

Health, Safety and Environmental Risk Assessment

1. RISK ASSESSMENT NO: Stage 1 site visit_2016_001	2. DEPARTMENT: Architecture	3. DATE: 02.02.2016
4. WORK ACTIVITY/WORK PROCESS: Architectural group visit 72 students. Stage/group leader and 5 other staff. Start – 02 nd February 2016. Return - 02 nd February 2016. One day-long visit will be undertaken during the above period. Students and staff will travel from Glasgow to Helensburgh and return on the same day. No accommodation will therefore be required. Students and staff will travel using Doig Bus hire. Staff and students will meet at the ABC in Sauchiehall Street and return to the same location		5. SPECIFIC VISITS: Kidston Park Helensburgh
6. HAZARDS AND ASSOCIATED RISKS: a. Risks associated with travel arrangements. b. Risks associated with unfamiliar environment. c. Members of party becoming lost or isolated from party. d. Risks associated with the terrain and weather		
7. AT RISK: (<i>persons, environment, plant, equipment etc.</i>) a. All party members. b. All party members. c. All party members.		

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8. EXISTING CONTROL MEASURES: *(To correspond with hazard / risks identified in section 6)*

- a. Individual students are responsible for their personal travel arrangements to and from pickup/dropoff. Students to be made aware of their responsibility in ensuring their own safety and providing insurance for their personal possessions etc. Students will be under supervision at all times. Register to be taken upon arrival at the pickup point to ensure the arrival of all members of the party. Group Leader to be notified immediately in the event of delay or travel problems. All party members will be issued with Group Leader's mobile phone number as the first point of contact.
- b. The place to be visited will be unfamiliar to most members of the group. Each member of staff will supervise a group of students (max 15). All party members will be made aware of the risks expected at the destination prior to the start of the visit. Staff will be issued with Group Leader's mobile phone number and will be advised that any emergency/accident/injury must be reported in order that appropriate action can be taken.
- c. meeting points and times are communicated to all group members at the start of the visit. Register to be taken after before departure from the site. Group leader to be notified as soon as anyone becomes lost / is found to be missing. All party members will be issued with Group leaders mobile phone as the first point of contact.
- d. It will be emphasised to all participants that students need to take personal and collective responsibility for their actions. Students and staff to be made aware of particularly dangerous landscape features. All participant are to be notified about appropriate clothing the day before the visit. Group leader to be informed if there are any concerns which are likely to compromise safety of the group, individuals or third parties.

9. LINKED REFERENCES OR ASSESSMENTS:

Stage 1 Architecture – Site Study Trip – Student Information and Communication Protocol (Copy attached)
 GSA Guidleines for Good Practice on School Visits / Trips (GSA H&S - VLE)
 GSA Travelling & Working Overseas – Checklist (GSA H&S - VLE)
 GSA School Trip Guidance Note (GSA H&S - VLE)
 Foreign and Commonwealth Office Website – www.fco.gov.uk
 HSE Five Steps to Risk Assessment – www.hse.gov.uk/pubns/indg163.pdf
 HSE School Trips Advice – www.hse.gov.uk/services/education/school-trips.htm

10. OVERALL CATEGORY OF RISK:
*(*Delete as appropriate)*

***HIGH**
 (Unacceptable)

***MEDIUM**
 (Tolerable)

***LOW**
 (Acceptable)

11. ADDITIONAL CONTROL MEASURES REQUIRED:
(To include COSHH, Manual Handling, Noise etc if appropriate)

Sign when Complete Date

12. ASSESSOR'S NAME:
 Tilo Einert

Signature : Date:

13. LINE MANAGER:

Name & Contact Number:

Alan Hooper
 01413534581

14. ASSESSMENT COMMUNICATED TO STAFF/STUDENTS:

Signature: Date:

RISK ANALYSIS MATRIX

LIKELIHOOD INDEX	
No.	Index Description
5	Highly Probable
4	Probable
3	Possible
2	Unlikely
1	Highly Unlikely

USE **EITHER** SEVERITY OR ENVIROMENTAL INDEX FOR HAZARDS BUT **NOT** BOTH

SEVERITY INDEX		ENVIROMENTAL INDEX	
No.	Index Description for Effects on People	Index Description for Environmental affects	No.
5	Death	Major Consequence	5
4	Major Injury	High Consequence	4
3	Unfit for Normal Duties for More Than 3 Days	Moderate Consequence	3
2	Unfit for Normal Duties for Less Than 3 Days	Limited Consequence	2
1	Minor Injury	Minimal Consequence	1

OVERALL RISK INDEX (Based on Likelihood X Severity)						
		SEVERITY INDEX				
		1	2	3	4	5
LIKELIHOOD INDEX	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

HIGH	High Risk Unacceptable Immediate additional control measures must be introduced to reduce the degree of risk prior to the activity or process proceeding	MEDIUM	Medium Risk Tolerable The activity or process can continue, but additional controls may need to be introduced to further reduce risk	LOW	Low Risk -Acceptable Risk is being adequately controlled; no further control measures are required
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