

General Risk Assessment

Risk Assessment			
Risk Assessment for the activity of required	Southampton Student Scout and Guide Organisation (SSAGO)	Date required	16/9/21
	Name	Role	Experience/Qualification
Club or Society Representative required	Jake Symcox	Southampton SSAGO Chair 2021 – 2022	N/A

Hazard	Who might be harmed	Inherent				Residual			Further controls (use the risk hierarchy)
	(user; those nearby; those in the vicinity; members of the public)	L i k e h o o d	I m p a c t	S c o r e	Control measures (use the risk hierarchy)	L i k e l i h o o d	I m p a c t	S c o r e	

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Slipping or tripping	Anyone; cuts, scrapes, bruises	2	1	2	<ul style="list-style-type: none"> • Make people aware of risk 	2	1	1	Have First aid kit present
Food allergy	Anyone with a food allergy; violent allergic reaction	2	3	6	<ul style="list-style-type: none"> • Encourage all people with allergies to carry their appropriate medication, and make others aware of where it is carried • Ask if unsure of allergens in foods 	1	2	2	Have First aid kit present
Drinking too much	Anyone; violence, damage to property, illness	3	2	6	<ul style="list-style-type: none"> • Excessive drinking strongly discouraged • Avoid groups drinking excessively 	1	2	2	
Tent pegs, tent poles, mallets	Anyone in the area, bruises, cuts, minor concussion	3	1	3	<ul style="list-style-type: none"> • Once poles are constructed, they are not waved around. • Ensure pegs are close to the tent, and ensure that people do not walk between tents. 	2	1	2	
Cooking - raw food/ sharp implements	Those cooking or eating the food - cuts, burns or food poisoning	2	3	6	<ul style="list-style-type: none"> • Ensure appropriate training in dealing with sharp/hot objects, and ensure that all food is cooked thoroughly. 	1	3	3	
Campfires	Anyone, burns, damage to property, injuries from nails or thorns	2	3	6	<ul style="list-style-type: none"> • Ensure there are members who have appropriate experience with fire • ensure there is a fire bucket present • Encourage sensible behavior • Make sure the area around the fire is clear (no trip hazards) • Careful around wood piles, wear proper shoes 	1	2	3	Have First aid kit present
Inclement weather	Anyone: hypothermia, injuries due to blown over	1	4	4	<ul style="list-style-type: none"> • Change the social location to provide appropriate shelter • Check weather forecasts before social or, to reduce likelihood of emergency evacuation 	1	3	3	Have First aid kit present

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

	damage to tents and equipment								
Use of axes, saws and knives	cuts	4	4	16	<ul style="list-style-type: none"> ● Have First aid kit present ● ensure clear area for work (arm and tool length) ● ensure people using them have been taught how to use the tools <ul style="list-style-type: none"> ○ knife <ul style="list-style-type: none"> ■ cut away from hands ■ avoid blood bubble ■ sheath or close when not using it ■ keep knives sharp ○ axe <ul style="list-style-type: none"> ■ don't wear open shoes ■ use a chopping block ■ use stick to hold wood if it wont stand up itself ■ stand feet apart ■ dont over swing (use elbow and wrist not shoulder) ■ store axe in chopping block or blade down in box ○ saw <ul style="list-style-type: none"> ■ keep hands away from blade ■ hold piece of wood still ■ when not in use have sheath on saw 	2	2	4	
injuries when hiking	sprained or broken ankles, trips and falls	2	3	6	<ul style="list-style-type: none"> ● Ensure members are wearing appropriate shoes for terrain ● Ensure terrain is within the capabilities of members ● Have First aid kit present 	2	2	4	
Other hazards from	Anyone attending				<ul style="list-style-type: none"> ● Follow risk assesments for specific activities 				

