# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

| Risk Assessment | | | | |
|---|---|---|---|---|
| **Risk Assessment for the activity of** | **Student Scouts and Guide Organisation Trip/Tour Freshers Camp, 30/10 – 01/11** | | **Date** | **13/10/2026** |
| **Group name** | **SUSU Student Scout and Guide Organisation** | **Assessor** | **James Hayes** | |
| **Supervisor** | *Matthew Pownall* | **Signed off** | | |

**Brief overview of what will happen, how many SSAGO members, any other people on site/**

**participating**

**10 SSAGO participants will attend Freshers camp this year.**

**Freshers camp will be held at Wilverly scout camp site (Grid reference: SU237014; Nearest Postcode: Holmsley Old Station Tea Rooms – BH24 4HY)**

**We will be staying in the building and we will be the only group onsite with access to the building.**

**The Activities will be centered around getting to know the new members of the society and giving those members an idea of the type of activities SSAGO participates in. We will be mostly craft activities and some walks around the new forest. We will be doing some pioneering on the Saturday but no adventurous activities will be taking place.**

| ***PART A*** | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**<br><br>**(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | | | **Residual** | | | **Further controls (use the risk hierarchy)** |
| | | | **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **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 comittee 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** | |

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| | | | **Likelihood** | **Impact** | **Score** | | **Likelihood** | **Impact** | **Score** | |
| Manual Handling | If individual(s) attempt to carry or move something dangerously, they could harm themselves e.g back injury | People carrying heavy loads or moving equipment | **2** | **3** | **6** | All manual handling tasks should be dynamically risk assessed before attempting them to limit risk of harm. This may include if the task is too dangerous, the task should be avoided entirely. As part of the dynamic risk assessment control measures should be put in place. Relevant measures may include: use equipment to limit the risk of harm (e.g. trolley), increase the number of people moving the load, or split the load up into smaller more manageable loads. | **1** | **3** | **3** | |
| Unsupervised use of campsite equipment/activities | The individual may hurt themselves by using the equipment e.g. falling over, cutting themselves | The individual using the equipment | **4** | **3** | **12** | Attendees will be given clear instructions at all points, especially around using equipment. Any equipment not currently being used, will be stored away securely and safely as appropriate for the equipment. | **2** | **3** | **6** | Staff will be reminded to continously dynamically risk assess, and if there are any causes of concern to deal with them before problems happen such as putting dangerous equipment away. Should it be necessary, activities can be stopped and emergency services called. |

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| | | | **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **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.<br><br>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 adaquetly made visible to all participants (Use of hazard tape, signage etc.)**<br><br>**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. |

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| **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.<br><br>Management to make sure firefighting equipment is available,<br><br>Fire buckets will be placed around the edge of the campfire & fire extinguishers are available on the campsite.<br><br>Keep any wood piles a safe distance from the fire to avoid anyone tripping on it and falling into the fire<br><br>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:<br>• Size of fire to reflect location, fires should not be allowed to get too big for the situation.<br>• Any persons collecting wood from the woodpile are to take care when collecting, cutting or snapping wood. | **3** | **2** | **6** | Anticipated wind direction to be considered and allowed for when setting up shelters & positioning woodpiles |

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| | | | | | | • No person to reach over fires or flames.<br>• All persons advised not to pick up burning wood.<br>After use fires to be left in a safe manner | | | | |
| Getting Lost | Becoming disorientated, Stress increase, Affects emotional wellbeing | All Involved | **1** | **2** | **2** | All participants are given detailed maps with postcodes.<br>The Management Team also provide their mobile numbers to the campers so when required the leader can make contact with us<br>**Participants will all have the camp lead's contact details incase it is needed.** | **1** | **2** | **2** | |

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| | | | **Likelihood** | **Impact** | **Score** | | **Likelihood** | **Impact** | **Score** | |
| **Parking/ Road Safety** | Cars hitting participants | All Involved | **2** | **5** | **10** | Campers are asked to use common sense when parking their vehicles.<br>Carpark clearly visible and signposted. Map of site with Vehicle entrance and route to/from the vehicle entrance made available to participants prior to the event | **1** | **5** | **5** | |

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| **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. |

