

Risk Assessment

Risk Assessment for the activity of	FolkSoc Sidmouth Folk Festival Trip		Date	July 31st- August 3rd
Group name	FolkSoc	Assessor	Stan Witt (President)	
Supervisor	Ruth Miller (Ceilidh Co ordinator)	Signed off	N/A, please upload to groupshub for digital sign-off by SUSU Activities team	

We will be going to Sidmouth Folk Festival this summer. We will be staying for a long weekend from July 31st-August 3rd. The festival is in Sidmouth in Devon. We will be camping at the official campsite for the festival. There will be 3 members joining us for the trip. We will be driving to the festival using society members cars, driven by society members. The festival contains several events, including folk music performances, folk dances, instrument workshops, talks. These events will be held near the campsite and in various locations in Sidmouth town centre. We will be self-catering at the festival. We will be bringing our own camping equipment. The festival is a long running festival and is one of the biggest in the UK.

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	

<p>Slips, Trips, Falls (especially during ceilidh dancing)</p>	<p>Accident and/or Injury</p>	<ul style="list-style-type: none"> - Students - Members of the public 	<p>1</p>	<p>3</p>	<p>3</p>	<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. - Students will be reminded to be careful when ceilidh dancing - Ensure ceilidh dance organisers are adhering to sensible health and safety measurements (providing sufficient space for dancers, ensuring no crowd crush from too many people in a tight space) 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Should injury occur, Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here • It is highly likely that the festival organisers will have sort of first aid service available to festival goers, especially during the ceilidh dancing. We will also be taking our own first aid kit on the trip with us. • Ceilidh dancing will not be performed in hot weather, and any participants at risk of feeling overheated will be advised to take a break or sit out the remainder of the dancing
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Food poisoning during trip	Illness/Risk of death	Students	2	3	6	<p>We will be self-catering for part of the trip. We will ensure that we are using safe cooking equipment and follow the food manufacturers requirements when cooking. We will be using a camping stove to cook meals at the campsite. Food will be stored in the correct conditions to ensure that it remains safe to eat and food that has passed its use by period will not be consumed.</p> <p>We will not be cooking any meals that contain allergens that trip members are allergic to in order to decrease risk from cross contamination.</p>				<p>In the event of food poisoning or illness from food, emergency services will be contacted, and medical help will be arranged for the affected participants.</p>

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Fire risk when cooking/camping	Fire related Injury/Death	Students, Members of the public	2	5	10	<p>Camping stove equipment will be checked before use to ensure that everything is safe to use</p> <p>We will ensure that group members remain a safe distance from the cooking equipment if they are not using it</p> <p>We will ensure that equipment is cleared from around the camping stove during its use, and that all trip participants will follow common sense fire safety procedures.</p> <p>We will ensure that we adhere to any fire safety requirements that the campsite we are at requires us to follow.</p>				In the event of fire or fire related injury, first aid will be given and the appropriate emergency services will be called.

Individuals getting lost while on the trip.	Getting separated from the rest of the group whilst at the festival	User.	2	3	6	<ul style="list-style-type: none"> – Everyone has been informed to stay in groups of three or more. – Advice on mobile data plans has been given, as well as meeting points and general travel itinerary. – Groups will be staying on guided tours or tours of popular attractions which are well policed. – Only licensed taxi companies such as Uber shall be used, as well as reliable public transport links. – We plan to stay mostly as a group – Ensure everyone has the contact details of everyone else going on the trip, so that people can always be contacted by phone (this is feasible as there is a small group going) 	1	2	2	<ul style="list-style-type: none"> • The phone numbers of the committee members in attendance have been 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, airport, hostel check-in and check-out). • We will mostly be travelling together as a group between festival events, and to local shops within Sidmouth town centre. • As we are staying in the country, trip members will be familiar with public transport • We will ensure that participants are aware of key locations and how to get between them
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Transport: Cancellation/Diversions	Students not reaching intended destination	- Students	3	1	3	<ul style="list-style-type: none"> - We will be travelling there using 2 cars driven by students. The students will have valid UK driving licenses and will be using their own cars, making them familiar with the vehicles. - Student drivers will familiarise themselves with the route to Sidmouth from campus beforehand, and will be made aware of any potential heavy traffic or necessary route diversions to ensure that the trip there is smooth. 	3	1	3	<ul style="list-style-type: none"> • We will keep contact between the 2 cars to ensure that we are aware of the others whereabouts and can account for any potential delays that might be caused. • The use of satnav will ensure that we are able to reach our destination and see live traffic updates in the event of unexpected delays.

