

Risk Assessment			
Risk Assessment for the activity of	Student Scouts and Guide Organisation Trip/Tour Pre Freshers Camp 9th September - 11th September		Date 21/03/26
Group name	SUSU Student Scout and Guide Organisation	Assessor	James Hayes
Supervisor	<i>Matthew Pownall</i>	Signed off	

SSAGO will be going on a pre freshers camp down to Bournemouth on 9th September – 11th September.

We will be camping at Butchers Coppice Activity Centre.

There will be 11 SSAGO members attending the camp

Version: 2.5/201

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										
Pre-existing medical conditions	The medical conditions may directly cause harm or indirectly e.g. someone having a seizure could get into danger	Person with the medical conditions	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 committee for the event will manage this.	2	3	6	Details of nearby A&E and medical support will be available to the first aiders.
Extreme Hot Weather	Hot weather can lead to heat-related illnesses.	All Involved in the event	3	4	12	The weather forecast will be monitored before the event. If the forecast suggests extreme weather, participants will be given advice on how to look after themselves during the weather and the committee will put appropriate measures in place. For hot weather, example measures will include telling participants to bring relevant equipment and measures to make sure participants drink enough water on site will be organised.	1	4	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	
People fooling about	Risk of general accidents	Anyone on site	4	4	16	Remind participants of the Network behaviour policy multiple times including the booking process and at the beginning of the event.	2	4	8	
Specific medical requirements	Participants not taking medication	Particular campers	2	2	4	There will be a first aider at the event throughout the entire weekend. People with specific medical requirements will be identified when they submit their medical consent form.	2	1	2	If required these persons will have a discussion with a first aider at the start of camp in order to ascertain what their requirements are.
General obstacles, uneven terrain	Slips trips falls	All Involved	3	4	12	Hazards will be identified by event organisers and adequately made visible to all participants (Use of hazard tape, signage etc.) A camp briefing will be held at the start of camp identifying any hazards and ensuring all participants are aware of them.	2	4	8	There will be a first aider on site throughout the weekend who can provide treatment to those who may need it.

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	
Smoking	Second-hand smoke, coughing/ heezing, Asthma flareups	Smokers and bystanders	2	3	6	Smoking & vaping is only permitted in the outside smoking area, and buckets will be placed outside to extinguish butts.	2	2	4	

Campfire	Inhaling smoke, coughing, wheezing, labour injury	All Involved	3	3	9	Only one fire permitted on the campsite, which is to be located on the specified camp-fire concrete slab. Management to make sure firefighting equipment is available, Fire buckets will be placed around the edge of the campfire & fire extinguishers are available on the campsite. Keep any wood piles a safe distance from the fire to avoid anyone tripping on it and falling into the fire All behaviours and practices to be in accordance with the Green & Yellow cards. All participants are responsible for the safe management of the camp fire, in accordance with responsible scouting, such as: • Size of fire to reflect location, fires should not be allowed to get too big for the situation. • Any persons collecting wood from the woodpile are to take care when collecting, cutting or snapping wood. • No person to reach over fires or flames. • All persons advised not to pick up burning wood. After use fires to be left in a safe manner	3	2	6	Anticipated wind direction to be considered and allowed for when setting up shelters & positioning woodpiles
Getting Lost	Becoming disorientated, Stress increase, Affects emotional wellbeing	All Involved	1	2	2	All participants are given detailed maps with postcodes. The Management Team also provide their mobile numbers to the campers so when required the leader can make contact with us	1	2	2	

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	
						Participants will all have the camp lead's contact details incase it is needed.				
Parking/ Road Safety	Cars hitting participants	All Involved	2	5	10	Signs are posted around the surrounding area to alert the public that an event is taking place nearby. Campers are asked to use common sense when parking their vehicles. Vehicles are to be parked in the top car park and only used on the field to drop off large equipment. The first aider vehicle will be in an accessible parking space so that they can park easily and leave quickly if an emergency arises. Signs are put up advising vehicles not to park by the entrance/exit allowing access to emergency services.	1	5	5	

