers to encourage participants to research the political situation of the country they are entering, using the FCO website, will not book trips to FCO most dangerous countries<br>– Will research specific regions within the country, considering FCO advice and the make-up of student group (e.g. nationalise, religious restrictions etc)<br>– Each participant to have at hand details of local consular office and list of local emergency phone numbers<br>– Participants to have a copy of passport and insurance documents<br>– Regular checks with travel company prior to departure | | | | has access to insurance details<br>• Should injury occur, Committee to contact appropriate emergency services<br>• Committee to have local British Consulate number available -<br>• Organisers to bring a first aid kit for minor injuries<br>• Committee to complete SUSU Incident report as soon as possible – available here |
| Medical Emergency | Participants may sustain injury due to; pre-existing medical conditions (such | Student participants | **3** | **5** | **15** | – advise participants; to bring their personal medication (such as epi-pen where needed), what numbers to ring in | **2** | **5** | **10** | • Ensure each participant has booked appropriate insurance for the duration of the trip and |

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|---|---|---|---|---|---|---|---|---|---|---|
| | as food allergies leading to Anaphylaxis), an incident whilst travelling, or as a result of a poor response to a previous medical situation. | | | | | an emergency, and that the priority is to first seek medical attention in country (not to call home first!)<br>– Advice participants to bring enough medication for trip duration and include ingredients list, packaging (to support in country medical team if required)<br>– Participants to inform committee / trip lead and/or restaurants of any allergies prior to the trip<br>– Next of kin and medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guidelines<br>– Organisers to familiarise self and brief participants on local medical facilities | | | | has access to insurance details<br>• Encourage participants to Check legal restrictions on import /export controls on medications<br>• Should an incident occur, Committee to contact appropriate emergency services<br>• Committee to have local British Consulate number available<br>• Student who have allergies to carry epi-pen and ensure they have told organisers where to find it<br>• Organisers to bring a first aid kit for minor injuries<br>• Committee to complete SUSU Incident report as soon as possible – available here |
| Spiked Drinks/Alcohol Poisoning | Illness, loss of consciousness, loss of self-control | Event organisers, event attendees, | **2** | **5** | **10** | Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event. | **2** | **3** | **6** | Members are responsible for their individual safety and are expected to act sensibly when walking around.<br>For anyone who is too inebriated it will be suggested to them that |

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| | | | | | | Bouncers/trained staff in pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol.<br><br>Report any suspicious/unusual behaviour to staff.<br><br>Participants encouraged to stay with a nominated 'buddy' where possible.<br><br>The organisers have confirmed the premise is licensed. **Action organisers (Part B).**<br><br>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.<br><br>Members/participants are advised to watch their own drinks.<br><br>**Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy** | | | | they should return home rather than continue on the social. Taxis will be called if required (look at SUSU Safety Bus, Radio Taxis options).<br>If they need to go to the hospital they will also be accompanied there.<br>Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing.<br>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.<br>Follow SUSU incident report policy |

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|---|---|---|---|---|---|---|---|---|---|---|
| Drowning- tours/trips by the sea, lakes etc, activities involving water | Serious injury/fatality | Student participants | **2** | **5** | **10** | – Participants to obey local laws and follow local advice on tides etc<br>– Ideally swimming should be avoided when no lifeguard provision is available<br>– Follow FCO guidance on country safety. on tidal patterns<br>– Advice common sense- Participants undertake activities at own risk- encouraged to think about own ability e.g. swimming competency and training (water sports)<br>– Life jackets/PPI to be worn as instructed<br>– Swimming at night to be avoided | **1** | **5** | **5** | • Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details<br>• Should injury occur, Committee to contact appropriate emergency services<br>• Committee to have local British Consulate number available -<br>• Organisers to bring a first aid kit for minor injuries<br>• Committee to complete SUSU Incident report as soon as possible – available here<br>• Ongoing dynamic risk assessment taking into account location and weather |
| Not having travel insurance | Medical treatment costs not covered; no cover for repatriation, emergency travel changes, lost/stolen items, liability, or trip interruption. | Student | **3** | **4** | **12** | • All participants **should be advised** hold valid travel insurance covering the full trip dates and planned/likely activities;<br>• Policy should include **medical expenses and repatriation**; participants should declare any **pre-existing medical** | **1** | **4** | **4** | • Set a **cut-off date** for purchasing own insurance (e.g., **two weeks before departure**)<br>• Look to provide guidance on **typical cover limits** and common **exclusions** to check (e.g., baggage limits, activity cover). |

