

## Risk Assessment

<b>Risk Assessment for the activity of</b>		<b>Freshers Camp</b>		<b>Date (of event)</b>	<b>24/10/2025</b>	
<b>No. Participants</b>	<b>40</b>	<b>No. First Aiders</b>	<b>3 + Onsite</b>	<b>Date (until)</b>	<b>26/10/2025</b>	
<b>Unit/Faculty/Directorate</b>	<b>Southampton Student Scout and Guide Organisation (SSAGO)</b>			<b>Assessor</b>	<b>Toby Wood Southampton SSAGO Secretary</b>	
<b>Line Manager/Supervisor</b>	<b>Oliver Stubely Southampton SSAGO Chair</b>			<b>Signed off</b>		
<b>Travel Arrangements</b>						
<b>Method of travel</b>	<b>Independant Travel</b>	<b>Time of Departure</b>	<b>N/A</b>	<b>Location of departure</b>	<b>N/A</b>	
<b>Activity plan</b>						
<b>Time</b>		<b>Activity</b>			<b>Location</b>	
<b>Friday</b>						
19:00		Arrive and setup			Woodmill Outdoor Centre	
21:00		Ice Breakers and Supper			Campsite	
23:00		Campfire			Campsite	
<b>Saturday</b>						
08:00		Breakfast			Campsite	
10:00		Monopoly Run			Southampton City	
14:00		Back to site			Campsite	
14:30		Lunch			Campsite	
15:00		Activity Rotations			Campsite	
18:00		Dinner			Campsite	
20:00		Evening activities + Campfire			Campsite	
<b>Sunday</b>						
08:00		Breakfast			Campsite	
10:00		Activity Rotations			Campsite	
13:00		Lunch and Pack-Away			Campsite	
14:00		Pack-Away			Campsite	
15:00		Head home!				

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	Any vehials taken to the site must remain in the car park. Walking through the carpark should be avoided and participants will be reminded to be careful when there. If dark, then torches and reflective clothing should be used when navigating the carpark.	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 comittee for the event will manage this.	3	2	6	There will be a clearly marked first aid point on site with trained 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	The 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.	4	1	4	
Extreme Hot Weather	Anyone on site	Hot weather can lead to heat-related illnesses.	4	1	4	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 and lots of shade or indoor space available will be organised.	3	1	3	

Campfire	Participants near the fire	If the fire grows out of control or participants get too close to the fire, they may be burned.	3	3	9	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	1	2	
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	Event organisers will highlight safe locations for tents to be pitched. The kit list will include a torch so participants can use it in the dark to avoid guy ropes.	1	4	4	
On site lake	Anyone on site	An individual may fall in the lake	4	3	12	Participants will be warned about the lake and taken on a tour of site including the pointing out of the lake hazard. Participants should not get close to the lake on their own and use a torch for visibility at night, especially when taking care around the lake. A life ring will also be accessible and next to the lake if needed.	3	2	6	Event committee will be monitoring the lake to make sure that anyone nearby is acting safely and reminding on rules if needed.
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 others	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	As this is a smaller event, it is easy for committee to identify who is or isn't supposed to be there. Non event attendees will be reported to the site management or police as required.	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	
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 participants 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. It will then be committee's 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 camp 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 or cars. 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.

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 water 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 work spaces allowing food to be prepared separately.	5	2	10	Site team will hold a level 2 food safety certificate Call for first aid/emergency services as required Report incidents via SUSU incident report procedure

Under cooked food	All	Food Poisoning and Foodbourne 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. If needed, a food thermometer can also be used to check internal temperature of the food to check that it has been thoroughly cooked.	4	1	4	Site team will hold a level 2 food safety certificate who can help and advise
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. First aiders are also available on site with the training on using adrenaline injectors, their location will also be known to the first aiders.	5	2	10	Catering team will hold a level 2 food safety certificate Call for first aid/emergency services as 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 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"> <li>Follow SUSU incident report policy</li> <li>Call emergency services as required 111/999</li> </ul> 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 and available 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	
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	
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.	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	



Low Ropes										
(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	
Incorrect use of equipment/loose personal equipment	All	Catching on equipment - strangulation	3	4	12	A supervisor will lead activity and provide a safety briefing on the correct use of equipment. No jewelry to be worn and long hair to be tied back.	3	1	3	
Slips and Trips	All	General injuries	2	3	6	Supervisor to check equipment and grounds of activity for any obstacles. Safety briefing to include no running instruction	2	2	4	First aider with a first aid kit will be present to treat any injuries.
Participants falling off equipment	All	Fall injuries	2	4	8	The course is never more than a couple feet of the ground. Participants will be advised to step down if they felt themselves falling.	1	3	3	First aider with a first aid kit will be present to treat any injuries.
Climbing ladder injury	All	Fall injuries	2	4	8	Instructor to appoint safe person to make sure only one person is on the ladder at a time, and confirm participants are queueing safely.	2	2	4	
Unsupervised participants in the area	All	General injuries	2	5	10	All those not using equipment to sit on benches/seated area or wait outside the zone. Participants will leave the supervisor free to supervise the lowropes.	2	2	4	

