

Risk Assessment			
Risk Assessment for the activity of	Southampton University Christian Union weekend away	Date	20/8/2025
Group name	Southampton University Christian Union	Assessor	
Supervisor	Elijah Brown	Signed off	N/A, please upload to groupshub for digital sign-off by SUSU Activities team

PLEASE USE THIS SECTION TO UPDATE/AMMEND/ADD ANY INFORMATION REQUIRED. IF YOU HAVE ANY FURTHER QUESTIONS REGARDING YOUR RISK ASSESSMENT PLEASE CONTACT XXXXXXXXXXXXXXXX FOR FURTHER INFORMATION.

PLEASE NOTE AS A COMMITTEE IT IS ESSENTIAL THAT YOU HAVE A RISK ASSESMENT IN PLACE PRIOR TO ANY ACTIVITY OR TRIP

You must register your trip/tour abroad with SUSU here - <https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Trips-and-Tours.aspx>

PLEASE ADD THE FOLLOWING INFORMATION:

- Where are you going?
- Where are you staying?
- How many people are going on the trip?
- Ensure you have a few key phrases printed on laminated card to take with you in case of an incident (we've broken down, there has been an accident etc.)
- Ensure you have the local British Consulate number for the country you are in available – they will able to support if there is an incident (translation etc.)

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We are going to the Isle of Wight, staying at [Urban Saints Westbrook](#). We plan to leave in two groups on the Friday (one around lunchtime and another after 5 for those with later lectures). We will meet at the Southampton Passenger Terminal Port, to then go on a Red Funnel ferry over to the Isle of Wight. When we are there we will be taken by a pre-booked coach to our accommodation (Urban Saints Westbrook) where we will stay for the duration of our trip, till we leave around midday on the Sunday. The maximum number of people that could attend are 104, however last year there were only 90 people.

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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)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
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 • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here

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Individuals getting lost while on the trip.	Missing the coach/ferry 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. 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 phone numbers of the committee members in attendance have been given to everyone on the trip. The committee will keep everyone together and periodically conduct group counts at important sections of the trip (i.e. coach travel, hostel check-in and check-out).

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Transport: Cancellation/Diversions	Students not reaching intended destination	- Students	3	1	3	<ul style="list-style-type: none"> Committee to review ferry times and any potential cancellations/diversions prior to the trip 	3	1	3	<ul style="list-style-type: none"> During the trip, the committee to regularly review ferry times to check for any possible cancellations and diversions.

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Traffic- accident or collision	Death or major injury	<ul style="list-style-type: none"> - Students - Members of the Public 	1	5	5	<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 UK • Verbal warning of risk • Encourage students to use pedestrian crossings wherever possible 	1	3	3	<ul style="list-style-type: none"> • Should injury occur, Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here
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						<ul style="list-style-type: none"> Encourage students to travel in appropriate group sizes to ensure no large groups are formed Walks on foot will be planned to avoid fast 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

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Risk of Violent Crime, harassment and/or abuse	Accident and or injury	<ul style="list-style-type: none"> Students Members of the public 	2	5	10	<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 	1	5	5	<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 Committee to complete SUSU Incident report as soon as possible – available here
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						<ul style="list-style-type: none"> 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 				

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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 . 	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

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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

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Inappropriate behaviour – from others or students	Distressed students, members of the public	<ul style="list-style-type: none"> - Students - Members of the public 	2	3	6	<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 	1	3	3	<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 - Committee to complete SUSU Incident report as soon as possible – available here

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Incident- Experience of terrorism	Distress, serious injury, fatality	Students Public Wider student community etc	2	5	10	<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 • In case of an incident follow Run, Hide, Tell guidance. follow the advice of in-country emergency service 	1	5	5	<ul style="list-style-type: none"> • 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
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						<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 				

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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 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) 	1	5	5	<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 Committee to complete SUSU Incident report as soon as possible – available here
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						<ul style="list-style-type: none"> Each participant to have at hand details of local consular office and list of local emergency phone numbers Regular checks with travel company prior to departure 				

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Medical Emergency	Participants may sustain injury due to; pre-existing medical conditions, an incident whilst travelling, or as a result of a poor response to a previous medical situation.	Student participants	3	5	15	<ul style="list-style-type: none"> • advise participants; to bring their personal medication, what numbers to ring in an emergency, and that the priority is to first seek medical attention in country (not to call home first!) • Advice participants to bring enough medication for trip duration and include ingredients list, packaging (to support in country medical team if required) • Next of kin and medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guidelines 	2	5	10	<ul style="list-style-type: none"> • Encourage participants to Check legal restrictions on import /export controls on medications • Should an incident 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
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						<ul style="list-style-type: none"> Organisers to familiarise self and brief participants on local medical facilities 				

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Drowning	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) Swimming at night to be avoided 	1	5	5	<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 Committee to complete SUSU Incident report as soon as possible – available here Ongoing dynamic risk assessment taking into account location and weather
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PART B – Action Plan

Risk Assessment Action Plan

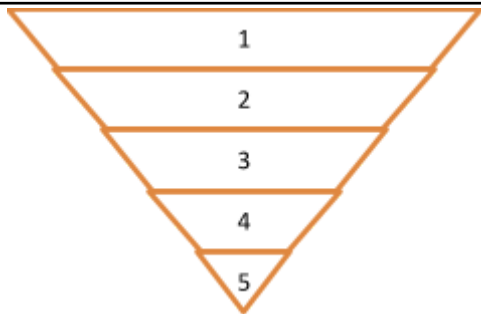
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
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1	Before booking trip organisers to investigate country information and region safety via government FCO Website- https://www.gov.uk/foreign-travel-advice	Elijah Brown	17/8/2025		The Isle of Wight is in England
2	Organisers to ensure appropriate travel insurance has been secured by/for each participant	SUCU Committee	17/8/2025		Urban Saints has a £20,000,000 PUBLIC/PRODUCTS LIABILITY insurance
3	Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information)	SUCU Committee	20/10/2025		
4	Trip itinerary and details of hotels/flights shared with all participants	Eleanor Hutchinson	24/10/2025		
5	Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines	SUCU Committee	20/10/2025		
6	Organisers to check and pack a first aid kit	SUCU Committee	23/10/2025		
7	Organisers Severe Weather and Natural Disaster Check prior to departure	SUCU Committee	23/10/2025, 24/10/2025		
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	Eleanor Hutchinson	30/8/2025		
9	Ensure you have a few key phrases printed on laminated card to take with you in case of an incident	SUCU Committee	22/10/2025		
Responsible committee member signature: Elijah Brown Print name: ELIJAH BROWN			Date: 17/8/2025	Responsible committee member signature: Amy Lang Print name: AMY LANG	
				Date: 18/08/2025	

Aessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

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

Risk process

- Identify the impact and likelihood using the tables above.
- Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
- If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
- If the residual risk is green, additional controls are not necessary.
- 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.
- If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
- Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
- 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

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

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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.