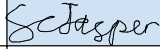


Risk Assessment

Risk Assessment for the activity of		Winter Camp		Date (of event)	15/03/2024
No. Participants	20	No. First Aiders	3	Date (until)	17/03/2024
Unit/Faculty/ Directorate	Southampton Student Scout and Guide Organisation (SSAGO)		Assessor	Samuel Jasper Southampton SSAGO Chair	
Line Manager/ Supervisor	David Kuc Southampton SSAGO Secretary		Signed off		
Travel Arrangements					
Method of travel	a minibus and cars	Time of Departure	18:00	Location of departure	SUSU Building 42 University Rd, Southampton SO17 1BJ
Upon return, participants and kit will be dropped off at 10 University Road					
Participants can then make their own way home, and the minibus will be returned to its designated car park.					
Activity plan					
Hike around Brecon Beacons and visiting local castles/museums					

General Event										
(1) Risk identification			(2) Risk assessment					(3) Risk management		
What is the hazard?	Who might be harmed?	How might people be harmed?	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Impact	Likelihood	Score		Impact	Likelihood	Score	
Vehicle / People Interactions	The driver and nearby pedestrians	Cars may hit nearby pedestrians, or the driver may take dangerous actions to avoid pedestrians.	4	2	8	During busy arrival and departure times make sure there is someone clearly marked in reflective to monitor people walking around in the car park. They should aim to move people out of the car park as quickly as possible and keep them safe. Especially during arrival on the Friday night when it is likely to be dark, the person marked in reflective should have a torch if there is not appropriate lighting.	4	1	4	
Pre-existing medical conditions	Person with the medical conditions	The medical conditions may directly cause harm or indirectly e.g. someone having a seizure could get into danger	3	3	9	This will need to be risk assessed on a case by case basis depending on the individual's medical conditions and what control measures they already have in place. All medical details will be reviewed prior to the event. The health and safety lead for the event will manage this, and work with the Member's officer when relevant.	3	2	6	There will be a clearly marked first aid point on site with first aiders available 24/7 including a hotline anyone can call when required. Details of nearby A&E and medical support will be available to the first aiders.
Extreme Wet Weather	Anyone on site	Wet weather can lead to dangerous conditions such as slipping on wet muddy ground.	2	3	6	The weather forecast will be monitored before the event. If the forecast suggests extreme weather, participants will be given advice on how to look after themselves during the weather and the committee will put appropriate measures in place. For wet weather, example measures include the kit list will be updated to include more relevant equipment such as waterproof trousers and umbrellas.	2	2	4	
Extreme Cold Weather	Anyone on site	Can cause hypothermia.	4	2	8	This is incredibly unlikely being a summer event however weather will be monitored before the event and committee will put control measures in place as required. This may include updating the kit list to include more appropriate equipment, moving outdoor activities indoors and adjusting our provision of hot water for hot drinks. Rally staff will be briefed to look out for signs of extreme cold and to bring any concerns to the first aiders.	4	1	4	
Extreme Hot Weather	Anyone on site	Hot weather can lead to heat-related illnesses.	4	3	12	The weather forecast will be monitored before the event. If the forecast suggests extreme weather, participants will be given advice on how to look after themselves during the weather and the committee will put appropriate measures in place. For hot weather, example measures will include telling participants to bring relevant equipment and measures to make sure participants drink enough water on site will be organised.	4	1	4	
Campfire	Participants near the fire	If the fire grows out of control or participants get too close to the fire, they may be burned.	2	3	6	Whenever there is a fire taking place, a nominated fire warden will be present. This warden will have good knowledge of the control measures put in place and will make sure they are maintained. The fire must have at least two fire buckets nearby, with a nominated water source to refill the buckets if required. One bucket is for putting out the fire if it grows out of control, and the other is for burns first aid. Wood to stock the fire will be kept a safe distance from the fire to prevent fire spreading, and must be kept out of the way to make sure participants can't trip over it. The fire warden should also monitor participants behaviour, and if it becomes of concern the participants may be asked to leave and head to bed. Participants may not make an unofficial fires around the campsite, all fires started must be under the permission of the staff either as a campfire or as required by an activity.	2	2	4	
Manual Handling	People carrying heavy loads or moving equipment	If individual(s) attempt to carry or move something dangerously, they could harm themselves e.g back injury	3	2	6	All manual handling tasks should be dynamically risk assessed before attempting them to limit risk of harm. This may include if the task is too dangerous, the task should be avoided entirely. As part of the dynamic risk assessment control measures should be put in place. Relevant measures may include: use equipment to limit the risk of harm (e.g. trolley), increase the number of people moving the load, or split the load up into smaller more manageable loads.	3	1	3	
Moving around campsite areas	The individual moving around the campsite area and people inside the tents	The individual may fall over guy ropes or the tents, and the people inside the tents may get hurt	1	5	5	Before participants arrive, walkways will be plotted out around the camping area where tents shall not be put. The kit list will include a torch so participants can use it in the dark to avoid guy ropes. Site maps will be distributed digitally and appropriate signage will be put in place to help participants get around the site safely using walkways.	1	4	4	
Individual going missing	The individual who goes missing	The individual may get lost and during this process hurt themselves.	4	3	12	Before starting any activities, explain all instructions and make sure participants understand the instructions. Dynamically add activity specific control measures to try to limit the risk of someone going missing e.g. Agree a finishing time for the activity, organise a register or buddy-scheme, make sure all participants know of the event hotline. Activity leaders should also have access to the appropriate intouch forms which include contact details of participants.	4	1	4	Participants should have phones to keep them in contact, if necessary, event staff contact details are available online
Using saws and axes	The individual using the equipment	The individual may cut themselves or fall	3	3	9	The activity lead or fire warden or relevant staff member, will monitor that participants use the equipment safely and appropriately. They will make sure no one who has been drinking uses the equipment. They will also make sure the equipment is safe to use, and that it is used in an appropriate environment (e.g. enough lighting, not too crowded).	3	1	3	