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

adventurous activities									
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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
2	Taking register and deleting after 4 weeks	Chair	15/05/21	21/06/21	working well - continue doing
3	Create way of reminding people about what to bring to a social	Committee member organising event	15/05/21	21/06/21	working well - continue doing
4	Have a way of reminding people what to bring to a social	Committee member organising event	15/05/21	22/09/21	On facebook event and event email
6	Purchase hand sanitiser for socials	Quartermaster	15/05/21	21/06/21	done and being brought to socials
7	Purchase PPE for first aid kits	Quartermaster	15/05/21	21/06/21	done and being brought to socials
8	Complete the WIDE training	Welfare Officers	15/05/21	21/06/21	Completed

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

9	Keep up to date with local and government guidance as well as relevant governing bodies	Chair	15/05/21	22/09/21	being done on a regulate basis - continue
Responsible Committee members signature: 					
Print name: Jake Symcox			Date: 22/9/21		

COVID-19: Risk Assessment for Socials

Risk Assessment			
Risk Assessment for the activity of <i>required</i>	Southampton Student Scout and Guide Organisation (SSAGO)	Date <i>required</i>	22/9/21
	Name	Role	Experience/Qualification
Club or Society Representative	Jake Symcox	Southampton SSAGO Chair 2021 – 2022	N/A
Qualified/Experienced Individual*	Samir Soares	National SSAGO Executive Committee	<i>Oversee the running of SSAGO clubs across the UK</i>

Hazard	Action	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent		Residual	Further controls (use the risk hierarchy)

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

			L i k e l i h o o d	I m p a c t	S c o r e	Control measures (use the risk hierarchy)	L i k e l i h o o d	I m p a c t	S c o r e	
Covid-19	1.Minimising the spread of covid 19 when arriving or departing	<ul style="list-style-type: none"> • Clubs/Soc Members • Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your activity 	2	3	6	<ul style="list-style-type: none"> • Encourage the wearing of face masks when using public transport on arrival and when departing. • Strongly encourage hand sanitising on arrival and departure whether using own or provided. • Ask individuals if they have been experiencing symptoms on arrival. Turn them away if they have experienced COVID-19 symptoms and advise them to isolate and seek a test. 	1	3	3	<ul style="list-style-type: none"> • Make sure people don't come if showing any symptoms.

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Covid-19	2.Minimising the spread of covid 19 during the social	<ul style="list-style-type: none"> • Club/Socs Members • Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your activity 	2	3	6	<ul style="list-style-type: none"> • Limit group size to fit with guidelines issued by Girlguiding and Scouting. Don't exceed the limit. • Strongly encourage members to regularly test either through the university testing program or lateral flow tests • If members are making other members feel uncomfortable in regards to covid spread, the individual scenario will be referred to the committee to discuss the appropriate actions to make all members feel comfortable at the socials. • Ensure indoor meeting places is well ventilate 	1	3	3	<ul style="list-style-type: none"> • Make sure people don't come if showing any symptoms. • Take a register of members who attend each meeting
Covid-19	3. Hygiene of people	<ul style="list-style-type: none"> • Club/Socs Members • Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your activity 	2	3	6	<ul style="list-style-type: none"> • Do not attend the social meeting if you have suspected symptoms or have been told to self-isolate. • Use hand sanitizer on arrival, departure and when touching shared items. • Give clear expectations of these procedures. 	1	3	3	

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Covid-19	4. Hygiene of toilets	<ul style="list-style-type: none"> ● Club/Socs Members ● Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions ● Anyone else who physically comes in contact with you in relation to your activity 	2	2	4	<ul style="list-style-type: none"> ● Wash hands thoroughly after use. ● Encourage hand sanitiser use when entering the social area. ● Encourage the wearing of a face mask when going to toilet 	1	2	2	
Covid-19	5. Hygiene of activity equipment	<ul style="list-style-type: none"> ● Club/Socs Members ● Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions ● Anyone else who physically comes in contact with you in relation to your activity 	2	3	6	<ul style="list-style-type: none"> ● Minimise touch points. ● Use of hand sanitiser before using equipment 	1	3	3	

