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| Prifysgol **BANGOR** University EXAMPLE RISK ASSESSMENT  |  |

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| **Risk Assessment (RA) Title****Remember to complete Footer details** | ACADEMIC TRIP to A EUROPEAN CITY CENTRE |  | **Date RA Created and/or Reviewed** | August 2023 |  | **Version Number** | 2 |

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| **Summary of Activity RA Covers** |
| Trip by 28 third year history students and two members of staff to Krakow and Berlin to visit historical places of interest and sightseeing. The trip is from 20th May to 27th and has been arranged through Travel Bound who arrange educational trips.Further guidance is available on the [HSS Website – Fieldwork](https://www.bangor.ac.uk/hss/inflink/fieldwork.php.en). |

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| **Location(s) RA Covers** | Krakow and Berlin | **Person(s) RA Covers** | Students and staff attending trip |
| **College / Service** | College  | **School / Section** | School  |
| **RA Assessor(s)** | Academic Supervisor | **Contact Details** | 01248 35 11 51 |

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| **Actions to be Reviewed By** | Academic Supervisor |  | **Next RA Review Date** | Review before further similar trips |

**NOTE: Arrangements must be in place to communicate new and / or revised Risk Assessments to relevant persons.**

**Older versions must be removed from use (e.g. Folders, Website, My Bangor, Blackboard, Notice Boards) and filed for future reference/archive.**

| **Ref No** | **What are the Hazards?** | **Who/What is at Risk?** | **Existing Controls** | **Further Controls** | **Action By** | **ActionComplete** |
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|  | **Travel** – unfamiliarity with local customs / hygiene / standards, use of unsuitable transport, risks to personal safety due to unfamiliarity with local area | Students, staff | * Flights booked with Easy Jet
* The University provides free Travel Insurance for staff and students on University related activities
* UK and European transport prearranged with Travel Bound to ensure suitable providers used with appropriate licences, insurance, coaches fitted with seatbelts
 | 1. Monitor Foreign, Commonwealth & Development Office (FCDO) Website and cancel trip if advised by FCDO
2. Remind all participants to complete University on-line Travel Insurance and confirm that this has been done for each participant
3. Provide travel and hotel details to all participants
4. On arrival remind participants of areas and activities to avoid, need to use public transport / local taxis if visiting places without a guide
 | Event Organiser““Staff on Trip |  |
|  | **Accommodation** – ill health or injuries if accommodation unsuitable / unsafe  |  | * Accommodation booked through Travel Bound to ensure standards (eg Insurance, Local Licensing Rules) met
* Confirmed all accommodation has some type of ‘Rating’
 | 1. Check accommodation suitable on arrival - if required seek alternative hotel
 | Staff on Trip  |  |
|  | **Welfare** – injuries, ill health if unprepared for trip, unfamiliarity with local customs / standards of hygiene & safety, personal safety due to lack of knowledge about areas to visit / avoid | Students, staff | ***See Travel above**** Tour Guides with local knowledge arranged through Travel Bound or hotel
* Two members of staff attending trip
* Three students nominated as Party Leaders
* Participants asked to inform organizer in confidence if they have specific needs which require consideration
* Pre-trip, group advised of specific arrangements they are responsible for, any differences (eg cultural / personal safety) and what action to take to address these
* During free time group advised to / about:
* Stay in pairs or groups
* Places to visit and those to avoid
* Carry mobile phone, but keep ‘valuables out of sight’
* Take hotel and emergency details
* Staff & Party Leaders have all contact details
 | ***See Travel above***1. Inform participants of arrangements they are responsible for eg cash, food / drink, remembering personal medication (eg insulin), wearing / taking suitable clothing for predicted weather and activities
2. If ‘declared’ establish and implement arrangements to support individual needs
 | Event Organiser“ |  |
|  | **Accessibility** – distress if access / travel arrangements unsuitable and individual excluded | Students, staff | ***See Welfare above**** Accessible transfer coaches / transport requested as standard
* If needed, Travel Bound asked to confirm suitable accessibility provisions in place
 | ***See Welfare above***1. On arrival (if required) confirm on-site arrangements such as Refuge Points and discuss with individual(s)
 | Staff on Trip |  |
|  | **Emergencies** – dealing with ill health, injuries, accidents / incidents | Students, staff | ***See Welfare and Travel above**** Participants reminded to arrange personal travel insurance if planning on carrying out high risk activities in free time and / or if they have heightened medical needs
* Emergency contact details will be collated and issued as required
 | ***See Welfare and Travel above***1. Remind participants to take copies of all relevant Travel Insurance information
2. Complete Trip Registration Form
3. Take copy of Form on Trip and leave a copy with appropriate person (eg Main Arts Security Lodge) in Bangor
4. Inform participants of emergency arrangements and contact details
5. On arrival establish emergency arrangements in hotel and inform group
 | Event Organiser“““Staff on Trip |  |
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