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Transport: Safety of driving	Student Injury/Death	<ul style="list-style-type: none"> Students, Members of the public 	2	5	10	<ul style="list-style-type: none"> Drivers will not be permitted to drive if they are not in a safe state to do so Extreme tiredness/intoxication) Legal drink drive limits will be observed and the 2 drivers will not be permitted to drink on the last evening to ensure that they are in a fit state to drive 	2	5	10	<ul style="list-style-type: none"> The state of the drivers will be checked before the journey starts to ensure that everyone is in a fit state to drive. Passengers will ensure that they are in a calm state that will not distract the drivers during the journey there and back.

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Travelling around location	Large groups forming	<ul style="list-style-type: none"> - Students - Members of the public 	3	2	6	<ul style="list-style-type: none"> - We will be travelling around the festival events as a small group together. 	3	1	3	<ul style="list-style-type: none"> • Organisers to familiarise self with location and destinations in advance. Routh itenary agreed upon in advance and provided to al members. • We will stay together as a groups and not let individual members wonder off on their own.

<p>Traffic- accident or collision</p>	<p>Death or major injury</p>	<ul style="list-style-type: none"> - Students - Members of the Public 	<p>1</p>	<p>5</p>	<p>5</p>	<ul style="list-style-type: none"> - We will be driving to the festival in our own vehicles, all drivers will have valid UK driving licenses and suitable driving experience 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Should injury occur, Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here • Ensure all participants have insurance and access to details • Drivers will be familiarised with the route before we set off to ensure that there is no driving in unexpected locations • All vehicles used for driving will have valid insurance and have passed MOT.
<p>Adverse Weather</p>	<p>Sunstroke, heatstroke, cold, minor illnesses as a result of weather</p>	<ul style="list-style-type: none"> • Students 	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> - Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Should weather be deemed 'adverse' this tour will be cancelled • Ensure that all students will have water bottles and appropriate sun protection in the event of hot weather during the day, or in hot

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										venues in the event of ceilidh dancing. Students will be encouraged to take breaks and not overexert themselves when dancing to avoid overheating.

<p>Risk of Violent Crime, harassment and/or abuse</p>	<p>Accident and or injury</p>	<ul style="list-style-type: none"> • Students • Members of the public 	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> – Students will be encouraged to stay in groups at all time. – Trip organisers to familiarise self with countries emergency phone numbers – Stay away from large gatherings or demonstrations – Organisers to have a record of & to share details of the consular office for the nationality of each participant – 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 	<p>1</p>	<p>5</p>	<p>5</p>	<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 to be reported to the duty manager • Committee to contact appropriate emergency services • Committee to have local British Consulate number available - • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here
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Loss of valuables	Lost items	- 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, e.g. via telephone - Stay away from large gatherings or demonstrations 	1	2	2	

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Students becoming lost	Distressed students	- Students	2	2	4	<ul style="list-style-type: none"> - Should student become lost, students will be encouraged to message the committee through designed chat. Whatsapp, Facebook etc - Encourage all participants to swap numbers before trip 	2	1	2	<ul style="list-style-type: none"> • Students will be encouraged to stay in groups at all time. • Organisers to share trip itinerary were applicable

<p>Inappropriate behaviour – from others or students</p>	<p>Distressed students, members of the public</p>	<ul style="list-style-type: none"> - Students - Members of the public 	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> – Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services – 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 – 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>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Ensure participants are aware that they are responsible for own behaviour (e.g. if arrested), share SUSU expect respect policy in advance of trip • Ensure participants have appropriate insurance and access to mobile phone • Committee to have local British Consulate number available - • Trip participants will be encouraged to not drink excessively, to always be sensible. There will be some drinking by trip members expected as we will be playing in sessions in pubs in Sidmouth town centre. Drinking during extremely hot weather will not be advised to trip members due to the increased risk of dehydration. • Committee to complete SUSU Incident report as soon as possible – available here
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<p>Incident- Experience of terrorism</p>	<p>Distress, serious injury, fatality</p>	<p>Students Public Wider student community etc</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> - 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 - Each participant to have at hand details of local consular office and list of local emergency phone numbers - Participants to have a copy of passport and insurance documents - In case of an incident follow Run, Hide, Tell guidance. follow the advice of in-country emergency service - Stay away from large gatherings or demonstrations - Mobile phone access- ensure chargers are taken and research has been done onto local adapters, network access 	<p>1</p>	<p>5</p>	<p>5</p>	<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 • Committee to contact appropriate emergency services • Committee to have local British Consulate number available - • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here
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Incidents restricting travel and health- Natural Disasters, pandemics, political incidents	Distress, serious injury, fatality, inability to return home	Students Public Wider student community etc	2	5	10	<ul style="list-style-type: none"> - Stay away from large gatherings or demonstrations - Mobile phone access-ensure chargers are taken - 	1	5	5	<ul style="list-style-type: none"> • Should injury occur, Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here • Local news sites will be checked and participants informed so that participants are aware of any incidents