Unsupervised use of campsite equipment/activities	The individual using the equipment	The individual may hurt themselves by using the equipment e.g. falling over, cutting themselves	3	4	12	Attendees will be given clear instructions at all points, especially around using equipment. Any equipment not currently being used, will be stored away securely and safely as appropriate for the equipment.	3	2	6	Staff will be reminded to continuously dynamically risk assess, and if there are any causes of concern to deal with them before problems happen such as putting dangerous equipment away. Should it be necessary, activities can be stopped and emergency services called.
Trees	Anyone on site	Falling branches and trees coming into contact with people	3	2	6	Before tents are put up, the camping area will be risk assessed and any trees causing concern will be avoided when placing tents. If the weather forecast predicts high winds, then control measures will be put in place the week before.	3	1	3	
Non event attendees on site	Anyone on site include non event attendees	Risk of physical violence, theft and illegal substances	3	3	9	All event attendees will be issued with lanyards at check in and reminded to wear it at all times. All staff to remain vigilant and challenge anyone who looks out of place.	3	1	3	
People fooling about	Anyone on site	Risk of general accidents	4	4	16	Remind participants of the SSAGO behaviour policy multiple times including the booking process and at the beginning of the event.	4	2	8	All staff to be briefed that they have the authority to stop anything they feel is unsafe and seek advice from a committee member.
People drinking excessively	Anyone on site (both drinkers and non-drinkers)	Risk of general accidents	4	5	20	Remind participants of the SSAGO behaviour policy multiple times including the booking process and at the beginning of the event. Encouragement to drink responsibly. All staff to be briefed that they have the authority to stop anything they feel is unsafe and seek advice from a committee member. People's drinking will be monitored.	4	2	8	If anyone starts drinking too much their drink will be taken away and will no longer be able to purchase from the bar. It will then be their clubs responsibility to look over the participant. Should it be necessary, emergency services will be called, and both SUSU and National SSAGO will be informed.
Driving on rally business	Drivers and passengers	Car crash and accidents	5	3	15	Trips should be limited to only ones that are required. All drivers must meet the requirements to drive the minibuses. Driver tiredness will be monitored and drivers will be advised to get enough sleep for the next day.	5	1	5	Ensure front seat passengers stay awake to monitor and ensure driver doesn't fall asleep.

