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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Assessment (RA) Title**  **Remember to complete Footer details** | DAY TRIP to a low risk ENVIRONMENT / ACTIVITY |  | **Date RA Created and/or Reviewed** | Aug 2023 |  | **Version Number** | 2 |

|  |
| --- |
| **Summary of Activity RA Covers** |
| A day trip to a museum and if time permits, a ‘High Ropes’ Activity Centre. Twenty students and one member of staff will attend the trip. Liverpool can be easily travelled to / from in one day, transport has been arranged with a local coach provider.  Further guidance is available on the [HSS Website – Fieldwork](https://www.bangor.ac.uk/hss/inflink/fieldwork.php.en). |

|  |  |  |  |
| --- | --- | --- | --- |
| **Location(s) RA Covers** | Liverpool | **Person(s) RA Covers** | Students and staff attending trip |
| **College / Service** | Service | **School / Section** | ... |
| **RA Assessor(s)** | Trip Organiser | **Contact Details** | 01248 38 3847 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Actions to be Reviewed By** | Trip Leader |  | **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** | **Action Complete** |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Venue / Location** – injuries, ill health if venue is unsuitable or activities poorly managed | Students, staff | * Museum is a low risk ‘controlled’ public venue in a City Centre location with access to services etc * High Ropes Activity Centre is an established public facility and will have relevant accreditations, public liability insurance etc | 1. Monitor weather. In event of adverse weather cancel trip, informing all relevant persons if needed 2. Inform participants in a timely manner of specific trip information / arrangements eg predicted weather, long and steep walk from car park to Activity Centre, costs | Event Organiser |  |
|  | **Activity** – injuries, ill health if activities unsuitable or poorly managed |  | ***See Welfare below***   * Museum visit will consist of general walking around and looking at and possibly handling some exhibits * At High Ropes, Centre staff will supervise all ‘high ropes’ activities, adjusting activities according to participants ability * Centre will check participants are prepared (eg robust footwear) and supply specific activity equipment eg harnesses, hard hats * Staff will confirm arrangements pre-trip eg clothing / footwear at High Ropes Centre | ***See Welfare below*** |  |  |
|  | **Welfare** – injuries, ill health if unprepared for trip, facilities not available | Students, staff | * Museum and High Ropes Activity Centre have welfare facilities: toilets, café to purchase food and drink * Motorway Services available en-route * Staff will, in confidence try to establish specific individual needs which may require consideration eg medical | 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 activity 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 | * Participants asked to inform organizer in confidence if they have specific needs which require consideration * Accessible coach requested * Confirmed museum and general public areas at High Ropes Centre are accessible with suitable facilities available | 1. Contact High Ropes Centre if participant declares individual needs to establish if High Ropes Centre can cater for this 2. If individual is unable to join in at High Ropes Centre but wishes to participate in an activity seek an inclusive alternative 3. On arrival (if required) confirm on-site arrangements such as Refuge Points and inform individual | Event Organiser  Staff on Trip |  |
|  | **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 coach is moving * Coach aisle and exits to be kept clear | 1. Arrange pick / up drop off time and location with coach company 2. Inform participants of details | Event Organiser |  |
|  | **Emergencies** – dealing with ill health, injuries, accidents / incidents | Students, staff | ***See Welfare above***   * As public venues, Museum and High Ropes Centre will have emergency arrangements eg First Aid, Fire in place * Coaches carry First Aid Box as standard * Both venues in areas with easy access to emergency support / services | ***See Welfare above***   1. Complete Trip Registration Form 2. Take copy of Form on Trip and leave a copy with appropriate person (eg Main Arts Security Lodge) in Bangor 3. Inform participants of emergency arrangements and contact details | Event Organiser  Staff on Trip |  |
|  | | | | | | |
| **REMEMBER: 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.** | | | | | | |