Version: 2.5/201

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	
Alcohol/ excessive drinking	Roudy/ antisocial behaviour, general accidents (slips trips falls)	Participants partaking, bystanders	3	3	9	There is a licensed bar that will take responsibility for serving alcohol to those aged over 18. They will also be responsible for determining if people are deemed unfit to purchase alcohol. The Management will be keeping a constant visual on all the participants and will act quickly and effectively when it is deemed that someone may potentially become too intoxicated. Rules will be provided in the 'Welcome Pack' and conveyed to the campers at the start of the event.	2	3	6	Any antisocial behaviour or excessive drinking will result in participants being removed from the activity or in extreme cases sent home.

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	
Knives	Cuts, gashes, general knife injuries	All Involved	2	4	8	All attendees are advised not to bring knives (except for kitchen knives) to IOW Revolution, if an attending group do bring knives the following will apply: Knives should be considered as a tool and treated as such. Scouts can only bring a knife to a camp when instructed to do so by a leader. When transporting a knife to camp Scouts should have their knife securely stored in the middle of a rucksack. Upon arrival at camp all knives must be handed to a leader for safekeeping. Scouts must gain permission from a leader before collecting and using a knife. Knives, axes or saws must never be pointed at anyone, thrown, left unattended or used in poor light.	1	4	4	

Entertainment Area	Slips, trips, falls, injury from obstacles such as tables chairs etc.	All Involved	1	3	3	The Management Team have identified the potential hazards in the Entertainment area and will take measures to reduce the risk. This includes: ○ Checking the matting for trip hazards ○ Checking the electrical equipment is safe and correctly set up ○ Ensuring the fire exits are clear ○ Having access to fire fighting equipment and a means to alert campers. ○ Having access to a first aid kit If there is an incident in the Entertainment Zone the Management Team will dynamically risk assess the situation and take appropriate action. Action that may be taken includes: ○ Evacuating the area either via the main entrance or emergency exits. ○ Turning off the music to reduce noise to allow the Management Team to give clear instructions and reduce further distress to those involved in the incident. Other risks such as rowdy behaviour including crowd surfing are not permitted and will be stopped by the Management Team who will be keeping watch in the vicinity.	1	2	2	
---------------------------	---	--------------	----------	----------	----------	---	----------	----------	----------	--

Safety and Security (inc Martyn's Law)	Theft, assault, antisocial behaviour by strangers	All Involved	2	4	8	There is a natural boundary (fencing/hedging) around parts of the site, providing privacy and security. There are only two gates at the top of the field limiting vehicle access. Cars are parked in a defined car-park area reducing the number of vehicles driving on site. The car park gates will be closed in the evening to discourage non-participants from driving on to site. Camping areas are away from the footpath boundary. There are two established assembly points for evacuation. There is natural surveillance due to open layout. A member of The Management Team is present in and around the marquee entrance during evening events. There is a wristband system in place for easy identification that is checked as persons come and go from the marquee entrance/exit. The Management Team will provide safety guidance to all participants at the Opening Ceremony, including evacuation in an emergency.	1	4	4	
---	---	--------------	---	---	---	---	---	---	---	--

Version: 2.5/2017

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	
						An emergency evacuation will mirror the procedure for a fire evacuation.				
Camping										
Wildlife (Vector born transmission)	Injury from wild animals, transmission of disease if in contact	Anyone in vicinity of wildlife	2	2	4	Food to be stored to sealed containers. Any refrigerated food to be stored in a secure cool/ice box to prevent it spoiling. Waste to be disposed of into centralised bins at the end of each day or before completing an off-site activity. Scouts instructed to not store or keep food inside their tents. Tent inspection will be undertaken to help check this.	1	2	2	If contamination with wildlife is suspected, dispose of all food in the contaminated package/sealed container. If this is discovered post consuming, monitor for any illness and seek medical guidance if required.
Waterlogged tents / Wet Conditions	Loss of equipment, danamged equipment	All Involved	2	3	6	Spare tents brought to camp in case a leaky tent is discovered. Brief Scouts not to touch the inside lining of the tent.	2	2	4	Pitch a second tent if a tent becomes water logged due to leaks. Move to indoor space on site, or back at Scout HQ. Call for early collection,