Marquee										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
What is the hazard?	Who might be harmed?	How might people be harmed?	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Impact	Likelihood	Score		Impact	Likelihood	Score	
Fire	Anyone on site	Being burnt by the fire, smoke inhalation, entrapment	5	3	15	No naked flames will be used inside the marquee. No smoking signs will clearly displayed for everyone to read and staff will remain vigilant.	5	1	5	The marquee will have limited sides, so people can escape if required.
Wet floors	Anyone on site	Slips trips and falls	3	3	9	The floor is gravel so wet floors should not be much of a concern. With entrances from all sides, there should be no specific build up by the doors.	3	2	6	Staff will monitor any situations and resolve as appropriate.
Items left on the floor e.g trailing cables	Anyone on site	Slips, trips and falls	2	4	8	Loose cables will be taped or covered as appropriate. Clear pathways will be highlighted and all equipment will be assessed once put up for safety.	2	2	4	
Marquee structural failure	Anyone on site	Entrapment, injuries from falling objects	5	2	10	Marquee will be pre-erected before the event by the site staff. Weather forecasts will be monitored in case of high wind.	5	1	5	People can shout for help, the campsite will also be quite busy so any issues
Electrical Items	Anyone on site	Electrocution	4	2	8	Cables will be visually inspected before use. Electrical supplies will be managed by the site staff, to ensure safety for all.	4	1	4	
Hot water boilers (urn)	Anyone on site	Burns, Scalds	4	2	8	Urns will be placed safely on a table, out of the way so that it is unlikely to be knocked over. Wires will be covered safely.	4	1	4	
Tables and Chairs	Anyone on site	Trips and falls	2	4	8	Clear pathways will be defined between the tables and chairs for people to walk through. Staff will make sure tables are moved safely.	2	2	4	
Movement of hot food/utensils	Anyone on site	Trips and falls, burns	2	4	8	There will be a clear pathway between the kitchen and the serving area. Serving area will be prepared and ready for food, and will be as close to the kitchen as possible, while also keeping the kitchen safe.	2	2	4	

Buildings										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
What is the hazard?	Who might be harmed?	How might people be harmed?	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Impact	Likelihood	Score		Impact	Likelihood	Score	
Electrical Safety	Occupants of the building	Electric shock, electrical burns	5	3	15	Follow site policy on electric devices and safety. All staff will be reminded to highlight any causes for concern and raise to the appropriate people.	5	1	5	Trained first aiders should be available or nearby any activity, and emergency services can be called should the situation become critical.
Trip hazards in the bedrooms	Occupants of the building	Trips, Falls, Slips	2	3	6	Lighting will be checked in all the rooms. Occupants will be reminded to be respectful when sharing rooms and to keep a clear pathway. Occupants will be split across the rooms evenly to limit crowding.	2	2	4	
Fire	All	Burns	4	2	8	Follow site policy on fire safety. Smoking will not be permitted within the building.	4	1	4	
Legionella	All	Legionella	5	2	10	Ensure site has a high quality cleaning regime.	5	1	5	Should any illness be observed, participants will be contacted and recommended to have a check up at their nearest hospital
Table, Chairs and other furniture	All	Falling into and walking into tables and chairs	2	5	10	Check the lighting in the building to make sure it works. Clear pathways will be defined in the rooms and any non required furniture can be put away.	2	2	4	

