

Risk Assessment			
Risk Assessment for the activity of	Student Scout and Guide Organisation (SSAGO) Camp 19 th -21 st June		Date 09/06/2026
Group name	SUSU Student Scout and Guide Organisation	Assessor	James Hayes
Supervisor	Mathew Pownall	Signed off	N/A, please upload to groupshub for digital sign-off by SUSU Activities team

On the 19th-21st of June SSAGO will be attending a national camp with other university SSAGOs in Eryri, North Wales for our summer rally. We will be staying at a campsite (Ty Clwyd Guide Centre, LL22 8SL).

There will be 9 members from Southampton SSAGO in attendance, with a total of 229 SSAGO members in attendance for the camp. As the camp will be in Wales, we will be making signage with key phrases for breakdown and other incident in Welsh as well as having a fluent Welsh speaker in our group.

All members will be taking the Saturday morning off, and only two members will be doing organised activities in the afternoon. All members will be informed that during their 'free time' they are responsible for ensuring their own safety. The activities that will be attended by members have been risk assessed below.

Any major incident regarding a member of SSAGO will be reported to SUSU by a committee member as soon as possible after the incident.

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	
General										
Slips, Trips, Falls	Accident and/or Injury	<ul style="list-style-type: none"> - Students - Members of the public 	1	3	3	<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. 	1	3	3	<ul style="list-style-type: none"> • Should injury occur, Committee to contact appropriate emergency services • Committee to have local British Consulate number available - • Organisers to bring a first aid kit for minor injuries

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Individuals getting lost while on the trip.	Missing the flight there or back.	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 	1	2	2	<ul style="list-style-type: none"> • The National SSAGO hotline number is given to all attendees during sign in on the Friday. • 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).

<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"> - Where possible students should avoid driving own vehicles in county. Travel by public transport, hire of coach/bus with reputable company - Buses without seatbelts are avoided if possible and never used on high speed roads - Student drivers- The driver will need to become familiar with local driving regulations. It is important to verify that the driver is actually licensed to drive a vehicle in the country to be visited, e.g. does the country to be visited recognize a British driving license or is an International driving license needed - Verbal warning of risk - Encourage students to use pedestrian crossings wherever possible - Encourage students to travel in appropriate group sizes to ensure no large groups are formed - Walks on foot will be planned to avoid fast 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Should injury occur, Committee to contact appropriate emergency services • Committee to have local British Consulate number available - • Organisers to bring a first aid kit for minor injuries • Ensure all participants have insurance and access to details
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						roads wherever possible.				
Adverse Weather	Sunstroke, heatstroke, cold, minor illnesses as a result of weather	<ul style="list-style-type: none"> Students 	2	3	6	<ul style="list-style-type: none"> Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream 	1	3	3	<ul style="list-style-type: none"> Should weather be deemed 'adverse' this tour will be cancelled

<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 – Advise participants to research local laws and customs before entering a new country (FCO website as primary resource), so they don't cause offence for cultural differences. – 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
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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 - Advise participants to bring a photocopy of their passport. 	1	2	2	<ul style="list-style-type: none"> • Organisers to have a record of & to share details of the consular office for the nationality of each participant • If passport lost, make an official report and contact the nearest embassy or consulate • Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details

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Students becoming lost	Distressed students	- Students	2	2	4	<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 -
<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 - Will research specific regions within the 	<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

						<p>country, considering FCO advice and the make-up of student group (e.g. nationalise, religious restrictions etc)</p> <ul style="list-style-type: none"> - 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 				<ul style="list-style-type: none"> • Committee to have local British Consulate number available - • Organisers to bring a first aid kit for minor injuries
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 and research has been done onto local adapters, network access 	1	5	5	<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

						<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 - Will research specific regions within the country, considering FCO advice and the make-up of student group (e.g. nationalise, religious restrictions etc) - 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 - Regular checks with travel company prior to departure 				<p>contact appropriate emergency services</p> <ul style="list-style-type: none"> • Committee to have local British Consulate number available - • Organisers to bring a first aid kit for minor injuries
Medical Emergency	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	Student participants	3	5	15	<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!) 	2	5	10	<p>Should an incident occur, Committee to contact appropriate emergency services</p> <p>Organisers to bring a first aid kit for minor injuries</p> <p>Committee to complete SUSU Incident report as soon as possible – available here</p>

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	previous medical situation.					<ul style="list-style-type: none"> - Advise 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 - 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>Members/participants are advised to watch their own drinks.</p> <p><u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow</u></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. 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.</p> <p>If they need to go to the hospital they will also be accompanied there. SUSU will be informed of any serious incident resulting in injury.</p>
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						Code of conduct/Expect Respect policy				

Drowning- tours/trips by the sea, lakes etc, activities involving water	Serious injury/fatality	Student participants	2	5	10	<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 	1	5	5	<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 • 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 • Ongoing dynamic risk assessment taking into account location and weather
Driving on rally business	Drivers and passengers	Collision with another vehicle, object, or person	5	2	10	<p>Only drivers with the correct permits, training, and authorisation will drive minibuses on rally business. Only necessary journeys will be undertaken. Driver tiredness will be monitored and alternative drivers will be sought out if required. Drivers undertaking rally transport duties will not consume alcohol</p>	3	1	3	