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| **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:<br><br>Knives should be considered as a tool and treated as such.<br><br>Scouts can only bring a knife to a camp when instructed to do so by a leader.<br><br>When transporting a knife to camp Scouts should have their knife securely stored in the middle of a rucksack.<br><br>Upon arrival at camp all knives must be handed to a leader for safekeeping.<br><br>Scouts must gain permission from a leader before collecting and using a knife.<br><br>Knives, axes or saws must never be pointed at anyone, thrown, left unattended<br>or used in poor light. | **1** | **4** | **4** | |

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| **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.<br>This includes:<br>○ Checking the matting for trip hazards<br>○ Checking the electrical equipment is safe and correctly set up<br>○ Ensuring the fire exits are clear<br>○ Having access to fire fighting equipment and a means to alert campers.<br>○ Having access to a first aid kit<br>If there is an incident in the Entertainment Zone the Management Team will dynamically risk assess the situation and take appropriate action.<br><br>Action that may be taken includes:<br>○ Evacuating the area either via the main entrance or emergency exits.<br>○ 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.<br><br>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** | |

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| **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.<br>Any refrigerated food to be stored in a secure cool/ice box to prevent it spoiling.<br>Waste to be disposed of into centralised bins at the end of each day or before completing an off-site activity.<br>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.<br>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.<br>Move to indoor space on site, or back at Scout HQ.<br>Call for early collection, |

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| | | | **Likelihood** | **Impact** | **Score** | | **Likelihood** | **Impact** | **Score** | |
| Cold Conditions | Poor weather conditions leading to hypothermia in extreme cases | All Involved | **3** | **2** | **6** | Scouts to bring appropriate kit suitable for cold conditions (these are on the kit list).<br>Wet weather plan in place (suitable indoor activities and dry space have been planned/booked)<br>Kit check in place before off-site activities to ensure Scouts have provisions (e.g. coat, jumper) for cold weather.<br>Kit check in place before camp to ensure all mandatory kit is brought on camp. | **3** | **1** | **3** | Follow wet weather plan based on the conditions. |
| Windy Conditions | Poor weather conditions leading to loss of equipment, tent damage etc. | All Involved | **3** | **2** | **6** | Scouts to bring appropriate kit suitable for windy conditions (these are on the kit list).<br>Wet/Windy weather plan in place.<br>Kit check in place before off-site activities to ensure Scouts have provisions (e.g. coat, jumper) for windy weather.<br>Kit check in place before camp to ensure all mandatory kit is<br>brought on camp. | **3** | **1** | **3** | Follow wet/windy weather plan based on the conditions |

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| | | | **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)<br>A tick remover to be put in main the first aid kit.<br>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. |
| **Organized 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.<br>Driver to choose safe drop-off/pick-up points. Always enter and exit on pavement side.<br>All baggage to be stowed safely to avoid tripping. | **2** | **2** | **4** | |
| Road Traffic Collision | General Injury (Cuts, bruises, concusions) | All Involved | **2** | **5** | **10** | All to wear seatbelts.<br>Stop every 4 hour of driving to avoid driver fatigue. Leaders to visually check all scouts are wearing seatbelts.<br>Mobiles available and charged at all times to call emergency<br>services if needed. | **1** | **5** | **5** | |

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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 | |
| Vehicle Break Down | Travelling on the minibus. | All Involved | **2** | **2** | **4** | Visually check the vehicle's condition before travel.<br>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)<br>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.<br>Leaders to brief young people on the expected behaviours before setting off.<br>A separate leader to travel in the minibus and monitor young people.<br>All to stay in seat with seatbelt on at all times. | **2** | **3** | **6** | |
| Cooking | | | | | | | | | | | |

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| 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.<br>Do not use same equipment for regular meals and allergen free meals.<br>If a patrol contains a Scout with an allergy, the patrol will cook without that allergen.<br>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.<br>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.<br>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. |

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| | | | **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** | |
| Pioneering | | | | | | | | | | |
| Use of heavy poles | Concusion, bruises | All participants | **3** | **3** | **9** | All participants will be made aware of the potential risks, and when poles are being moved everyone in the vicinity will be given a verbal warning. | **1** | **3** | **3** | |
| Use of rope | Rope burns<br>Miss use by participants (injury to others) | All Participants | **3** | **2** | **6** | Quality of rope will be assessed before hand and any rope that could potentially cause harm when handling will not be used.<br>Any participant miss using equipment will be excluded from the activity. | **1** | **2** | **2** | |
| Arts and Crafts | | | | | | | | | | |