Catering										
(1) Risk identification			(2) Risk assessment					(3) Risk management		
What is the hazard?	Who might be harmed?	How might people be harmed?	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Impact	Likelihood	Score		Impact	Likelihood	Score	
Wet Floors / Spillages	Kitchen Staff	Slips and trips which can lead to further consequences e.g. stabbing self with knife, hitting hot equipment for burns.	4	3	12	All spillages will be cleaned straight away. Kitchen will be dynamically risk assessed throughout the weekend to make sure that it is safe and has clear pathways for all staff in the kitchen.	4	1	4	
Hot surfaces	Kitchen Staff	Burns	4	3	12	Have clear hot areas and cool areas (e.g. hob will be a hot area) and try to keep hot equipment in those hot areas. Hot pans will not have dangling handles off the edge of the worktop. Ovens/hobs will be turned off when not required. An appropriate first aid kit will be appropriate and a sink will be available to cool any burns.	4	1	4	
Contact with steam, hot water, hot oil and hot surfaces	Kitchen Staff	Burns and Scalds	4	3	12	Monitor hot liquids to make sure they are secure and are moved safely using the appropriate equipment e.g. oven gloves, trays.	4	1	4	
Sharp knives	Kitchen Staff	Cuts	4	3	12	Knives should be stored appropriately at all times. Staff should only use knives if they feel competent with them. In the case of an incident, cooking should be paused until kitchen is made safe again. Follow first aid guidelines as appropriate, focusing on infection risks.	4	1	4	
Cross contamination	All	Allergic reactions, passing of foodborne diseases	5	3	15	All kitchen staff and serving staff will follow good hygiene and food safety processes. Experienced catering staff with Level 2 Food Safety and Hygiene qualifications will be available to advise. Kitchens will be stocked with appropriate equipment to support good hygiene processes, including multiple kitchens allowing food to be prepared separately.	5	2	10	SUSU food hygiene level 2 course recommended for camp/event organisers Call for first aid/emergency services a required Report incidents via SUSU incident report procedure
Under cooked food	All	Food Poisoning and Foodborne diseases	4	3	12	All food will go through multiple checks before serving to make sure it is fully cooked including the kitchen staff, catering lead and serving staff. All food will be cooked according to planned recipes with sufficient time for it to be fully cooked.	4	1	4	
Food Allergies	People involved in the preparation and eating of the food	Allergic Reactions and Anaphylaxis	5	4	20	Catering manager has access to bookings so can plan adjustments relating to allergies as early as possible. Communicate with people with allergies to organise any strategies if required. Kitchen staff will be briefed around any specific allergies, while maintaining appropriate GDPR. Food with specific allergy requirements will be prepared separately.	5	2	10	SUSU food hygiene level 2 course recommended for camp/event organisers Call for first aid/emergency services a required Report incidents via SUSU incident report procedure
Contact with bleach and other cleaning and washing chemicals	Kitchen Staff, Serving Staff and Washer Uppers	Skin irritation, Chemical Burns, Chemical Reactions	4	4	16	Non-Corrosive cleaning products will be supplied where possible. More dangerous supplies will not be available for anyone to just grab, will be kept safe by catering manager/other committee members. Gloves and other appropriate PPE will be available for cleaning.	4	2	8	Fresh water is available to wash off chemicals, and helplines (such as 112) are available for chemical burns, and other concerns
Electrical	Kitchen Staff	Electrical Burns and Shocks	4	3	12	All electronic cooking equipment will be visibly inspected before use, and then tested to make sure it is functioning.	4	1	4	
Fire	Kitchen Staff	Burns	4	3	12	All cooking heat sources/any equipment touching heat (e.g. frying pans) will be inspected to make sure it is clean before the event and regularly during the event. Ensure the campsite has good fire safety policies and equipment in place.	4	1	4	

Camp Fire										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
What is the hazard?	Who might be harmed?	How might people be harmed?	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Impact	Likelihood	Score		Impact	Likelihood	Score	
Fire	All	Burns / Smoke Inhalation	4	4	16	Staff will monitor behaviour and remove anyone being dangerous.	4	2	8	A nominated fire warden will be present at all times. There will be a fire bucket ready, and the fire warden will know the nearest water source.
Nails, sharp pieces of wood etc	All	Cuts, Scrapes, Splinters	4	2	8	Wood should be stored safely, with only the appropriate staff/fire warden moving it.	4	1	4	
Axes & Saws	Staff	Cuts, Blunt force trauma	4	3	12	Complete all wood cutting before it gets dark/avoid chopping any wood once the campfire has started. Wood should not be chopped near any participants. Equipment should be stored safely and used safely.	4	1	4	
Alcohol	All	Dangerous or discriminatory behaviour	3	5	15	All participants will agree to the behaviour policy and be reminded of it throughout the weekend. Participants should be encouraged to drink safely and to look after each other. There will be multiple sober members of staff available to make sure people get back to their tents safely and to monitor behaviour.	3	4	12	<ul style="list-style-type: none"> Follow SUSU incident report policy Call emergency services as required 111/999 Committee WIDE training
Attendees fooling about	All	Tripping, burns, slips, falling on each other	3	4	12	All participants will agree to the behaviour policy and be reminded of it throughout the weekend. Staff will monitor behaviour at all times.	3	2	6	First aiders will be nearby at all times.