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Covid-19	6. Travelling to meetings	<ul style="list-style-type: none"> • Club/Socs Members • Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your activity 	2	3	6	<ul style="list-style-type: none"> • Make a record of which members are in each car if sharing happens • When travel is needed, encourage wearing of face masks on journeys and try to avoid travelling in groups if possible. 	1	3	3	<ul style="list-style-type: none"> • Give out reminders in advance both verbally and a checklist via the sign up form. • Make sure people don't come if showing any symptoms. • Given different options on travel to event so people can make their own decision.
Covid-19	7. First Aid	<ul style="list-style-type: none"> • Club/Soc Members • Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your activity 	3	3	9	<ul style="list-style-type: none"> • Have access to a first aid kit during the social • Make sure the committee has access to face coverings, disposable gloves and mouth-to-mouth shield. • Where possible have individuals treat themselves. • If contact is needed between individuals have face coverings and gloves to be worn. • Wash your hands after completing first aid or sanitise if hand washing is not possible. • If COVID-19 symptoms are suspected by someone at a social, end the social. 	1	3	6	<ul style="list-style-type: none"> • Make sure people don't come if showing any symptoms. • Reminders for people to use PPE when administering first aid.

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Covid-19	8. Food and Drink	<ul style="list-style-type: none"> ● Club/Soc Members 	2	3	6	<ul style="list-style-type: none"> ● Encourage members not to share outside your household. 	1	3	3	
Covid-19	9. Mental Health	<ul style="list-style-type: none"> ● Club/Soc Members ● Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions ● Anyone else who physically comes in contact with you in relation to your activity 	2	2	4	<ul style="list-style-type: none"> ● Signpost to Welfare Officers if there are concerns about safety and safeguarding. These welfare officers have completed the WIDE training. ● Be aware of people’s anxieties about returning to face-to-face meetings and how this might affect their behaviour. ● Have a variety of face-to-face (as many outdoor socials as possible) and virtual socials so individuals can choose which to attend. 	1	2	2	
Covid-19	11. Risk from Public	<ul style="list-style-type: none"> ● Club/Socs Members ● Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions ● Anyone else who physically comes in contact with you in relation to your activity 	2	3	6	<ul style="list-style-type: none"> ● Follow government guidelines for the venue of choice. ● Have the committee member(s) who is running the social arrive early and assess the area. Make relevant adjustments if necessary. ● Liaise with the venue to make the event as safe as possible 	1	3	3	<ul style="list-style-type: none"> ● Remind people to keep their distance from others, including the public. ● Liaise with the venue to make the event as safe as possible ● Clear communication if plans change.



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	Guidance on managing an event (Arrival, departure, transport and venue)	Chair	15/05/21	21/06/21	Appropriate changes have been made
2	Taking register and deleting after 4 weeks	Chair	15/05/21	21/06/21	Use the records from the sign up form as the register and require members to fill it in
3	Create way of reminding people about what to bring to a social	Committee member organising event	15/05/21	21/06/21	working well - continue doing
4	Have a way of reminding people what to bring to a social	Committee member organising event	15/05/21	21/06/21	On the sign up form
5	Create a standard sign up form which agrees individuals informing us on self-isolating, symptoms and contact details	Chair	15/05/21	21/06/21	working well - continue doing
6	Purchase hand sanitiser for socials	Quartermaster	15/05/21	21/06/21	done and being brought to socials

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

7	Purchase PPE for first aid kits	Quartermaster	15/05/21	21/06/21	done and being brought to socials
8	Complete the WIDE training	Welfare Officers	15/05/21	21/06/21	Completed
9	Keep up to date with local and government guidance as well as relevant governing bodies	Chair	15/05/21	21/06/21	being done on a regulate basis - continue
Responsible Committee members signature:				Responsible Assessor signature:	
					
				SSAGO Exec	
Print name: Jake Symcox			Date: 22/9/21	Print name: <i>Samir Soares</i>	
				National SSAGO Executive Committee	
				Date: 26/9/21	