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						before driving. Any driver suspected of being under the influence of drugs or alcohol will not be permitted to drive. <ul style="list-style-type: none"> • Seatbelts must be worn where fitted. 				
Transporting wood	Anyone	Injuries due to mishandling of wood, splinters, strains, crush injuries	3	3	9	Wood will only be transported by committee members or volunteers where necessary. Volunteers will be advised not to carry excessive amounts and to seek assistance with heavy loads. Gloves may be worn where appropriate. Wood storage areas will be kept tidy to reduce trip hazards.	2	1	2	
Poorly equipped participants	Anyone	Hypothermia, hyperthermia, dehydration, inability to participate safely	4	3	12	Participants will receive kit guidance before the event and will be advised to check weather forecasts before travelling. Attendees will be encouraged to bring waterproofs, warm clothing, sun protection, refillable water bottles, and suitable footwear. Committee members and activity leads may advise participants not to join activities if inadequately	2	2	4	

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Mental health incident	Anyone	Distress, panic attacks, self-harm risk, emotional crisis	4	2	8	Committee members and Team Pink, will be available throughout the event. Participants may contact the event hotline if support is required. Attendees may take time away from activities if needed. Emergency services or appropriate external support will be contacted where necessary.	3	1	3	
Lone travel to event	Anyone travelling alone	Injury, breakdown, becoming stranded whilst travelling alone	3	2	6	Participants will be encouraged to share travel plans with others before travelling. Emergency contact details will be collected during booking. Attendees will have access to the rally hotline should issues arise during travel. Clubs will be encouraged to coordinate travel where possible.	2	1	2	

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Unknown medical conditions	Anyone	Serious illness or injury due to lack of medical information during treatment	5	2	10	Participants will be encouraged to disclose relevant medical conditions during booking. Event committee, Team Pink, and first aiders will have access to necessary medical information where required for participant safety. Emergency contact details will be available if required during treatment. Paper copies of medical information will be given to activity leads and first aiders in case needed, an extra paper copy will be kept in a secure location known to the event committee in case online copy cannot be accessed.	3	1	3	
Unequipped first aiders	Anyone	Delayed or ineffective treatment of illness or injury	5	2	10	The First Aid Project Lead will verify first aid qualifications before the event. First aiders will have access to appropriate first aid supplies and communication equipment. A first aid rota will operate throughout the event including overnight cover. SSAGO incident reporting procedures will be in place.	3	1	3	

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Communication failure during emergency	Anyone	Delayed emergency response, inability to contact first aiders or organisers	5	2	10	Both an event hotline and a dedicated first aid hotline will be in operation during the event. Committee members, first aiders, event volunteers, Team Pink, and the bar manager will carry walkie talkies on site. Radios will operate using both a general operational channel and a dedicated first aid channel. Emergency contact details for all attendees will be collected during booking.	3	1	3	
Welfare / harassment / inappropriate behaviour	Anyone	Distress, intimidation, harassment, unsafe environment	4	3	12	The event will operate under the SSAGO Code of Conduct published online. All participants must check to confirm that they have read and agree to follow these policies when making their bookings. Concerns may be reported to club committees, event committee members and Team Pink members. Participants may be removed from activities or the event for behaviour that places others at risk. Emergency communication systems (walkie talkies and event hotlines) will remain available throughout the	3	1	3	

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GDPR / Personal Data	Anyone	Improper disclosure or misuse of personal information	4	2	8	Participant data will only be accessible to relevant committee members, Team Pink, activity leads, and first aiders where necessary. Medical and emergency information will only be used for participant safety and event management purposes. Information will be securely stored and deleted when no longer required. Event committee will keep a checklist to ensure that all copied of medical information handed to activity leads is returned and shredded once no longer required. Paper copies will be shredded onsite once they are no longer needed.	2	1	2	
Evacuation	Anyone	Panic, injury during evacuation, delayed response during emergency	5	2	10	Participants will receive safety information in the form of a pre-event briefing email, and during arrival and opening ceremony. Existing venue fire alarms, extinguishers, exits, and evacuation procedures will remain in place. Fire exits and access routes will be kept clear at all times. Committee members and Team Pink will coordinate evacuations where required.	3	1	3	

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Exposure to animal droppings	Anyone	Contraction of disease, illness caused by contact with animal faeces or contaminated surfaces	3	2	6	The venue manages seasonal grazing and restricts access during grazing periods and for a period after livestock leave site. Participants will be advised to wash or sanitise hands regularly, particularly before eating or handling food. Handwashing and toilet facilities will be available on site. Catering and food preparation areas will remain separate from camping area.	2	1	2	
Communicable diseases	Anyone	Illness due to spread of communicable disease between attendees	4	3	12	Participants will be encouraged not to attend if they are experiencing symptoms of infectious illness. Handwashing facilities and hand sanitiser will be available throughout the event. Participants will be encouraged to maintain good personal hygiene. First Aiders, Event Committee, and Team Pink may recommend participants to isolate or leave site if they are significantly unwell. Shared indoor spaces will be ventilated where possible.	2	2	4	
Organised Transport to Rally										

