

### Site Visit Risk Assessment

\*Grey boxes must be completed by trip leader

<b>College/ PSU</b>		<b>Assessment date</b>	
<b>Location</b>		<b>Assessor</b>	
<b>Activity</b>		<b>Review date (if applicable)</b>	
<b>Associated documents e.g. participants list</b>			

What are the hazards?	Who might be harmed?	How could they be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?
Traffic	Students/ Staff members of the public	Road traffic resulting in impact injury  Cyclists traveling on the cycle track, collision with pedestrians	Students will board and leave the bus from a safe place at the University an ideally from the pavement.  Students will board and leave the bus at the venue in the visitor carpark  Should there be a reason to leave in any other areas the group leader will ensure the students have a suitable and safe way to leave the coach e..g on to a pavement.  When needing to cross roads and where possible the group leader will always encourage the use of pedestrian crossings.	
Transport	Students/ Staff members of the public	Injury occur if the transport is driven erratically or by a driver who is not fit to drive.	Only use transport companies that are approved by the University	

What are the hazards?	Who might be harmed?	How could they be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?
Slips, trips and falls	Staff/ students	<p>Uneven ground surface, Curbs, potholes, slipping on wet surfaces, etc.</p> <p>Student slips, trips or falls whilst walking and participating in activities. Resulting in twisted ankles, fractures etc.</p>	<p>Students will be required to walk on pavements and marked walkways, including designated walkways within the visitor attraction.</p> <p>Participants to wear footwear appropriate for the activity which includes walking around the site .</p> <p>Students to be made aware of activity requirements prior to the start of the activity so appropriate clothing can be worn</p>	
Lost Persons	Students	Injury or illness	<p>An attendance list will be held by both College/PSU and Field leader the list should include students mobile numbers should they need to contact them.</p> <p>Pre activity briefing to include emergency procedures, methods of communication between staff and students and site rules.</p> <p>College emergency procedures in place, group leader immediately inform college based emergency contact should a person(s) go missing.</p>	
Emergency situation	Students/ Staff	Due to illness, injury	<p>Staff to be aware of venue specific risk assessment and emergency procedures as appropriate.</p> <p>All staff to have mobile phone contact and are aware of university procedure.</p> <p>Staff to contact emergency services (999) if necessary</p> <p>There will be enough supervision of the group that if one person has</p>	

What are the hazards?	Who might be harmed?	How could they be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?
			to leave to take care of a casualty the group still has supervision.	
First aid	Students/ Staff	Illness, or injury	First aiders will be available at the visit site.  Where possible the group leader will have first aid training	
Fire	Students, Staff, members of the public	Burns, Smoke inhalation	The royal mint is registered UK visitor attraction and therefore should be compliant with fire safety regulations.  Before the tour, the tour guide should give advice on fire safety of there will be information throughout the exhibit.  The group leader should make a note of the fire exits and fire assembly point	
Dehydration	Staff, Students	Fainting, headaches, disorientation, and injury as a result.	Ensure that the students either bring water or there are suitable opportunities for the students to rehydrate .	
Suitability of facilities	Suitability of facilities for students with individual needs	Unclear arrangements resulting in slow evacuation process.  Injury as a result of unsuitable access and egress	Staff to inform the museum in advance of a visit and any additional requirements for the students e.g. language or disability  Wheelchair access is provided at the visitor attraction  Close supervision with trained and competent staff at all times	
Emergency evacuation	Suitability of facilities for students with individual needs	Unclear arrangements resulting in slow evacuation process	Emergency arrangements in place at the venue  Staff to inform the site in advance of a visit and any additional requirements for the students e.g. language or disability  Staff will familiarise themselves with the evacuation procedure at the site visited and ensure they assist the students in any evacuation.	

Actions arising from risk assessment

Actions	Lead	Target Date	Done Yes/No

Example