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| **FIELD / OVERSEAS TRIP RISK ASSESSMENT** | |
| Trip Date: | Trip Leader Name and Mobile Number: |
| Venue / Location:  Support / Partner Network (if applicable): | Any other staff attending Name(s) and Mobile Number(s): |
| Accommodation Address and Telephone Number: | Number of students;  Overall Staff to Student Ratio, if applicable:  Advisable to notify British Consulate for multi-student overseas trips |
| First Aid cover for the trip – please see note \*\* at the end of the form | **Pre-requisites (prior to travel)**  Field Trip Approval (if faculty led field trip)  Staff please refer to staff intranet [Travelling Overseas](https://universityofwestminster.sharepoint.com/sites/Resources/SitePages/Travel%20overseas%20.aspx)  Students refer to FAQ,s on [Field Trips and Travelling Overseas](https://www.westminster.ac.uk/study/current-students/resources/fieldwork-and-off-site-working) |
| **Transport / Travel information**  Flights dates and times (Overseas trip only):  Road Arrangements: | **Evacuation and Repatriation Procedures (Overseas trips only).**  Local Hospital details:  Local contact details:  British consulate address and telephone number:  University Departmental contact during trip:  Out of hours UK emergency contact number (*ie* *department manager name and mobile number)*: |
| **Declaration by Authorised Signatory:**  I have reviewed this risk assessment and am satisfied that reasonable steps have been taken to minimise risk where appropriate. I authorise the travel as detailed within this document in accordance with the University Health and Safety policies and Guidance.  **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| ***For all UK field trips and overseas trips for Post Graduate researchers and PhD students your completed risk assessment must be approved by your supervisor / manager who should retain a copy. You can contact Safety, Health and Wellbeing for advice in completing the form at*** [***shw@westminster.ac.uk***](mailto:shw@westminster.ac.uk)  ***For all undergraduate and PGT overseas field trips please email your authorised risk assessment to*** [**goabroad@westminster.ac.uk**](mailto:goabroad@westminster.ac.uk) | |

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| **Activity:** |  | **Brief description of trip/:** | **Assessed By:** |  |
| **Dept./School:** |  | **Date:** |  |
| **Location:** |  | **Review Date:** |  |

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| **1. What are the hazards?** | **2. Who might be at harm and how?**  ***E, C, S, Mp, V, Em, Mp, Dp \**** | **3. Current control measures** | **4. Initial Risk Rating:**  ***H/M/L \**** | **5. Additional control measures (if required)** | **6. Action by whom?** | **7. Action by when? (Date)** | **8. Date done** | **9. Residual risk rating.**  ***H/M/L*** |
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**\* Please see overleaf for guidance on completing the risk assessment**

1. **Description of the work:** A general description of the work e.g. Teaching; Travelling; Workshop activities; Grounds Maintenance; Office Activities; Waste collection;
2. **Task or Process:** A brief description of the specific work being carried out e.g. use of workshop or laboratory equipment; using ladders for maintenance purposes; manual handling of materials; bulk waste collection etc. or the process being assessed.
3. **The Hazard(s):** A brief description of the potential for causing harm or loss e.g. moving parts of machinery; entanglement; contact with electricity, lifting heavy loads etc.
4. **Persons at Risk:** E = Employees; C = Contractors; V = Visitors; Mp = Members of the public; S = Students; EM = Expectant Mothers; DP = Disabled persons. The types and numbers of person at risk may impact the degree and likelihood of the risk.
5. **Existing Controls:** Considerations could include:- guarding; training; safe systems of work; segregation; safety equipment; examination and testing; emergency arrangements.
6. **Risk Classification:** In considering the likelihood of an injury or incident occurring the following potential contributory factors should be considered:-

* How frequent the work is carried out? A higher frequency may increase the risk.
* Whether those carrying out the work are more at risk e.g. a disabled person, an expectant mother, or someone with little experience.
* Are suitable tools and equipment available that are properly maintained?



* Has a safe system of work been established and implemented?
* Has suitable information, instruction and training been provided?
* Is there adequate supervision?
* Are the controls in place adequate or are additional controls required?

**Likelihood of occurrence Potential Severity of injury of financial loss**

**1. Improbable 1. None**

**2. Remote 2. Negligible**

**3. Possible 3. Minor**

**4. Probable 4. Major**

**5. Certainty 5. Fatal**

**Risk = Likelihood X Severity**

Using the values above determine the risk classification by multiplying the likelihood and the potential severity you consider appropriate and enter the result in the matrix above to obtain the risk rating: e.g. If you consider the potential harm to be major (4) and the likelihood to be remote (2) the risk classification is 4 x 2 = 8 which is classed as a “Medium” risk using the matrix.

**The risk assessment should be reviewed on arrival and during your visit according to the conditions at the time. It should also be reviewed again on returning to the UK and any lessons learned made available to inform future trips.**

**\*\*First aid provision is an important requirement. Host organisations may have provision but you must check this is available and sufficient. If the trip is being undertaken away from medical assistance then it is important that at least one member of the group has received training in Emergency First Aid.**