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

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| **Risk Assessment (RA) Title****Remember to complete Footer details** | DAY SUPERVISED Field TRIP to A LOCAL SANDY BEACH TO TAKE SAMPLES OF LOCAL PLANT LIFE AND to attend a kite surfing tutorial |  | **Date RA Created and/or Reviewed** | August 2023 |  | **Version Number** | 3 |

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| **Summary of Activity RA Covers** |
| A day trip to a local sandy beach to take samples of local plant life in the sand dunes and during which students will be given the opportunity to participate in a kite surfing tutorial provided by a local Surf School. Staff and student helpers will be appointed to supervise the 30 participating students.The trip is planned for 10th October, between 9am – 6pm. A local coach provider and / or minibuses will be used to transport staff and students to the beach.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** | Local Sandy Beach | **Person(s) RA Covers** | Students and staff attending trip |
| **College / Service** | College  | **School / Section** | School |
| **RA Assessor(s)** | Fieldwork Leader | **Contact Details** | 01248 35 11 51 |

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| **Actions to be Reviewed By** | Fieldwork Leader |  | **Next RA Review Date** | Review before further similar field 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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|  | **Location** – injuries, ill health if location is unsuitable for participants or activity | Students, staff involved in trip | * Fieldwork Leader (FL) will research the site through a pre-trip visit or desk top exercise.

To include a review of hazardous local flora and fauna eg ticks, snakes, potential restrictions on site and samples to be taken (eg protected), emergency provisions | 1. Pre-trip provide participants with relevant site information eg long, steep walk, hazardous flora / fauna
 | FL |  |
|  | **Adverse / Changeable Weather** – injuries / ill health / travel delays due to poor weather conditions | Students, staff involved in trip | ***See Participant Competence / Welfare**** Trip cancelled before and / or during the trip if predicted weather causes a concern
* Participants advised if need to consider weather eg sun block, waterproofs, change of clothes if heavy rain forecast
 | ***See Participant Competence / Welfare***1. Monitor weather for before / during and immediately after trip (in case of delays)
 | FL |  |
|  | **Competence of Fieldwork Team / Persons Supervising Activities** – injuries / ill health if supervisors inexperienced / unprepared for site or activity  | Students, staff involved in trip | * FL will select sufficient number of competent supervisors ‘Team’
* ‘Team’ will have experience of planned activities; or similar and will be sufficient for participant competence and numbers and to ensure learning and teaching outcomes and health, safety and welfare needs are met
* Checks made of 3rd Party Suppliers to confirm Insurance, Risk Assessment, Accreditations
 | 1. Appoint suitable ‘Team’
2. Pre-trip undertake checks of Surf School and confirm supervision arrangements, specialist equipment and training Surf School will provide and what participants are expected to arrange
 | FL“ |  |
|  | **Participant Competence** / **Welfare / Health Needs** – ill health / injuries if participants inexperienced / unprepared for site or activity  | Students, staff | * FL will assess previous experience of students. This will direct supporting ‘Team’: numbers and experience
* Fieldwork Participant Forms issued and reviewed before module / trip as required
* Participants encouraged to speak to FL if concerned about their ability to participate
* Where individual health needs identified by Participant Forms[[1]](#footnote-1), FL will, if possible, make adjustments to support the ‘needs’
* Participants informed about nature of location, activity details, physical demands and arrangements they are responsible for so they can decide about ability to participate
* Limited physical activity needed to take samples. Only small hand tools used
 | 1. Issue and review Participant Forms
2. Confirm if toilets etc available at site. If not establish nearest public toilets in case ‘rest break’ needed before arrival
3. Remind students of trip details, physical demands and arrangements they are responsible for eg one hour walk up hill, waterproofs, walking boots, taking their own food and drink, no on site toilets, remembering medication
4. If ‘declared’ establish and implement arrangements to support individual needs
 | FL“““ |  |
|  | **Accessibility** – distress if access / travel arrangements unsuitable and individual excluded | Students, staff | ***See Participant Competence above**** Accessible transport (coach, minibus) booked as standard
 | 1. If ‘declared’ establish and implement adjustments to ensure trip ‘inclusive’
 | FL |  |
|  | **Transport** – road traffic accident resulting in injuries / fatality  | Students, staff, Driver, Road Users, Pedestrians | * Local transport company used that regularly provides coach service to University
* No alcoholic drinks allowed on coach
* Passengers instructed to remain seated and wear seat belts (if available) whilst the vehicle is moving
* Aisles and exits to be kept clear at all times
* If using minibuses, every effort made to use Students’ Union vehicles or seek their advice about suitable hire company
 | 1. Arrange pick / up drop off time and location, inform participants of details
2. If staff / students driving minibuses ensure Minibus Safety Policy complied with ie MIDAS trained, driver age (25 minimum) and minibus capacity restrictions, displaying of small bus permit in vehicles
3. If using minibuses arrange University vehicle insurance via Finance Website
4. Complete Trip Registration Form (copy held on trip, Security and School contact)
 | FL“““ |  |
|  | **Manual Handling** – ill health, injuries carrying materials and equipment to / from site | Students, staff | * Team will assess amount of kit that needs to be taken if weight could increase ie bringing samples back
* Team will arrange boxes, trays, trolleys to carry samples as needed
 | 1. On-site brief participants in good lifting techniques ie use rucksacks, team lifting, splitting loads, asking for help
 | FL / FL Team |  |
|  | **Slips, Trips and Falls –** whilst accessing, moving around site eg uneven terrain, rocky paths, low level rocks, pot holes | Students, staff | ***See Participant Competence / Welfare above*** * Participants advised about suitable footwear
* Fieldwork Team will check participants are wearing suitable footwear
 | ***See Participant Competence / Welfare above*** |  |  |
|  | **Taking Samples** –injuries from contact with objects in ground, ill health from contact with contaminated soil / water eg tetanus | Students, staff | * Participants advised of good hygiene eg cover cuts, clean hands before eating / drinking
* Participants informed if tetanus needed
* Disposal gloves provided when handling plants, digging in soil
* Small hand tools provided to dig in soil
 | 1. Take antibacterial wipes / hand gel
 | FL |  |
|  | **Being near / on Water** – ill health, injuries if fall and struggle in water, high winds causing unsafe conditions | Students, staff | ***See Adverse Weather above*** * FL will establish tide times before departure
* In ‘rough seas’ participants instructed to avoid shoreline when taking samples
* Surf Lines responsible for deciding if sea conditions are suitable for surf taster sessions and participant welfare during this ie supervision, training / instruction and surf equipment (includes life jackets)
 | ***See Adverse Weather above***  |  |  |
|  | **Emergencies** – dealing with ill health, injuries, accidents / incidents whilst on trip | Students, staff | ***See Participant Competence / Welfare above**** First Aid provisions provided on trip ie First Aiders amongst ‘Team’, First Aid Box taken
* Trip Registration Form prepared
* Checked phone coverage available at site
* Participants instructed to work in teams and be with others at all times
* Emergency contact numbers collated
 | ***See Participant Competence / Welfare above***1. Complete Trip Registration Form
2. Take copy of Form on Trip and leave a copy with appropriate person (eg Main Security Lodge) in Bangor
3. Inform participants of emergency arrangements and contact details
4. Register with [**‘emergencySMS’**](http://www.emergencysms.net/) so texts can be sent even if the phone signal is too poor to dial 999.
5. Download [**‘what3words’**](https://what3words.com/about-us/) app to establish your specific location.
 | FL / FL Team““ |  |
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1. Personal Data will be treated in accordance with College GDPR arrangements [↑](#footnote-ref-1)