Version: 2.5/201

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		
Ticks	If Scouts are bitten, there is a chance they develop lyme disease.	All Involved	3	3	9	Scouts advised to check for ticks daily when washing in warm areas of their body (e.g. armpits, between legs) A tick remover to be put in main the first aid kit. Ensure Scouts where suitable footwear when moving around site. Scouts briefed about the dangers of ticks prior to camp and how to minimise the chance of being bitten.	3	2	6	Do not remove the tick without the tick remover. If a tick is found/reported issue guidance to all parents.	
Transport											
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		

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	
Vehicle Break Down	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	
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	
Cooking										

Version: 2.5/2017

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	
Allergic reaction	Someone with an allergy to a specific food ingests that allergen.	All Involved	3	3	9	Read all labels on food packages carefully. Prevent cross contamination especially of known allergens. Keep equipment clean and work spaces tidy. Do not use same equipment for regular meals and allergen free meals. If a patrol contains a Scout with an allergy, the patrol will cook without that allergen. Epi-pens on site and held by a leader.	2	3	6	Provide first aid, administer an epi-pen if owned by young person and call an ambulance if necessary.
Cuts	Improper use of knives / accidental	All Involved	3	3	9	Provide guidance on proper knife use. Ensure chopping boards are used on a none slip surface. Do not distract persons using knives. Carry knives appropriately. First aid kit on site.	2	2	4	Provide appropriate first aid for the degree of injury entailed.
Burns	Contact with hot cooking equipment/ utensils.	All Involved	4	3	12	Provide proper guidance on use of equipment/machinery. Provide appropriate PPE. Bucket of water on site, running water within walking distance. First Aid kit on site.	3	2	6	Provide appropriate first aid. Place burn under cold running water for a minimum of 10 mins. If burn is larger than palm of hand, call ambulance.

Version: 2.5/2017

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	
Cross contamination	Same utensils/ equipment utilized for different foods.	All Involved	3	2	6	Use different/clean equipment when switching between food groups/types and use correct (colour coded) chopping boards. If a patrol contains a Scout with an allergy, the patrol will cook without that allergen.	2	2	4	Immediately clean all equipment and surfaces, dispose of contaminated food and recommence cooking.
Food poisoning	Food that is not cooked properly.	All participants	2	3	6	Cook all food at 70°C for a minimum of 2 mins and ensure no food is served raw.	1	3	3	
climbing										
Fall from height	Climbers	Serious injury or fatality	5	4	20	Instructor to complete pre-use inspection of anchors, rope and equipment. Confirm climbing system is correctly rigged and suitable for the tower. No climbing until all safety checks are satisfactory.	1	4	4	Top-rope system used throughout. Climber connected to appropriate harness and rope. Competent instructor supervises activity. Instructor checks system before

										climbing.
Failure or incorrect use of belay system	Fall, serious injury or fatality	Climbers	5	3	15	Qualified/competent instructor supervises belaying. Correct belay device used in accordance with manufacturer instructions.	2	3	6	Instructor to carry out buddy/system checks before every climb. Belayer must maintain full attention and appropriate rope-handling technique.
Incorrect Harness fitting or attachment	Fall from height	Climbers	4	5	20	Harnesses fitted and checked by instructor before use. Rope attachment checked before climbing.	1	5	5	Instructor to physically/check visually confirm harness fit, buckle security and rope connection before participant leaves the ground.
Rope, anchor or equipment failure	Fall from height, serious injury or fatality	Climbers/ Instructors	3	5	15	Appropriate climbing equipment used. Equipment inspected before use and maintained in accordance with manufacturer requirements.	1	5	5	Check rope for cuts, abrasion, contamination and damage. Inspect anchors and connectors. Defective equipment immediately removed from service. Tower/anchor inspection and certification records to be available.