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| | Potential personal financial loss and delays in accessing care. | | | | | **conditions** and ensure they are covered.<br>• Students should have access to their proof of policy whilst on the trip (certificate/confirmation) | | | | |

***PART B – Action Plan***

**Risk Assessment Action Plan**

| Part no. | Action to be taken, incl. Cost | By whom | Target date | Review date | Outcome at review date |
|---|---|---|---|---|---|
| 1 | Before booking trip organisers to investigate location for potential risks and hazards, and to know the local area. | Ethan Ward | 21/10/2026 | 01/11/2026 | Welfare Secretary will know key areas of Birmingham and stoke as to reduce the risk of people getting lost and can identify any key risks in the relevant areas. |
| 2 | Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information) | Ethan Ward | 01/11/2026 | 02/11/2026 | All participants should know their relevant points of contact incase of injury, getting lost, or any other disruptions. |
| 3 | Trip itinerary and details of hotels/flights shared with all participants | Jaeden Harris | 01/11/2026 | 02/11/2026 | All participants will know and understand the format of the competition, planned arrival times, departure times, and location of the society throughout the trip. |

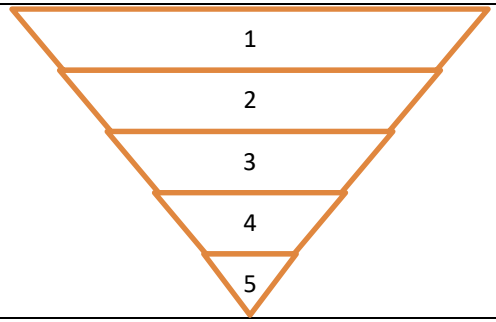
| | | | | | |
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| 4 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines | Jaeden Harris | 01/11/2026 | 02/11/2026 | Trip secretary will have a list shared with the rest of committee including all relevant emergency details. |
| 5 | Organisers to check and pack a first aid kit | Ethan Ward | 05/11/2026 | 06/11/2026 | First aid kit will be packed |
| 6 | Organisers Severe Weather and Natural Disaster Check prior to departure | Jaeden Harris | 01/11/2026 | 05/11/2026 | All participants will be made aware of any weather conditions that may affect travel times. |
| 7 | Ensure you have a few key phrases printed on laminated card to take with you in case of an incident | Ethan ward | 01/11/2026 | 05/11/2026 | Key committee, SUSU, and emergency contact numbers will be printed on laminated sheets to be handed out upon departure. |

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|---|---|
| Responsible committee member signature:  | Responsible committee member signature:  |
| Print name: Thomas Eastwood Date: 13/10/2026 | Print name: Isabelle Ward Date: 13/10/2026 |

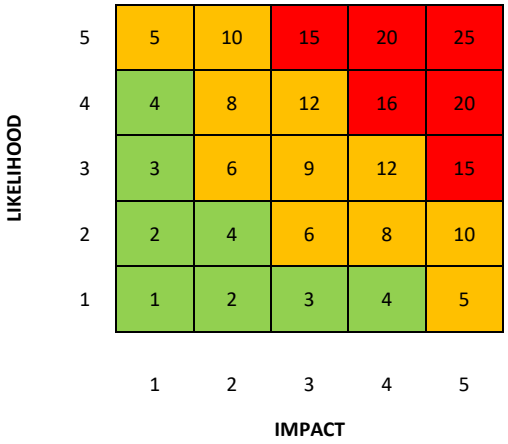
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## Assessment Guidance

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|---|---|---|---|
| 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 | |






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. |