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Falling Accident	Falling as participants Get on/off the minibus or other vehicles	Participants alighting vehicles	3	2	6	Control participants entering and exiting the minibus in an orderly queue. Driver to choose safe drop-off/pick-up points. Always enter and exit on pavement side. All baggage to be stowed safely to avoid tripping.	2	2	4	
Road Traffic Collision	General Injury (Cuts, bruises, concussions)	All Involved	2	5	10	All to wear seatbelts. Stop every 4 hour of driving to avoid driver fatigue. Leaders to visually check all scouts are wearing seatbelts. Mobiles available and charged at all times to call emergency services if needed.	1	5	5	

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Travelling on the minibus.	All Involved	2	2	4	Visually check the vehicle's condition before travel. Check for firefighting equipment, red warning triangle.	1	2	2		
Travel Sickness	Travelling on the minibus.	All Involved	2	1	2	Leaders to check medical details of all (including travel sickness) Leaders to prepare bags for travel sickness.	1	1	1	

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Motorway Break Down	Hit by passing vehicles	All Involved	2	5	10	All to leave the vehicle and go to a place of safety (behind rails). Leaders to do a head count and phone emergency services. Leaders to brief young people on the expected behaviours before setting off. A separate leader to travel in the minibus and monitor young people. All to stay in seat with seatbelt on at all times.	2	3	6	
Buildings										

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Electrical outlets and appliances	Participants	Electric shock or burns from faulty or misused equipment	4	2	8	Electrical outlets and appliances will be used in accordance with manufacturer guidance. Equipment will be visually checked before use for obvious defects. Committee members and event volunteers will monitor electrical set-ups and instruct participants not to interfere with them. Any faulty equipment will be taken out of use immediately. Consideration will be given to safe access for any participants requiring charging of mobility or medical equipment where applicable.	4	1	4	
Trip hazards in corridors and communal areas	Participants	Slips, trips and falls due to obstruction or cluttered walkways	3	3	9	Walkways and corridors will be kept clear of obstructions where reasonably practicable. Participants will be expected to keep personal belongings within allocated areas. Furniture will be arranged to maintain clear access routes between rooms and exits. Any spillages will be cleaned promptly.	3	1	3	

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Trip hazards in bedrooms	Participants	Slips, trips and falls due to bags, cables, or poorly placed items	2	3	6	Participants will be advised to store personal belongings safely and keep walkways within bedrooms clear. Bags and equipment will be placed in designated areas where possible. Participants remain responsible for maintaining safe use of shared sleeping spaces.	2	1	2	
Fire within building	Participants	Burns, smoke inhalation, panic during evacuation	4	2	8	No open flames will be permitted inside the building. Participants will be informed of the no-fire policy in advance and on arrival. Fire exits will be kept clear at all times. Existing site fire safety systems (alarms, extinguishers, and signage) will remain in place. Any fire or smoke incident will trigger immediate evacuation in line with site procedures.	4	1	4	
Unsanitary conditions (toilets/wash facilities)	Participants	Illness due to poor hygiene or contamination	5	2	10	The site's existing cleaning regime will be followed and supported by regular checks from committee members. Participants will be encouraged to maintain good hygiene practices. Handwashing facilities and cleaning supplies will be available and kept stocked where possible. Any issues identified will be reported to site	5	1	5	

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Low lighting / darkness inside building areas	Participants	Slips, trips, or collisions due to reduced visibility	3	3	9	Adequate lighting will be maintained within all used areas of the building. Participants will be advised to take care when moving through dimly lit areas. Additional portable lighting may be used where required. Walkways and exits will remain clearly visible where possible.	3	1	3	
Furniture (tables and chairs)	Participants	Trips, falls, or collisions with furniture	3	3	9	Furniture will be arranged to maintain clear walkways and safe movement routes. Unnecessary furniture will be removed or repositioned where appropriate. Participants will be advised to be aware of their surroundings, particularly in shared spaces.	3	1	3	
Catering										
Wet Floors / Spillages	committee / volunteers	Slips, trips and falls	3	3	9	Floors will be regularly cleaned to ensure they are clear of spillages. Spillages will be mopped up as they happen and wet floor signs will be used so people know to be	2	2	4	

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	
Hot surfaces	committee / volunteers	Burns	3	3	9	- Make everyone aware of what items/surfaces are likely to be hot - Oven gloves will be supplied for carrying hot pans - A first aider will be on site at all times in case burns need treating	2	2	4	
Contact with steam, hot water, hot oil	committee / volunteers	Burns and Scolds	4	3	12	- Anyone working in the kitchen will be warned to be careful around hot liquids - Oven gloves will be supplied for carrying hot pans or for when pouring hot liquids - A first aider will be on site in case scalds need treating. - A warning will be given before using the industrial dishwasher about steam / burns	3	2	6	This risk has been adequately assessed
Sharp knives	committee / volunteers	Could cut themselves	4	3	12	- Instruction will be given to show how to safely use sharp knives. - Use of knives will be limited to committee members and kitchen volunteers. Sharp knives will be stored correctly and out of the way.	3	2	6	This risk has been adequately assessed