COVID-19: Risk Assessment for Camps

Risk Assessment: 10/9/21

	Name	Role	Experience/Qualification
Club or Society Representative	Jake Symcox	Southampton SSAGO Chair 2021 – 2022	N/A
Qualified/Experienced Individual	Thomas Webster	National SSAGO Executive Committee Secretary 2021-2022	<i>Oversee the running of SSAGO clubs across the UK</i>

Hazard	Action	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)

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Covid-19	1. Minimising the spread of covid 19 when arriving or departing	<ul style="list-style-type: none"> Clubs/Soc Members Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your activity 	2	3	6	<ul style="list-style-type: none"> All members are to have a negative lateral flow test before arriving at camp Wear masks if traveling on public transport and confined travel spaces If in vehicles have windows open to maximise airflow 	1	3	3	

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Covid-19	2. Minimising the spread of covid 19 during the camp	<ul style="list-style-type: none"> • Club/Socs Members • Other people on site 	2	3	6	<ul style="list-style-type: none"> • Try to minimise with members of the public • All people on-site should be taking actions to minimise the spread of covid • When going indoors (tents not included) members should be strongly encouraged to wearing masks • Have adequate tentage for members with extra for those who may want their own space • If a member develops Covid-19 symptoms send them home if possible 	1	3	3	<ul style="list-style-type: none"> • Have spare tentage available for members if they develop Covid 19 symptoms and can't travel home safely
Covid-19	3. Hygiene of people	<ul style="list-style-type: none"> • Club/Socs Members 	2	2	4	<ul style="list-style-type: none"> • Encourage regular hand washing • Have hand gel available at all times 	1	2	2	
Covid-19	4. Hygiene of toilets	<ul style="list-style-type: none"> • Club/Socs Members • Other people on site 	2	2	4	<ul style="list-style-type: none"> • Handled by the site but members will be encouraged to thoroughly wash their hands 	1	2	2	
Covid-19	5. Hygiene of activity equipment	<ul style="list-style-type: none"> • Club/Socs Members • Other people on site 	2	3	6	<ul style="list-style-type: none"> • Use hand gel before using equipment shared with other groups on site • Use hand gel after using equipment shared with other groups on site 	1	3	3	

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Covid-19	7. First Aid	<ul style="list-style-type: none"> • Club/Soc Members • Other people on site 	3	3	9	<ul style="list-style-type: none"> • Have access to first aid kits during the camp • Make sure the committee has access to face coverings, disposable gloves and mouth-to-mouth shield. • Where possible have individuals treat themselves. • If contact is needed between individuals have face coverings and gloves to be worn. • Wash your hands after completing first aid or sanitise if hand washing is not possible. 	1	3	3	
Covid-19	9. Mental Health	<ul style="list-style-type: none"> • Club/Soc Members 	2	1	1	<ul style="list-style-type: none"> • Signpost to Welfare Officers if there are concerns about safety and safeguarding. These welfare officers have completed the WIDE training. • Be aware of people's anxieties about returning to face-to-face meetings and how this might affect their behaviour. 	1	1	1	

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Covid-19	11. Risk from Public	<ul style="list-style-type: none"> • Club/Socs Members 	3	3	9	<ul style="list-style-type: none"> • Avoid members of the public if possible • Wear face mask in enclosed areas with public • Social distance with members of the public • If social distancing isn't possible or space is crowded wear masks 	1	3	3	
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University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

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8	Complete the WIDE training	Welfare Officers	15/05/21	21/06/21	Completed

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

9	Keep up to date with local and government guidance as well as relevant governing bodies	Chair	15/05/21	21/06/21	being done on a regulate basis - continue	
Responsible Committee members signature: 				Responsible Assessor signature: 		
Print name: Jake Symcox			Date: 10/9/21	Print name: Thomas Webster National SSAGO Executive Committee		Date: 14/09/2021

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

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

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.