Onsite Activities										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
What is the hazard?	Who might be harmed?	How might people be harmed?	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Impact	Likelihood	Score		Impact	Likelihood	Score	
Travel by coach	All	Being in an accident	5	2	10	Staff members will monitor behaviour on the coach and make sure people stay safe e.g. wearing seatbelts.	5	1	5	In an incident, follow the coach drivers instructions.
Getting lost	All	Panic	3	4	12	Activity leaders will be made clear at the beginning of activities, and activity leaders will have registers so know who should be in their group.	3	2	6	All participants will have the event hotlines they can call.
Weather	All	Hypothermia, Heat Exhaustion	4	2	8	Staff will monitor the weather forecast before the event and adjust any activities appropriately. Participants will be requested to bring weather appropriate clothing. Buildings are available to be used during the day in the city center.	4	1	4	
General Injuries	All	Trips, Slips, Falls, Cuts	2	4	8	Staff will be around site making sure everyone is safe and completing the activities safely. First aiders will be available with a first aid kit on site.	2	2	4	
Tomahawk, Rifles, Archery, Bouldering	All	Cuts, Shot, Penetrating wounds, Falls, Breaks etc. etc.	4	4	16	Follow the risk assessments set out by the campsite. Experienced and qualified instructors will be used, following the relevant guidance.	4	1	4	

City Centre Activities										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
What is the hazard?	Who might be harmed?	How might people be harmed?	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Impact	Likelihood	Score		Impact	Likelihood	Score	
Getting split up	All	Panic	3	4	12	Activity leaders will have a register of everyone in their group, so should know if someone is missing. All participants will be given the event hotline to call in an emergency.	3	2	6	Committee will be have a base any lost members can head to. If a group itself gets lost, they can call the rally hotline.
Members of the public interfering	All	Assaults, Violence, Theft	4	2	8	Members should stay in groups at all times. Staff should keep any eye out for any suspicious activities. Other SSAGO members should be easily identifiable between scarves and lanyards.	4	1	4	
Public Demonstrations	All	Getting lost, Assaults	3	2	6	Committee will monitor any known events in the city centre before the event and will adjust activities as required.	3	1	3	
Major Incident - Terrorist Attack	All	Explosion, gun shots, panic and stampede	5	2	10	All staff will be briefed to look out for suspicious activity. Participants should prioritise getting themselves to safety, following the advice of the police or other relevant authority. Committee members and activity leads will have access to registers.	5	1	5	Participants will be evacuated to a safe area
Large Crowds	All	Panic, trapped and crushed	4	3	12	Staff and committee will monitor large crowds and redirect activities if required. Activity leads should look after their group and make sure all get through crowds safely.	4	1	4	
Weather	All	Hypothermia, Heat Exhaustion	4	2	8	Staff will monitor the weather forecast before the event and adjust any activities appropriately. Participants will be requested to bring weather appropriate clothing. Buildings are available on site to be used.	4	1	4	

Pub Crawl										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
What is the hazard?	Who might be harmed?	How might people be harmed?	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Impact	Likelihood	Score		Impact	Likelihood	Score	
Alcohol	All	Inappropriate behaviour, dangerous actions	3	5	15	All participants will read and agree to the behaviour policy before booking onto the event. They will then be reminded of it multiple times before and during the event. Participants should be encouraged to drink responsibly and watch out for each other.	3	3	9	Activity lead can send members back or cancel the activity if behaviour causes excessive risk
Losing people	Participants	Members may be lost, could miss transport	4	3	12	At the beginning of the activity, all participants will have the plan for the day explained to them, including the pick up location and timings. All participants will have access to the event hotline if required. Activity lead will have a register so can monitor numbers if required.	4	1	4	
Group getting lost	All	Members may not be able to complete their activity and may struggle to get back to the transport on time, delaying other events.	2	4	8	Committee and minibus drivers will be able to adapt if required, and can communicate with the activity lead over phone. Participants will have a clear plan of the day, with locations they can follow on their phones.	2	2	4	
Medical incident	Participants	Depending on the medical incident	4	2	8	Activity lead or participant can contact event hotline for advice.	4	1	4	
Weather	All	Hypothermia, heat exhaustion, wet and cold	2	2	4	Before the event, all participants will be advised on appropriate clothing for the event. If the weather is too dangerous, a minibus will come to collect the participants early.	2	1	2	
Altercations with cars	All	Getting hit by a car	4	2	8	Participants will be reminded of behaviour policy and to act safely.	4	1	4	

