

Risk Assessment:

Details: SJI Undergraduate day on UWTSD SA1 campus

Description	Transportation in 36 seater bus from UWTSD Carmarthen campus to UWTSD SA1 campus for SJI Undergraduate day
Department:	School of Social Justice and Inclusion
Location:	UWTSD Carmarthen to UWTSD SA1 campus
Author:	Sue Ainsworth
Line Manager:	Dr. Christine Jones
Date:	04.02.19
Applicable Equipment:	N/A
Associated Risk Assessment(s):	See below
Version:	First
Review Date:	Click here to enter a date.
Approved by:	
Reason for latest update	N/A

Print name: Sue Ainsworth

Signed:

Sue Ainsworth

Christine M Jones

Authorised by:

Print name: Christine Jones (Assistant Dean, Yr Athrofa)

Risk Assessment

Ref	Hazard / Task / Activity Area of Concern	Persons at Risk	Existing Controls	Describe Any Further Controls / Actions Needed	Actions By Whom	Action By When
1	TRAVEL TO/FROM UWTSD CARMARTHEN CAMPUS TO UWTSD SA1 CAMPUS	STAFF AND STUDENTS	SEATBELTS AS SUPPLIED BY COACH COMPANY	NO STANDING OR TALKING TO DRIVER WHILST VEHICLE IN MOTION	ALL	04.02.19
2	ON ARRIVAL	STAFF AND STUDENTS	STAFF TO ADVISE STUDENTS THAT THEY MUST TAKE CARE AND REMAIN ON DESIGNATED WALKWAYS	STAFF TO BRIEF STUDENTS ON THE IMPORTANCE OF BEING AWARE OF THE PROXIMITY TO DEEP WATER	ALL	04.02.19
3	SAFETY WHILST ON SA1 CAMPUS	STAFF AND STUDENTS	STAFF AND STUDENTS TO BE AWARE OF SURROUNDINGS AND WALK AROUND CAREFULLY	STAFF AND STUDENTS TO FOLLOW SIGNAGE AND LISTEN TO GUIDANCE	ALL	04.02.19
4	THE NEED TO EVACUATE THE BUILDINGS AND/OR CAMPUS	STAFF AND STUDENTS	STAFF AND STUDENTS TO BE AWARE DESIGNATED PROCEDURES ARE IN PLACE AND LISTEN CAREFULLY TO STAFF INSTRUCTIONS	STAFF AND STUDENTS TO BE AWARE OF THEIR SURROUNDINGS AT ALL TIMES	ALL	04.02.19

5	WATERFRONT LOCATION	STAFF AND STUDENTS	STAFF TO ADVISE STUDENTS TO TAKE CARE WHILST WALKING NEAR TO THE WATER'S EDGE	STAFF TO ENSURE STUDENTS ARE AWARE OF WHERE THEY ARE GOING DURING THE TIME THEY ARE ABLE TO WALK AROUND THE BAY AREA UNSUPERVISED AND TO BE ESPECIALLY CAREFUL OF NOT GOING TOO NEAR THE EDGE	ALL	04.02.19
6	REFRESHMENTS PROVIDED	STAFF AND STUDENTS	STAFF AND STUDENTS TO BE AWARE THAT REFRESHMENTS MAY INCLUDE NUTS, GLUTEN, LACTOSE AND OTHER ALLERGENIC INGREDIENTS.	STAFF AND STUDENTS TO CHECK INGREDIENTS WITH THE FOOD PROVIDER(S)	ALL	04.02.19
7	STUDENTS FAILING TO MEET THE BUS AT THE APPROPRIATE DEPARTURE TIME	STAFF AND STUDENTS	STUDENTS TO BE TOLD WHERE AND WHEN TO ASSEMBLE FOR BUS DEPARTURE.	STAFF AND STUDENTS TO NOTE THE MOBILE PHONE NUMBER OF TRIP ORGANISER IN ORDER TO ALERT THE GROUP IF ANY DIFFICULTIES ARISE WITH MEETING THE BUS AT THE ALLOCATED TIME 07821506700	ALL	04.02.19

7	INCLEMENT WEATHER CONDITIONS	STAFF AND STUDENTS	ALL STAFF AND STUDENTS ADVISED TO WEAR APPROPRIATE CLOTHING AND FOOTWEAR		ALL	04.02.19
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