

RISK ASSESSMENT FORM RA1

To be read with SCoP02 'Risk Assessment' setting out how the form should be completed and the University approach to risk assessment. Please ensure you are **competent** to carry out the assessment, if you have any doubts please seek advice from your line manager. Once completed, the control measures must be adhered to and the form placed in the local Risk Assessment Register. For further guidance, please refer to the guidance document Risk Assessment SCoP2.

Activity being assessed:	Field Trip to London				Reference no:	REF
NEW ASSESSMENT	X	RISK ASSESSMENT FOR EXISTING ACTIVITIES			RISK ASSESSMENT REVIEW	
Location:	Worcester- London return trip				Assessment date:	DATE
Assessment carried out by (name / job title):	NAME				Signature of Risk Assessor	

Likelihood	Guide Description	Chance
5	Almost certain/imminent	>90%
4	Probable – a strong possibility of it happening	50%-90%
3	Possible – it may happen or it may have happened before	10%-50%
2	Unlikely - could happen but unusual	3%-10%
1	Rare – highly unlikely to occur	<3%

Severity	Guide Description
5	Catastrophic - fatality, multiple injuries
4	Major – significant injury, hospitalisation
3	Moderate - injury requiring further treatment, lost time
2	Minor - first aid injury, no lost time
1	Negligible – insignificant injury

Likelihood (L)	Severity (S)					
	1	2	3	4	5	
	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

Risk Rating (RR)	Action
High Risk	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
Medium Risk	Determine if further controls are required to reduce risk to as low as is reasonably practicable
Low Risk	No further action, keep under review

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Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Residual Risk		
			L	S	RR		L	S	RR
Emergency situation- e.g. Acts of terrorism	Physical injury to staff and Students	Students will be supervised throughout the trip. Students have been asked to stay with the group for the duration of the trip. Group leaders (staff) will evacuate the area as instructed. Staff will monitor risk and safety for the duration. Staff will have a mobile to hand and students are asked to bring means of communication. Any threats, unusual activity or danger will be reported to 999 in the first instance.	1	5	5				
Coach accident	Injury to all parties (students and staff)	Qualified coach driver/competent company. Make sure all students and staff are wearing seat belts and regular monitoring will be in force.	2	3	6				
Lost students	Mental/physical harm to student and staff.	A contact phone number given out for students to call on the day in the event they are separated from the group. Working in groups. Terms and conditions on information sheet state that students must stay with group. Staff to keep registers, head counts for each activity/event. Asking for contact numbers and agree on 'meet point' at each place.	3	1	3				
Allergies and medical conditions for students or staff	Small -to-high allergic reaction or any other affect from a pre-existing condition (e.g. diabetic, asthmatic, etc.)	Information of all allergies and medical conditions are given to staff members before the trip occurs. Staff to ask students to bring medication and to check food, etc. for allergens.	2	2	4				

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		Emergency contact numbers to be given in advance. First aiders are at each place.						
Other first aid issues (e.g. trips and falls)	Injury (small- to-high). Cuts, blisters, etc. Staff or students.	Asked students to wear sensible clothing and shoes in their information letter that was given out in advance. First aiders at each place and on coach. Emergency contact numbers given.	2	2	4			
Crossing busy roads	Pedestrian accident Staff or students	Group staying together at all times. Coach will be dropping the group off near to the places being visited. Ask coach driver to drop off on the correct side of the road where possible. Use pedestrian crossings where available.	1	4	4			
Abuse from public	Injury and/or distress to students and/or staff	Group staying together for the duration of the trip. Students asked to be mindful of the public, act in a professional manner and to exercise common sense to mitigate this risk.	1	1	1			
Extreme weather	Hyperthermia, issues with snow, heatstroke, etc. Staff or students	As this visit is at the start of November, it is unlikely to be an issue for extreme weather. Group leader to monitor weather beforehand. Students asked to wear sensible items of clothing beforehand.	1	1	1			

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Action Ref	Action required	Who is responsible?	By when?	Date completed
Allergies	Staff to ask students to bring medication and to check food, etc. for allergens. Emergency contact numbers to be given in advance of leaving.	NAME- Trip leader	Before the trip.	
First aid	Check that there is a first aider at the Museum of brands, packaging and advertising AND the Best for Britain company in London. Also check that there is a first aid kit on the coach.	NAME – Trip leader	2/11/2018	1/11/2018