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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	
Cross contamination	Anyone	Food poisoning, allergic reactions	5	3	15	- Food will be stored correctly, and fridge shelves will be allocated to certain products (e.g. raw meat stored at the bottom, salad and dairy towards the top) - signs on the door to indicate what is stored in which part of fridges and freezers - Where possible, allergens will be prepared in different areas of the kitchen to stop cross contamination, where this is not possible, the area will be properly cleaned before handling other foods - Seperate chopping boards will be used to prepare foods - Committee / volunteers will be infomed about cross contamination and the correct way to prepare food with visible posters displayed around the preparation area - Committee / volunteers will be aware of any specific allergies to be aware of in terms of cross contamination, All allergens will be listed and posted in the kitchen	3	1	3	

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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	
Undercooked food	Anyone	Food poisoning	4	3	12	- All batches of food will be checked before serving - Meat thermometers will be used to check that all meat products are fully cooked before serving	3	2	6	This risk has been adequately assessed
Food Allergies	Anyone with allergies	Individuals could have an allergic reaction	4	3	12	- Participants will be asked prior to the event about their dietary requirements and these will be catered for by the committee. There will also be allergen lists for each meal provided - The committee / volunteers will be aware of any control measures in place to deal with reactions (epi pens etc) in case they are required - Food will be prepared hygienically and will ensure there is no cross contamination - Food will be stored correctly and appropriately in a separate allergy fridge with a sign on the door Allergies will be listed clearly on the whiteboard so they can be double checked before food is served to	4	1	4	

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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	
Contact with bleach and other cleaning and washing chemicals	committee / volunteers	Chemical Burns	4	2	8	- Cleaning chemicals will be stored correctly and out of the way - Only committee and specific volunteers will be permitted to use them - Gloves will be provided for those handling bleach and other chemicals - Should someone come into contact with the chemicals, they will be told to immediately wash it off and see a first aider	2	2	4	
Electrical outlets and appliances	committee / volunteers	Electric Shocks	3	3	9	- Any electrical equipment will be tested before the event to ensure it is safe to use	2	2	4	
dishwasher	committee / volunteers	scolds due to steam, contamination due to improper cleaning	4	3	12	- Instruction will be given to anyone using the dishwasher, walking them through all the steps for usage and how to properly open it to avoid burns - Any dishes designated for allergens will be handwashed in a separate sink with a different sponge and soap.	2	2	4	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Fire	Anyone	Burns	4	3	12	- Committee / volunteers will be told to be careful around any open flames, and to keep any flammable objects out of the way - Fire blankets will be in the kitchen in case they are needed	3	2	6	This risk has been adequately assessed
Hygiene	Anyone	Cross contamination, spreading of illnesses	4	3	12	- Committee / volunteers will be told to wash their hands frequently or wear gloves when they are handling food in the kitchen - A hand washing station will be provided for the Committee / volunteers to use - Signs promoting the correct hygiene for Committee / volunteers will be displayed around the kitchen and food preparation areas - Participants will be provided with hand sanitiser and/or soap to use prior to eating their food	3	2	6	Volunteers will be supervised by a member of committee with adequate food hygiene qualification

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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	
Table and Chairs	Anyone	Trip hazard	3	3	10	- Clear pathways will be defined - Any non-required furniture will be put out of the way - There will be adequate lighting provided within the buildings so that everyone can clearly see any obstacles in the way]	2	2	4	
Coach Travel to Activities										
Coach collision or breakdown	Passengers, drivers, public	Injury due to collision	5	3	15	Coaches are provided by a licensed external coach company with their own insurance, maintenance procedures, and risk assessments. The coach operator is responsible for compliance with relevant operator licensing and vehicle safety requirements. Drivers are professionally qualified. Seatbelts will be worn where fitted. Committee members will confirm arrival of coaches at - their destinations.	3	1	3	

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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	
Injury whilst boarding or disembarking coaches	Anyone	Slips, trips, falls, contact with moving vehicles	3	3	9	Committee members wearing high-visibility jackets will supervise loading and unloading where appropriate. Participants will be instructed to remain clear of moving vehicles and board coaches in an orderly manner. Drop-off and pickup points have been selected to minimise interaction with traffic where possible.	2	1	2	
Attendees becoming separated at stops	Attendees	Distress, delayed return travel, becoming lost	3	2	6	Committee members and activity leads will monitor attendance numbers before departure from briefing point. Participants will receive clear instructions regarding pickup times and locations. Rally hotlines and Discord will remain available	2	1	2	

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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	
Intoxicated or disruptive passengers	Passengers and drivers	Injury, distraction to drivers, unsafe behaviour	3	2	6	Participants will be expected to follow the SSAGO Code of Conduct during travel. Committee members may intervene in unsafe or disruptive behaviour. Drivers may refuse transport to individuals whose behaviour poses a safety risk. Where necessary, committee members may arrange alternative transport or supervision.	2	1	2	
Roadside pickup/drop-off locations	Anyone	Injury due to nearby traffic or congestion	3	3	9	Pickup and drop-off points will be supervised by committee members where possible. Participants will be instructed not to enter roads unnecessarily and to remain together whilst waiting for transport. High-visibility clothing will be used by supervising committee members.	2	1	2	
Llandudno Activity Location										

