

Assessor: Natalie Thornborough

Assessed on: 1st March 2022 Approver: Natalie Thornborough

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Status:

Live

Department: All, Curriculum

Details: For any student visit to a LOW RISK venue where they will mainly be walking around, looking at exhibits or taking part in a low risk activity, e.g. computer use, crafts.
Examples include: museums, art galleries, shopping areas, cinemas, trade & career exhibitions, local parks & walking in urban areas.

Hazards and Controls:

Identified Risk				Residual Risk		
Item No.	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	Control Measures	Residual Risk
1	Travelling Use of mini bus - train - car or tram	Road traffic collisions Breakdown of vehicle Pedestrian/vehicle interaction	Staff and students	High 15	<p>Minibus - driver eligibility checked, procedure & guidance on incidents/checks/breaks, breakdown cover. Seat belts provided & must be worn.</p> <p>Hired coaches/minibuses with driver - reputable company to be used. Seat belts to be worn where fitted.</p> <p>College staff discouraged from using private cars for transporting students - however, if done, they must be registered on the CHRIS system (i.e. provided evidence of MOT, driving licence & Business Class Insurance). If transporting students under 18, safeguarding must be discussed with the Curriculum Leader/Head of Studies.</p> <p>Public transport - sufficient information given to students, according to their needs, to enable them to use the correct bus/tram/train safely on their own. If using public transport as a group, staff should try to keep all students within line of sight. If there is an incident, unexpected delay or changes, staff should check that all students are present.</p> <p>Some students may need supervision or instruction to cross roads safely - particularly if crossing in a group. Reminder may be required that using a phone/texting etc is a distraction and should not be done when crossing roads.</p>	Medium 8
2	Accidents Unexpected event, e.g. security alert, emergency evacuation.	Minor or serious injuries Distress from students & parents trying to contact them.	Staff and students	Medium 12	<p>In venues & at events, assistance should be sought from venue staff & security. For outdoor activities, e.g. walks, basic first aid materials should be carried - plasters etc are available on request from the Health & Safety Advisor. A full first aid kit is provided in the minibus. All staff should consider downloading the CitizenAid app onto their phone.</p> <p>Staff should make themselves, & students where appropriate, aware of the emergency routes & procedures of the venue. During any emergency, the instructions of venue staff and the emergency services must be followed. If evacuated, a headcount should be taken and everybody accounted for. Two meeting points should be agreed - one within the venue and one outside at some distance</p>	Low 6

VISIT TO A LOW RISK VENUE

Risk Assessment Number RA-00048-2

Title Risk matrix
Risk Calculator Type 2-factor
Risk Rating = Probability x Consequence

	Regularly occurs	Likely	Possible	Unlikely	Almost impossible
Death	25	20	15	10	5
Major injury	20	16	12	8	4
Absence	15	12	9	6	3
Minor	10	8	6	4	2
Negligible	5	4	3	2	1

Probabilities

Label	Description	Percentage
Regularly occurs	Event expected to happen on a regular basis	100%
Likely	Event will occur a few times in a year	80%
Possible	Event could happen	60%
Unlikely	Event not expected to happen	40%
Almost impossible	Event not expected to happen in many years	20%

Consequences

Label	Description	Percentage
Death	Fatality Permanent total incapacity, e.g. amputation of limb, loss of sight, brain damage	25
Major injury	Injury requiring prolonged medical treatment Permanent incapacity or disfigurement, e.g. reduced mobility RIDDOR major injury, e.g. fracture, loss of finger. Student/visitor taken to hospital after work-related accident	20
Absence	Absent from College for more than 7 days RIDDOR reportable as over 7 day injury or unable to carry out normal work duties	15
Minor	First aid treatment needed Minor property damage with no risk to H&S	10
Negligible	Slight injury or discomfort - no first aid or only plasters. No lost time from College	5

Rating Categories

Label	Description	Colour	Threshold
Low	Tolerable risk. Monitor to ensure task is as safe as it is practicable to be.	Green	1
Medium	Unwanted risk. Additional controls should be considered where practicable. Assessment must be discussed with Curriculum Leader/Manager	Yellow	8
High	Unacceptable & intolerable risk. Task must not be carried out until hazard removed or additional control measures in place. Advice must be sought from H&S Advisor.	Red	15

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Actions Arising

Number	Type	Status	Assigned to / Location	Summary
CM-003316	Corrective Action	Completed		Minibus - driver eligibility checked, procedure & guidance on incidents/checks/breaks, breakdown cover. Seat belts provided & must be worn.
CM-003317	Corrective Action	Completed		Hired coaches/minibuses with driver - reputable company to be used. Seat belts to be worn where fitted.
CM-003318	Corrective Action	Completed		College staff discouraged from using private cars for transporting students - however, if done, they must be registered on the CHRIS system (i.e. provided evidence of MOT, driving licence & Business Class Insurance). If transporting students under 18, safeguarding must be discussed with the Curriculum Leader/Head of Studies.
CM-003319	Corrective Action	Completed		Public transport - sufficient information given to students, according to their needs, to enable them to use the correct bus/tram/train safely on their own. If using public transport as a group, staff should try to keep all students within line of sight. If there is an incident, unexpected delay or changes, staff should check that all students are present.
CM-003320	Corrective Action	Completed		Some students may need supervision or instruction to cross roads safely - particularly if crossing in a group. Reminder may be required that using a phone/texting etc is a distraction and should not be done when crossing roads.
CM-003321	Corrective Action	Completed		In venues & at events, assistance should be sought from venue staff & security. For outdoor activities, e.g. walks, basic first aid materials should be carried - plasters etc are available on request from the Health & Safety Advisor. A full first aid kit is provided in the minibus. All staff should consider downloading the CitizenAid app onto their phone.

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CM-003322	Corrective Action	Completed		<p>Staff should make themselves, & students where appropriate, aware of the emergency routes & procedures of the venue.</p> <p>During any emergency, the instructions of venue staff and the emergency services must be followed. If evacuated, a headcount must be taken and everybody accounted for.</p> <p>Two meeting points should be agreed - one within the venue and one outside at some distance (at least 250m) from the venue. All students & staff should be able to contact each other if separated.</p> <p>In the event of a serious incident, consideration should be given to using the "I am safe" facility on social media - but ONLY if in the immediate vicinity of the affected area.</p>
CM-003323	Corrective Action	Completed		<p>Any accident, incident or injury must be reported through Effective as soon as possible.</p> <p>For serious events, the Curriculum Leader must be phoned.</p>
CM-003325	Corrective Action	Completed		Discipline procedures in place
CM-003326	Corrective Action	Completed		Supervision at appropriate level for group & activity.
CM-003327	Corrective Action	Completed		<p>Staff should be alert to potential aggression or inappropriate behaviour from other people and move away if possible.</p> <p>Report any incidents to venue staff immediately.</p>
CM-003336	Corrective Action	Completed		Obtain weather forecast on day of visit and have an alternative plan if weather conditions deteriorate.
CM-003337	Corrective Action	Completed		Advise students to come 'dressed for the weather' & consider not taking anyone who is not adequately/suitably clothed.
CM-003338	Corrective Action	Completed		<p>In hot weather, advise students & colleagues to carry water and drink regularly.</p> <p>Stay in shade wherever possible and consider changing the programme.</p>
CM-003339	Corrective Action	Completed		Be aware of the signs & symptoms of heat exhaustion & hypothermia and take action quickly.