Hikes										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
What is the hazard?	Who might be harmed?	How might people be harmed?	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Impact	Likelihood	Score		Impact	Likelihood	Score	
Slips, trips and falls	All	Slips, trips, cuts n falls	2	4	8	Activity lead or nominated participant will carry a first aid kit. All participants will have access to the event hotline if required. In an emergency, they should call 999.	2	2	4	
Pre-existing medical conditions	Participants	Depends on the medical condition	3	3	9	Activity lead will carry the emergency contact information for participants on their activity.	3	2	6	In an emergency, they should call 999.
Adverse Weather Conditions	All	Slips, trips, hypothermia, heat exhaustion	4	2	8	Before the event, weather forecasts will be monitored and participants will be notified of any extra equipment to bring e.g. a coat, sun cream. If the weather is extreme, the activity may have to be adapted or cancelled. Weather should be dynamically assessed and if it becomes dangerous, the activity should be cancelled.	4	1	4	
Open Water	All	Drowning, slips, hypothermia	4	3	12	Routes have been planned to avoid any open water where possible, and the longer routes have been walked to make sure they are safe. Participants will have a map, compass and their phones to adjust the route if required.	4	1	4	
Participant has a lack of food and/or water	All	Hunger and dehydration	3	4	12	All participants will be reminded to carry plenty of water and snacks, alongside their packed lunch. Participants can use any shops they find on their routes to get extra food if required.	3	2	6	In an emergency, drivers can deliver extra water and snacks if required.
A member gets lost while walking	All	Hypothermia, hunger, dehydration, injury	5	3	15	All participants will be requested to have their phones on them in case they get lost. Activity lead will have a register with participants to check everyone is there. Advise the activity lead to do regular headcounts. Contact the rally hotline if someone goes missing.	5	2	10	Offer phone charging services to reduce chance of phone dying during the event
Whole group gets lost	All	Hypothermia, hunger, dehydration, injury	4	2	8	Whole group will be advised of the route before starting.	4	2	8	If after an hour of being lost, they should contact the rally hotline for advise.
Walk takes longer than expected	All	Hypothermia, hunger, dehydration, injury	3	4	12	Longer walks have been tested to gauge difficulty and timings. Participants can adapt the route if required to shorten or extend the walk. Minibuses will be adaptable and can deal with a shorter or longer walk. If a member becomes too tired, the participants should adapt appropriately either shortening the route or calling the event hotline.	3	2	6	Event committee to be kept up to date with any changes. Should any incidents occur, the event hotline or emergency services can be called.
Inappropriate Clothing	All	Hypothermia, heat exhaustion	3	4	12	Participants will be reminded before the event of appropriate weather gear, according to the forecast.	3	2	6	If someone is wearing inappropriate clothing, they may have to choose a different activity if there is not spare equipment.

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	Risk assess medical details (prior to event)	Event committee	08/03/2024	14/03/2024	
2	Monitor weather information (prior to event)	Chair and Event committee	08/03/2024	14/03/2024	
3	Plot out walkways, camping areas and other areas. Place signage and distribute site maps (prior to arrival)	Event committee	14/03/2024	14/03/2024	
4	Distribute activity plan with event locations and activity lead/event contact information (prior to activity)	Event committee	14/03/2024	14/03/2024	
5	Ensure all participants are aware of SSAGO behaviour policy (prior to event)	Chair and Event committee	08/03/2024	14/03/2024	
6	Ensure some catering staff have food safety and hygiene training (prior to event)	Event committee	08/03/2024	14/03/2024	
7	Prepare appropriate equipment for catering (prior to event)	Event committee	08/03/2024	14/03/2024	
8	Monitor local events (political/religious/etc) (prior to event)	Event committee	08/03/2024	14/03/2024	
Secretary's signature:		Print name: David Kuc Date: 06/02/2024	Chair's signature:		Print name: Samuel Jasper Date: 2/12/2024

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	

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

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

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

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 if 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.	