<p>Medical Emergency</p>	<p>Participants may sustain injury due to; pre-existing medical conditions (such as food allergies leading to Anaphylaxis), an incident whilst travelling, or as a result of a poor response to a previous medical situation.</p>	<p>Student participants</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> - advise participants; to bring their personal medication (such as epi-pen where needed), what numbers to ring in an emergency, and that the priority is to first seek medical attention in country (not to call home first!) - Advice participants to bring enough medication for trip duration and include ingredients list, packaging (to support in country medical team if required) - Participants to inform committee / trip lead and/or restaurants of any allergies prior to the trip - Next of kin and medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guidelines 	<p>2</p>	<p>5</p>	<p>10</p>	<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 • Encourage participants to Check legal restrictions on import /export controls on medications • Should an incident occur, Committee to contact appropriate emergency services • Allergy information from trip participants will be gathered before hand, and any important considerations relating to allergies will be made when self-catering • Student who have allergies to carry epi-pen and ensure they have told organisers where to find it • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here
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						<ul style="list-style-type: none"> Organisers to familiarise self and brief participants on local medical facilities 				

<p>Spiked Drinks/Alcohol Poisoning</p>	<p>Illness, loss of consciousness, loss of self-control</p>	<p>Event organisers, event attendees,</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event.</p> <p>Bouncers/trained staff in pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol.</p> <p>Report any suspicious/unusual behaviour to staff.</p> <p>Participants encouraged to stay with a nominated 'buddy' where possible.</p> <p>The organisers have confirmed the premise is licensed. Action organisers (Part B).</p> <p>The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Members are responsible for their individual safety and are expected to act sensibly when walking around.</p> <p>For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU Safety Bus, Radio Taxis options). If they need to go to the hospital they will also be accompanied there. 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.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy</p>
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						Members/participants are advised to watch their own drinks. <u>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</u>				

<p>Anti-social, violent or offensive behaviour</p>	<p>Disturbance to the neighbourhood, reputational damage, injury and distress as a result of violence</p>	<p>Event organisers, event attendees, public</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Bouncers will be present at most venues.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p> <p>Do not personally engage with any violent behaviour. Stay safe and inform the bar staff/police if necessary.</p> <p>The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess.</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.</p> <p>Society to follow and share with members Code of Conduct/SUSU Expect Respect policy.</p> <p>No pubs that do not look safe/inclusive places will be entered. Alcohol will only be</p>	<p>1</p>	<p>3</p>	<p>5</p>	<p>If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station.</p> <p>Follow SUSU incident report policy.</p> <p>Call emergency services as required.</p>
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			Likelihood	Impact	Score		Likelihood	Impact	Score	
						consumed at licensed premises.				

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Reputational Risk For the club or society, as well as to SUSU and the University	Incidents causing reputational damage to the group, Southampton University Students' Union or Southampton University itself. This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University's name into disrepute.	The club, SUSU or the University's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to. Ensuring all members are reminded that they are representing the club/society, SUSU and the University, often in branded clothing. Members are reminded that they need to adhere to SUSU's Code of Conduct.	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Report any incidents to the Activities Team.

<p>Drowning- tours/trips by the sea, lakes etc, activities involving water</p>	<p>Serious injury/fatality</p>	<p>Student participants</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> - Participants to obey local laws and follow local advice on tides etc - Ideally swimming should be avoided when no lifeguard provision is available - Follow FCO guidance on country safety. on tidal patterns - Advice common sense- Participants undertake activities at own risk- encouraged to think about own ability e.g. swimming competency and training (water sports) - Life jackets/PPI to be worn as instructed - Swimming at night to be avoided 	<p>1</p>	<p>5</p>	<p>5</p>	<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 injury occur, Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here • Ongoing dynamic risk assessment taking into account location and weather • We will not be near/enter any bodies of water during our trip
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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
3	Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information)	Stan Witt	08/06/2026	08/06/2026	All participants are briefed
4	Trip itinerary shared with all participants	Stan Witt	08/06/2026	08/06/2026	All participants are briefed
5	Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines	Stan Witt	08/06/2026	08/06/2026	All contact details of participants have been collected
6	Organisers to check and pack a first aid kit	Stan Witt	28/05/2026	28/05/2026	We have a first aid kit
7	Organisers Severe Weather and Natural Disaster Check prior to departure	Stan Witt	25/07/2026	25/07/2026	
8	Check for allergies from trip participants	Stan Witt	12/06/2026	12/06/2026	No participants have any major food allergies that need to be considered
Responsible committee member signature: Stan Witt				Responsible committee member signature: Ruth Miller	
Print name: Stan Witt			Date: 12/06/2026	Print name: Ruth Miller	
				Date: 12/06/2026	

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.