Archery										
(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	
Number of participants	All	Participants could become unmanagable leading to general injuries	4	3	12	A maximum of 12 participants will be allowed into the archery area at any time. Those waiting will be in waiting area and supervised by an adult. Those waiting will not be allowed over the waiting line until advised by the range master. At least one qualified instructor must be present at all times.	3	1	3	
Injury from archery equipment	All	Severe injury or death	5	2	10	No shooting is allowed unless qualified instructors present. One instructor to be range master in charge of agreeing when shooting begins and when/if participants may go forward to collect arrows.	4	1	4	First aider with a first aid kit will be present to treat any injuries.
Arrows bouncing out of/missing target	All	Severe injury or death	4	4	16	There will be an arrow catching net behind the targets and a safety over shoot area of 45m behind targets. Participants are not allowed to go forward of the shooting line until advised by range master- even if the arrow does not reach target/falls out of bow over line	1	4	4	First aider with a first aid kit will be present to treat any injuries.
Hair or loose clothing getting tangled in bow or arrow	All	Hair getting ripped out or arrow vering off leading to severe injury or death	4	3	12	All participants are to have hair tied back and no loose clothing - advised as part of pre-briefing. Instructors to carry elastic bands	3	1	3	First aider with a first aid kit will be present to treat any injuries.
Bow string hitting forearm	Instructor or participants	Bruising	2	3	6	All participants to be provided with arm guards and where possible finger tabs	2	1	2	
Not pointing bow at targets	All	Severe injury or death	4	3	12	All participants to be advised that they must at all times have arrows pointing towards targets - advised as part of pre-briefing Range master remain vigilant	3	1	3	

Persons getting into archery area	All	Severe injury or death	5	3	15	Area set out as , waiting line, Bows, shooting line (arrows in containers), sufficient distance to targets, safety overshoot area behind and to the side of targets, See separate plan of range. Range master to keep constant eye out for persons or animals entering area and stop shooting immediately if hazard identified	4	1	4	
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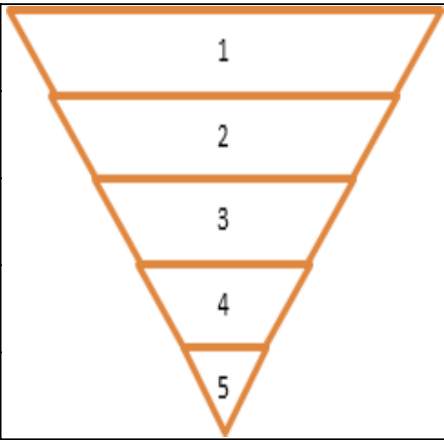
Monopoly Run in Southampton										
(1) Risk identification			(2) Risk assessment				(3) Risk management			
What is the hazard?	Who might be harmed?	How might people be harmed?	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Impact	Likelihood	Score		Impact	Likelihood	Score	
Slips, trips and falls	All	Slips, trips, cuts n falls	2	4	8	There will be designated teams of activity staff around the city with each staff tems having a firstaider. All participants will have access to the event hotline if required. In an emergency, they should call 999. Drivers are also available to pick up a participant if required.	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	Participants are dynamically planning their routs but are advised to avoid any open water where possible, all routes are throught the city so there is expected to be satisfactory fencing and signs around any water. Participants will have 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	Participants will be reminded to carry plenty of water. Participants can use any shops to get extra food if required.	3	1	3	In an emergency, drivers can deliver extra water and snacks if required.
A member gets lost while walking	All	Hypothermia, hunger, dehydration, injury	4	3	12	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 back on site afterwards. Advise the participant groups to do regular check that they have all members present.	4	2	8	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 how to get back to site before leaving. Activity lead will have a phone number for someone in each group to be able to contact them.	3	1	3	

Group takes longer than expected	All	Hypothermia, hunger, dehydration, injury	3	4	12	Groups are dynamically making their own route. Groups can adapt the route if required to shorten or extend the walk. There will be drivers available to pick up participants and groups if required. If a member becomes too tired, the participants should adapt appropriately either shortening the route or calling the event hotline.	3	2	6	
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	

## 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)	Southampton Committee	17/10/2025	23/10/2025	
2	Monitor weather information (prior to event)	Southampton Committee	17/10/2025	23/10/2025	
3	Ensure all participants are aware of SSAGO behaviour policy (prior to event)	Southampton Committee	17/10/2025	23/10/2025	
4	Prepare group equipment for event	Southampton Committee	21/10/2025	23/10/2025	
Chair's signature:	<i>O. STUBLEY</i>	Print name: Oliver Stubely	Secretary's signature:	<i>T. WOOD</i>	Print name: Toby Wood
		Date: 07/10/2025			Date: 07/10/2025

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				

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 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.