

General Risk Assessment Form

RA1

University of Cambridge, general risk assessment form

Title of project / experiment / activity [REDACTED] spring field trip, "Alternative Technologies in Wales" (27 students and 3 members of staff)	
Location of activity Travel to mid-Wales and site visits (see attached itinerary)	Start and end dates 26-29 March 2019
Brief description (or attach procedure / protocol) See attached itinerary. Travel to Aberystwyth by coach (26 March). Site visits to the Centre for Alternative Technology as well as an anaerobic digestion (AD) plant, a hydroelectric plant, and a wind farm. Travel back to Cambridge by coach (29 March).	

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk low, medium or high ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Travel to destination and in the vicinity of the field trip location in poorly maintained coach with incompetent or tired driver	Death or serious injury – increased risk of accident on roads Personal injury getting out of coach into path of traffic.	Medium/ High	<ul style="list-style-type: none"> Using a reputable coach company, part of University approved supplier list, which has been used before and, in our experience, has excellent drivers and coaches. Coach driver will park in suitable location and students will be reminded to take care when entering or leaving the coach. All told to wear seatbelts in coach at all times. Staff will be prepared not to use coach if the driver or coach appear unsafe. 	
Extreme coldweather – snow or ice causing road closure or accident	Death in serious road accident, or hypothermia if road is closed and stuck on coach	Medium	<ul style="list-style-type: none"> Staff will check weather forecast and change itinerary or abort field trip if necessary 	

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Visits to: <ul style="list-style-type: none"> • Severn Trent Water AD Plant, Coleshill • Centre for Alternative Technology – • Rheidol Hydropower Station • Canolfan Hydrogen • Visit to Rheidol Wind Farm 	Injury through slips, trips and falls, contact with machinery or site vehicles.	Medium	<ul style="list-style-type: none"> • Site guides will be responsible for safety of staff and students during visit • Safety equipment (hard hats and high visibility vests) will be provided by Severn Trent for the tour. • Students asked to wear sturdy footwear • Students given additional safety information for Hydropower station tour (see attached sheet) 	
Straw bale building activity at Centre for Alternative Technology – manual handling of bales and presence of allergens in straw	Injury through slips, trips and falls. Injury during straw bale handling. Allergic reaction and breathing difficulties or worse		<ul style="list-style-type: none"> • Building activity will be led by competent person from CAT. • Students will be warned this could bring on asthma attack/allergy and alternative activity will be found for any who suffer with asthma/straw allergy 	
			<ul style="list-style-type: none"> • 	
Poor Behaviour of students causing during site visits or building activity	Injury to self or other members of the trip	Medium	<ul style="list-style-type: none"> • All advised to act sensibly, take care and listen to instructions given by staff. • Staff will ask the individual(s) to leave the field trip if they are putting people at serious risk 	
Fire, carbon monoxide poisoning, electrical shock in hotel.	Could result in injury, illness or death	Medium	<ul style="list-style-type: none"> • Staff to familiarize themselves with location of fire escape routes, fire extinguishers, how to raise alarm in hotel and brief students 	
			<ul style="list-style-type: none"> • 	

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Crime – theft of personal item	Students upset/ unable to continue on field trip due to lack of funds	Low	All advised to maintain good personal security measures – i.e. keep valuable with them or in secure safe in hotel, and not to leave them lying around.	
Medical Emergency – student or staff member taken ill due a pre-existing condition	Worsening of condition if medical emergency not dealt with correctly or quickly.	Low	<ul style="list-style-type: none"> • All asked prior to trip if there are any existing medical conditions, health needs or first aid issues that we should be aware of. • Emergency contact numbers given to all. • Students/staff advised to ensure personal medication needs are met. • Staff aware of medical services and contact numbers in Aberystwyth area. (Details attached) 	
Catering	Food allergies/food poisoning resulting in illness	Low	<ul style="list-style-type: none"> • Special dietary requirements known and sent to hotel and Centre for Alternative Technology. • Inform students when catering is provided and when they are supposed to purchase their own food. • Ensure students are able to wash their hands before eating food. 	
Poor timekeeping or becoming lost – student left behind and unable to continue with fieldtrip and/or deal with problems caused by being left behind	Stress and/or physical problems	Low	<ul style="list-style-type: none"> • Staff will count students on and off the bus • Staff have mobile phone numbers of students if carrying a phone. • Staff have students' local emergency contact details (when applicable). • Students asked to stay with the party unless given clear instructions by staff. • Emergency contact details given to students and, if there is no phone signal, students to return to coach, hotel or site visit HQ for assistance 	

Important! It is essential to check regularly that control measures specified in this risk assessment document are actually being used in practice. Any specialist emergency or first aid procedures should be specified here.

If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here

Attachment 1 - Example field trip Itinerary
Attachment 2 - Example Field Trip Health and Safety Instructions
Attachment 3 - Example field trip Emergency contact numbers

Is special monitoring (e.g. hearing test, eye test, health surveillance) required? If so, please enter details and also contact the University Occupational Health Service.	What personal protective equipment (PPE) is required (e.g. overalls, gloves, respiratory protection, eye protection)? You must ensure that any PPE specified is suitable for the purpose. PPE provided by sites being visited. Students asked to wear sturdy footwear at all times
N/A	

Please complete this section to confirm that this constitutes a suitable and sufficient assessment of risk.

Name of assessor:	Signature:	Date:	Name of supervisor:	Signature:	Date:
██████████	██████████	01/03/2019	██████████	██████████	27/02/2018

This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant safety technologies. It should also be reviewed when new people are involved, or after an accident or incident has taken place.

Reviewed by (name)	Signature	Date	Indicate changes here ⁵

¹ A list of hazards is provided below to help you, but this may not be exhaustive. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form - please ask your Departmental Safety Officer or the University Safety Office for further advice.

High or low temperatures	High pressures	Chemical hazards	Biological hazards	Genetically Modified Organisms	
Ionising radiations	Lasers	Sharp objects	Dusts	Work at heights	Animal houses
Magnetic fields	Machinery hazards	Electricity	Manual Handling	Noise	Vibration
Falling objects	Collapsing structures	Flooding	Slips, trips and falls	Asphyxiant gases	Flammable gases

² Please explain how an accident, incident or health condition could arise. We must consider all events which are *reasonably foreseeable*.

³ Please see the health and safety risk assessment handbook for further guidance on levels of risk.

⁴ When deciding on suitable control measures, you should ensure that you are complying with all relevant University policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are 'reasonably practicable' to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved.

⁵ If changes are extensive, you will need to complete a whole new form, or attach a written amendment. If there are no changes say so.