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|  | **RISK ASSESSMENT** BA GROUP INDUSTRIAL PROJECT TRAVEL | ox_brand_cmyk_pos |
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| **PREPARED BY:** Dr K Aplin |  |
| **DATE OF ASSESSMENT:** 15/10/2014 | **REVIEW DATE:** 25/11/14 |
| **BRIEF DESCRIPTION OF ACTIVITIES:** Travel to external company by minibus or public transport for meeting.  |
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| **Hazard****(Cause and consequences)** | **Affected groups** | **Existing Controls** | **Risk** | **Further action** |
| Risk of becoming a victim of crime during travel by public transport (injury, inconvenience) | All | Students are not permitted to travel alone; most travel carried out during working day. Under normal circumstances there should be no need to travel late at night. Students are accompanied by a member of University staff whilst travelling. | Low | Obtain emergency contact details from each student. Make sure each student is aware of what to do if there is an emergency either during travel or the visit.  |
| Risk of accident during travel by minibus (injury) | All | Minibus driver licenses are checked before travel and only responsible persons are asked to drive the bus. Minibuses are hired from a reputable company. | Low |
| Risk of accident on the premises of the host company (injury) | All | Students will not be left unaccompanied at the host company. Students will be made aware of the emergency procedure at the host company, whose internal Health and Safety policy will apply. | Low |