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	
Road crossings and traffic	Anyone	Injury caused by collision with vehicles whilst moving around town	5	2	10	Participants will be responsible for following the Highway Code and using designated crossings where available. Participants will be reminded to remain aware of traffic, particularly in unfamiliar locations. Activity packs will identify meeting points to reduce unnecessary road crossings.	3	1	3	
Becoming separated from group or friends	Anyone	Distress, inability to locate activity or transport, increased vulnerability	3	3	9	Participants will receive the rally hotline number on their wristbands. Meeting locations and return times will be communicated in advance. Participants will be encouraged to travel in groups where possible and to notify others of their plans.	2	1	2	
Slips, trips and falls in public areas	Anyone	Injury caused by uneven pavements, kerbs, steps, cobbles or poor surfaces	3	3	9	Participants will be advised to wear suitable footwear and take care when moving around public areas. Participants will be reminded to remain aware of uneven surfaces and changing ground conditions.	2	1	2	

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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	
Adverse weather whilst away from site	Anyone	Hypothermia, heat exhaustion, dehydration, sunburn, reduced visibility	4	3	12	Participants will be advised to check weather forecasts and carry appropriate clothing, food and water. Committee members will monitor weather forecasts before and throughout the event. Participants will be informed of any increased risks arising from weather conditions and advised of any additional control measures required to maintain participant safety. Activities may be modified or cancelled if conditions become unsafe. Participants will be encouraged to seek shelter where necessary.	2	2	4	
Interaction with members of the public	Anyone	Harassment, antisocial behaviour, theft or distress	3	2	6	Participants will remain subject to the SSAGO Code of Conduct whilst off-site. Rally hotline numbers will remain available throughout the day.	2	1	2	
Mobile phone failure / loss of communication	Anyone	Difficulty obtaining assistance or locating others	2	3	6	SSAGO event hotline will be available through the course of the event. Meeting points and return arrangements will be communicated in advance. Participants will be encouraged to ensure their mobile devices are adequately charged.	1	2	2	

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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	
Communication difficulties whilst offsite	Anyone	Delays locating activities, transport, or assistance due to misunderstandings or language barriers	2	2	4	Participants will be provided with activity information, meeting locations, and contact numbers in advance. Most public signage is bilingual. SSAGO event hotline will be available throughout the event. Participants will be encouraged to travel in groups where possible.	1	1	1	
Open water (seafront)	Anyone	Slips, falls into water, hypothermia, drowning risk	5	2	10	Participants will be advised to take care near the seafront and coastal edges. Existing barriers, warning signs, and safety infrastructure will be followed. Intoxicated or vulnerable participants will be directed away from waterside areas where necessary. The SSAGO event hotline will be accessible throughout the course of the event.	3	1	3	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Crowded tourist areas	Anyone	Collisions, becoming separated from friends, minor injuries	2	3	6	Participants will be informed of meeting locations and times in advance. The SSAGO event hotline will be accessible throughout the course of the event. Participants will be encouraged to remain aware of their surroundings in busy public areas and to take responsibility for keeping track of their group members.	2	1	2	
Pier and coastal structures	Anyone	Slips, trips, falls, or injury caused by wet surfaces	3	2	6	Participants will be advised to take care when using piers, promenades, and other coastal infrastructure, particularly during wet or windy weather. Existing barriers and safety signage will be followed.	2	1	2	
Campfire										

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	
Open fire (flames)	All attendees	Burns from contact with flames or falling into fire	5	3	15	The campfire will only be lit in the designated fire circle provided by the site. The fire will be supervised at all times by a committee member or nominated volunteer. Only committee members or nominated individuals will be permitted to start the fire. Attendees may only add fuel under supervision. Clear instructions will be provided in advance and reinforced on site. The fire will not be left unattended.	5	1	5	
Hot embers and sparks	All attendees	Burns from embers or hot material	4	3	12	The fire will be managed to prevent uncontrolled flare-ups. Attendees will be instructed not to throw items into the fire. Supervising committee member/nominated volunteer will monitor fire behaviour.	4	1	4	
Smoke inhalation	All attendees	Respiratory irritation from smoke exposure	3	3	9	The fire will be located in an open fire circle to allow ventilation. Conditions will be monitored and adjusted based on wind direction. The fire will be reduced or extinguished if smoke becomes excessive. Attendees will be advised to reposition if affected.	3	1	3	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Fire spread	All attendees, site, environment	Fire spreading beyond fire circle	5	2	10	The fire will only be lit in the designated permanent fire circle. Surrounding vegetation will be checked prior to lighting. Flammable materials will be kept clear of the fire area. Water buckets will be on standby. The fire will be extinguished if conditions become unsafe.	5	1	5	
Hot ash / residual heat	All attendees	Burns from apparently extinguished fire	4	2	8	The fire will be fully extinguished using water before being left unattended. Ash and embers will be stirred and checked until cold. A responsible committee member will confirm the area is safe before it is vacated.	4	1	4	
Slips, trips and falls (fire circle area)	All attendees	Trips due to uneven ground or low visibility	3	3	9	The fire area will be checked before use. Movement routes will be kept clear where possible. A battery-powered lantern will be provided. Attendees will be advised to move carefully around the fire area.	3	2	6	Participants will be encouraged to use torches and reminded to bring their own. Committee will be positioned by the fire to ensure safety
Night-time visibility	All attendees	Falls or collisions due to low lighting	3	3	9	A battery-powered lantern will be provided to illuminate the fire area. Attendees will be advised to bring personal torches. Movement around the fire will be monitored by supervising volunteers.	3	2	6	Participants will be encouraged to use torches and reminded to bring their own. Committee will be positioned by the fire to ensure safety