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| Sharp tools (scissors, needles, knifes etc.) | Cuts, stabs, punctures | All participants in the vicinity | **2** | **5** | **10** | Participants will be briefed on prober use and handling of sharp tools prior to use. Any miss use or dangerous behaviour will result in the immediate removal of the participant from the activity | **1** | **5** | **5** | |
| Harmful liquids (paints, glues, dyes, solvents etc.) | Consumption resulting in illness, potential for glue to threaten airways/ restrict mobility both externally and internally | All participants handling potentially harmful liquids | **2** | **4** | **8** | | **1** | **4** | **4** | |
| Hike/ walk | | | | | | | | | | |
| Getting lost | Emotional distress, potential risk of being impacted by adverse weather more than expected. | All participants | **2** | **2** | **4** | All participants will be briefed on the route beforehand. The organizer of the walk/ hike will keep regular head count and make sure all participants stay within a reasonable distance. | **1** | **2** | **2** | |
| Trips falls | Sprains, cuts, bruises, concusions | All participants | **3** | **4** | **12** | All participants will be wearing appropriate footwear for the walk/ hike. Any potentially hazardous terrain will be avoided or in unavoidable circumstances will be traversed with caution at the discretion of the organiser. | **1** | **4** | **4** | |
| Adverse weather | Hyperthermia, Hypothermia, Emotional distress | All participants | **2** | **2** | **4** | Weather forecast will be checked before the activity and if the weather is particularly unfavourable the activity will be changed/ aborted. Similarly if weather changes during the activity the organizer will determine if it is safe to continue of whether the activity must be aborted. Exit options will be assessed on a route by route basis. | **1** | **4** | **4** | |

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| 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.<br>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. |

**Risk Assessment Action Plan**

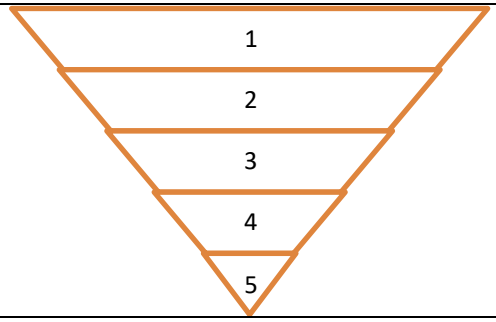
***PART B – Action Plan***

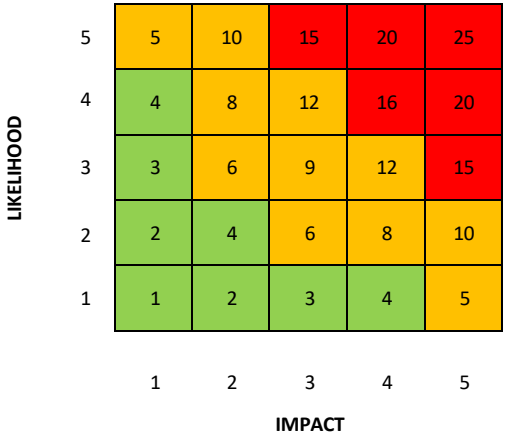
| Part no. | Action to be taken, incl. Cost | By whom | Target date | Review date | Outcome at review date |
|---|---|---|---|---|---|
| 1 | Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information) | Matthew Pownall | 23/10/26 | 28/10/26 | |
| 2 | Trip itinerary and details of campsite/travel shared with all participants | Bryony Gardner | 23/10/26 | 28/10/26 | |
| 3 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines | Matthew Pownall | 23/10/26 | 28/10/26 | |
| 4 | Organisers to check and pack a first aid kit | Daniel Isard | 23/10/26 | 28/10/26 | |
| 5 | Organizers Weather check | Matthew Pownall | 23/10/26 | 28/10/26 | |
| 6 | Ensure all participants are aware of travel plans ensuring no one gets lost/ left behind | Bryony Gardner | 23/10/26 | 28/10/26 | |

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| Responsible committee member signature:<br>Print name: James Hayes Date: 16/10/26 | Responsible committee member signature<br>Print name: Matthew Pownall Date: 16/10/26 |

## Assessment Guidance

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|---|---|---|
| 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 |




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 | | |
|---|---|---|
| 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. |