



## RISK ASSESSMENT

### BA GROUP AND MPHYS INDUSTRIAL PROJECT TRAVEL



**PREPARED BY:** Dr K Aplin

**DATE OF ASSESSMENT:** 17/10/2017

**REVIEW DATE:** 25/11/19

**BRIEF DESCRIPTION OF ACTIVITIES:** Travel to external company by minibus or public transport for meeting.

<b>Hazard (Cause and consequences)</b>	<b>Affected groups</b>	<b>Existing Controls</b>	<b>Risk</b>	<b>Further action</b>
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 when travelling outside the local area.	Low	Obtain emergency contact details from each student. Students are given an info sheet with contact details in case 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	