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Wood handling / transport	Attendees handling wood	Strains, splinters, dropped logs	3	3	9	Wood will be transported using a trolley where reasonably practicable. Manual handling will be minimised. Gloves will be available. Committee members will supervise wood handling.	3	1	3	
Sharp materials in wood	Attendees	Cuts from nails or splinters	3	2	6	Firewood will be checked prior to use where reasonably practicable. Wood containing nails or hazardous debris will not be used. Attendees will be advised to handle wood carefully.	3	1	3	
Axes and saws	Users and nearby attendees	Serious injury from cutting tools	5	2	10	Only committee members or nominated individuals will use tools. A designated cutting area will be used. Tools will be stored securely when not in use. A safe exclusion zone will be maintained during use.	5	1	5	
Unsafe behaviour (horseplay/running)	All attendees	Falls into fire or collisions	5	3	15	The SSAGO Code of Conduct will apply. Unsafe behaviour will result in warnings. Continued unsafe behaviour will result in removal from the fire area. Serious incidents will be escalated to Team Pink.	5	1	5	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Alcohol impairment	All attendees	Reduced judgement near fire	5	3	15	Alcohol consumption will be managed in accordance with event policies. Committee members will monitor behaviour. Individuals acting unsafely will be removed from the fire area. The Code of Conduct applies at all times.	5	2	10	Adequate members of staff around during the event to ensure antisocial behaviour and other incidents are dealt with and participant who are severely impaired will be removed from the area.
Treated/unsafe wood	All attendees	Toxic fumes from burning unsuitable materials	4	2	8	Only approved untreated firewood will be used. Wood will be sourced from site storage. Any wood suspected to be unsuitable will not be used.	4	1	4	
Fire not fully extinguished	All attendees, site	Re-ignition or burns from hot embers	5	2	10	The fire will be fully extinguished using water and ashes will be stirred and checked until cold. A responsible committee member/nominated volunteer will confirm the area is safe before leaving.	5	1	5	
Unauthorised access	Attendees	Uncontrolled behaviour near fire	4	2	8	Attendance is restricted to registered participants with event wristbands. Individuals who cannot be identified as participants will be directed back towards the public footpath. The area will be supervised throughout.	4	1	4	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Emergency response delay	Injured attendees	Delay in treatment of injury	4	2	8	A first aid rota will be in place. First aiders, committee members and event volunteers will have radios. A first aid kit will be accessible via on-call staff. Emergency vehicle access has been confirmed.	4	1	4	
Silent Disco & Ceilidh										
Slips, trips, and falls whilst dancing	Participants	Sprains, bruises, cuts, falls	3	4	12	Activities will take place on a flat grass lawn maintained by the site team prior to the event. Participants will be instructed not to dance on hardstanding patio area outside the hall doors. Picnic benches and unnecessary obstacles will be moved away from the activity area before activities begin. Activity areas will be monitored by committee members throughout.	2	2	4	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Trips caused by cables or electrical equipment	Participants, volunteers, performers	Injury from tripping or falling	3	3	9	Electrical cables supplying the marquee and/or audio equipment will be routed away from main walkways where possible and made clearly visible using cable covers, tape, lighting, or other appropriate methods. Participants will be discouraged from entering band/disco area unnecessarily.	2	1	2	
Electrical fault or equipment failure	Participants, volunteers, performers	Electric shock, burns, fire	4	2	8	Hired equipment and band equipment are PAT tested by the equipment providers where required and responsibility for such testing lies with equipment owners. Outdoor-rated and waterproof electrical equipment and extension leads will be used where necessary. Equipment setup will be monitored by responsible organisers and/or the band. Activities will move indoors if weather conditions make	2	1	2	
Adverse weather affecting activities	Participants, volunteers, performers	Slips, cold exposure, unsafe equipment conditions	3	3	9	Weather conditions will be monitored throughout the event. In heavy rain or high winds, activities will be relocated indoors into the hall area. Committee members retain authority to pause or stop activities if conditions become unsafe.	2	1	2	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Injury during ceilidh dancing	Participants	Collision with others, falls, strains, minor injuries	3	3	9	A caller will provide instructions to participants before and during dances. Participants will be encouraged to dance within their comfort and ability levels. Committee members may intervene if behaviour becomes unsafe or excessively physical.	2	2	4	
Crowd congestion around activity area	Participants	Minor injury, trips, restricted movement	3	3	9	The lawn area used for activities is enclosed and separated from roads, camping areas, and vehicle routes. Furniture and obstacles will be moved before activities begin. Committee members will monitor crowd density and movement throughout activities.	2	1	2	
Excessive noise levels	Participants, volunteers, performers	Hearing discomfort, communication difficulty	2	3	6	Silent disco participants will use wireless headphones. Amplified sound during the ceilidh will be managed by the band and caller. Participants may move away from activity areas if required.	1	2	2	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Intoxicated participants	Participants, volunteers	Injury due to impaired judgement, unsafe behaviour	3	3	9	The event bar will operate under the conditions of the TEN and relevant licensing laws. Committee members may intervene where behaviour becomes unsafe or disruptive. Participants remain subject to the SSAGO Code of Conduct throughout activities.	2	2	4	
Loss or damage of silent disco equipment	Organisers, participants	Injury from damaged equipment, financial loss	2	3	6	Headphones will be distributed and collected from a designated table supervised by committee and/or volunteers. Equipment counts will be completed after each session. Headphones will be checked and charged if necessary between uses.	1	2	2	
Fire within marquee or activity area	Participants, volunteers, performers	Burns, smoke inhalation	4	2	8	Activities take place adjacent to existing site buildings with available fire safety equipment covered within the General Event and Venue Risk Assessments. Electrical equipment will be monitored during use. Emergency exits and access routes will be kept clear.	2	1	2	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Poor lighting during late evening activities	Participants	Trips, falls, collisions	3	3	9	External building lighting, spotlights, and festoon lighting will illuminate the activity area and surrounding access routes. As the event takes place on the summer solstice, daylight hours will extend further into the evening. Committee members will monitor lighting conditions throughout the evening.	2	1	2	
Manual handling whilst moving benches or equipment	Volunteers, committee members	Strains or minor injuries	2	3	6	Volunteers moving benches or equipment will work together where appropriate and avoid lifting items beyond their capability. Access routes will be kept clear during setup and pack down.	1	2	2	
Bar										