Falling objects/ loose climbing holds	Head injury, cuts, bruising	Climbers/persons below	3	4	12	Establish exclusion zone below climbing routes. Do not allow people to stand beneath climbers. Regularly inspect holds and structure for damage or looseness.	1	4	4	Helmets worn. Area beneath/around tower controlled. Instructor checks climbing surface and holds before use.
Collision with tower/ structure	Cuts, bruising, fractures	Climbers	3	4	12	Routes selected appropriately. Instructor provides briefing and supervision.	1	4	4	Instructor to consider route difficulty, overhangs, protrusions and potential fall direction. Participants briefed on safe climbing and lowering procedures.
Incorrect communication between climber and belayer	Uncontrolled movement or lowering, fall	Climber/belayer	3	5	15	Instructor establishes clear climbing commands before activity.	1	5	5	Use simple, agreed commands. Confirm climber and belayer understand commands before leaving ground. Repeat commands where necessary, particularly in windy/noisy conditions.
Belayer losing balance/ being lifted by climber	Loss of belay control, collision or fall	Climber/belayer	3	5	15	Instructor assesses participant suitability and weight differences. Belayer positioned appropriately.	1	5	5	Consider relative weights and use suitable belay arrangements/ground anchors where provided. Instructor supervises inexperienced belayers closely.

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

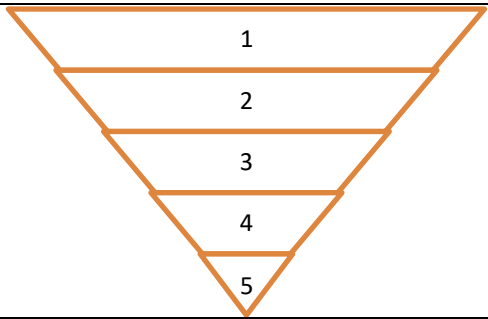
Slips trips and falls around tower	Sprains, fractures, cuts	Participants/instructor	3	3	9	Climbing area kept clear. Participants instructed to remain in designated areas.	1	3	3	Inspect ground before activity. Remove trip hazards where practicable. Establish clear access and exclusion areas.
Weather – rain/ wet surfaces	Slips, reduced equipment performance, loss of control	Climbers/instructor	3	4	12	Suspend climbing during conditions that make the tower, holds, rope or ground unsafe. Follow equipment manufacturer's guidance regarding wet conditions.	1	4	4	
Wind/ severe weather	Loss of balance, falling objects, equipment or structural hazards	Climbers/instructor	3	5	15	Establish site-specific wind/weather limits. Suspend activity during excessive wind, lightning or other dangerous weather. Instructor has authority to stop the activity.	1	5	5	

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	
Other										
Participants unaware of risks involved with activities	General injury, silliness	All Involved	2	4	8	All Participants will be briefed on hazards by the third party organisation prior to the start of the activity and participants reminded of hazards throughout the activity as they become relevant. Any participant not following the members of the organization will be removed from the activity immediately.	1	4	4	All activities will be supervised by organizing team (Not Southampton SSAGO) as well as Southampton SSAGO committee members to ensure safety.

PART B – Action Plan**Risk Assessment Action Plan**

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information)	Matthew Pownall	2/09/26	08/09/26	
2	Trip itinerary and details of campsite/travel shared with all participants	Matthew Pownall	26/08/26	08/09/26	
3	Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines	Matthew Pownall	26/08/26	08/09/26	
4	Organisers to check and pack a first aid kit	James Hayes	2/09/26	08/09/26	
5	Organisers Severe Weather and Natural Disaster Check prior to departure	James Hayes	2/09/26	08/09/26	
6	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	James Hayes	2/09/26	08/09/26	
Responsible committee member signature:				Responsible committee member signature	
Print name: <i>James Hayes</i>				Print name: <i>Matthew Pownall</i>	
Date: 15/08/26				Date: 15/08/26	

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.