PART A										
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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	
Sale of alcohol to underage persons	Attendees, organisers	Legal breach, intoxication-related harm	5	3	15	The bar will operate under the conditions of the Temporary Event Notice (TEN). Challenge 25 will be operated throughout bar opening hours. Accepted identification will include passports, driving licences, PASS cards, and other forms of ID deemed appropriate by committee or the bar manager. Anyone unable to provide valid identification when challenged will not be served alcohol. Challenge 25 signage will be displayed at the bar and referenced on bar menus and event information. Copies of the TEN will be available at the bar, in the committee room, and with the licence holder.	2	1	2	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Sale of alcohol to intoxicated persons	Attendees, volunteers	Alcohol poisoning, injury, unsafe behaviour, legal breach	5	3	15	Bar volunteers will receive pre-event and on-shift briefings covering intoxication recognition and refusal procedures. Bar volunteers are required to refuse service to intoxicated individuals. Bar volunteers will have radios to contact committee members and/or Team Pink for assistance where required. Soft drinks and free water will be available throughout bar opening hours.	3	1	3	
Aggressive or disruptive behaviour	Attendees, volunteers	Assault, distress, unsafe environment	4	3	12	Committee members, Team Pink, and bar volunteers may intervene in unsafe or disruptive situations. Participants may be removed from the bar area where necessary. Aggressive situations will be de-escalated where possible by experienced members of the above committees. Emergency services will be contacted if a situation cannot be managed safely.	2	1	2	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Volunteers serving alcohol whilst intoxicated	Attendees, volunteers	Unsafe alcohol service, legal breach, impaired judgement	4	2	8	Bar volunteers will be briefed that serving alcohol whilst under the influence of alcohol or drugs is a criminal offence and is not permitted. Committee members and bar manager will intervene where fitness to serve is in doubt.	2	1	2	
Slips, trips, and falls around bar area	Attendees, volunteers	Minor injuries, bruising, sprains	3	3	9	The bar will operate from a covered outdoor area with space for queuing and movement. Spillages will be cleaned promptly. Access routes around the bar area will be kept clear where possible. Committee members and volunteers will monitor the area throughout service.	2	2	4	
Broken glass from spirit bottles	Attendees, volunteers	Cuts and lacerations	3	2	6	Alcohol will primarily be served in cans or plastic cups. Spirit bottles will remain behind the bar and will not be distributed to participants. Any broken glass will be cleared promptly and safely by volunteers.	1	1	1	

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	
Electrical fault involving card readers or chargers	Volunteers	Electric shock, burns, fire	3	2	6	Only low-voltage charging equipment for card readers will be used. Charging equipment will be visually checked before use and kept away from wet areas where possible. Electrical equipment will be stored safely overnight in the committee room.	1	1	1	
Theft or unauthorised access to alcohol stock	Organisers, attendees	Theft, unsafe alcohol access	3	3	9	Alcohol stock will be stored within the locked activity barn when not in use. Keys will be held by committee members or appropriately delegated persons only. Access to stock areas will be restricted to authorised volunteers.	1	2	2	
Failure of card payment systems	Attendees, organisers	Inability to purchase drinks, disruption to service	1	3	3	Multiple authorised committee and Team Pink members will have access to card reader systems where required. Devices will be charged overnight and checked before service begins. Bar volunteers will monitor system functionality throughout service.	1	2	2	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Unsafe manual handling of stock	Volunteers	Strains, sprains, minor injuries	2	3	6	Volunteers moving stock or ice buckets will work together where appropriate and avoid lifting beyond their individual capability. Stock will be transported with the use of a trolley where appropriate. Stock routes will be kept clear where possible.	1	2	2	
Fire involving bar area or stored stock	Attendees, volunteers	Burns, smoke inhalation	4	2	8	The bar area is located adjacent to existing site buildings covered by the General Event and Venue Risk Assessments. Fire safety equipment is available within nearby buildings. Flammable materials and ignition sources will be managed appropriately. Access routes and exits will be kept clear.	2	1	2	
Vulnerable intoxicated attendees	Attendees	Injury, illness, welfare concerns	4	3	12	Intoxicated or vulnerable attendees will be supported by committee members, Team Pink, first aiders, peers, and club committees as appropriate. Welfare spaces are available within indoor areas including bedrooms and the committee room if required. Participants may be assisted back to accommodation areas by peers or organisers where appropriate.	2	2	4	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Smoking near bar or activity areas	Attendees, volunteers	Fire risk, discomfort to others	3	2	6	No smoking signage will be displayed. Participants will be expected to comply with venue and event smoking policies. Committee members may intervene where smoking creates a safety risk.	1	1	1	
Great Orme Mines										
Tunnels and Passages	Darkness, Disorientation, overcrowding, claustrophobia	All on trip	3	1	3	Lighting system illuminates all areas, system is checked on a daily basis. Direction signs to indicate route and barriers placed at unauthorized areas. Visitors' access to underground is regulated to prevent overcrowding. Instructors to inform participants of size of tunnels and length of route.	2	1	2	
Straying from route	Getting lost	All on trip	2	3	6	Direction signs to indicate route and barriers placed at unauthorized areas.	1	3	3	
Floor surface	Slipping on surface	All on trip	3	3	9	Non skid concrete surfaces, non skid steel grilles and handrails are provided.	1	3	3	
Ceiling	Low ceiling – hitting head	All on trip	1	3	3	Helmets required to be worn	1	3	3	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Lighting	Failure	All on trip	2	3	6	Emergency lighting system operates if failure of main power. Batteries placed away from tourist route in well ventilated area.	1	3	3	
Ventilation	Lack of ventilation, light headed	All on trip	1	4	4	Good ventilation is maintained by having a number of connections to surface area	1	4	4	
Radon	Exposure to radon gas	All on trip	3	4	12	Radon gas monitoring has been completed and concentrations are below action level. Good ventilation throughout the mine minimizes risk of exposure	1	4	4	
Physical Accident	General injury	All on trip	2	4	8	There are first aid supplies and list of emergency rescue phone numbers located at the visitor center	1	4	4	
Walkways	Slipping on gravel surface	All on trip	3	2	6	Maintaining smooth surface and provision of handrails	1	2	2	
Rock Exposures	Falling rock	All on trip	1	5	5	All walkways are situated away from these areas	1	4	4	
Spoil Material	Loose or falling spoil	All on trip	2	4	8	All walkways are situated away from these areas	1	4	4	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Access to site	Trespassing	All on trip	1	3	3	Entire site is fenced with 5' steel post and wire mesh fencing	1	3	3	
Access to buildings	Awkward for disabled persons	All on trip	1	1	1	Provision of ramps where appropriate	1	1	1	
Weather hazards	Hyperthermia, hypothermia	All on trip	4	4	16	Review of forecast, observation, venue, training	1	4	4	
Stranger danger	Trespassing, theft	All on trip	2	3	6	Supervision, training, group management	1	3	3	
Medical issues	Participants forget to bring medicine	All on trip	3	2	6	Participants told to bring medication, check participants have medication with them before commencing activity, liaison with visiting staff over participants medical conditions	2	2	4	
Inappropriate clothing	Snagging on rock, injury to appendages	All on trip	4	2	8	Participants told them what to wear, tutor to check suitability before commencing activity	2	2	4	
Damaged PPE/centre equipment	Poor safety equipment	All on trip	2	5	10	Visual checks before use, supervision, maintenance/monthly equipment check routine	1	5	5	

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			Likelihood	Impact	Score		Likelihood	Impact	Score	
Emotional & physical harm/injury	Panic, claustrophobia, general injury	All on trip	3	3	9	All staff in sole charge of groups have current DBS checks, matching groups to appropriate activities/venue, morning staff meeting tutor induction process	2	3	6	Committee Welfare Officer will be available both on camp and prior/post event for any emotional turmoil experienced

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 online	Matthew Pownall	12/06/26	15/06/26	
4	Trip itinerary and details of transport and Campsite shared with all participants	Matthew Pownall	12/06/26	15/06/26	
5	Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines	James Hayes	12/06/26	15/06/26	
6	Organisers to check and pack a first aid kit	Daniel Isard	12/06/26	15/06/26	
7	Organisers Severe Weather and Natural Disaster Check prior to departure	James Hayes	12/06/26	15/06/26	

8	Transport- where student drivers and hire vehicles to be used ensure company vehicle safety checks area carried out, and research laws on licencing Book appropriate travel insurance/cover	Joeseph Butterworth	12/06/26	15/06/26		
9	Ensure you have a few key phrases printed on laminated card to take with you in case of an incident	James Hayes	12/06/26	15/06/26		
Responsible committee member signature: <i>James Hayes</i> Print name: James Hayes			Date: 10/06/26	Responsible committee member signature: <i>Matthew Pownall</i> Print name: Matthew Pownall		Date: 10/06/26

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.