

Reach Cambridge & Downing College & Trinity Hall – Risk Assessment Form

Dept: Students & Young Persons

Date: May 2012

General Safety Measures:

- Information sent to students in advance as a 'welcome pack'
- Supervisors trained for two days with (a) First Aid training (b) safe organisation of activities (c) role playing a range of health and safety issues
- All staff supplied with Staff Guidelines Pack
- Students each have one Supervisor and one Teacher so have a staff liaison point at all times
- The Senior Staff will be available by phone at all times
- Porter's Lodge is staffed at all times
- All students have an emergency card with telephone numbers etc
- A briefing is given to the students on the first night re-iterating the rules and regulations, which they have signed up to in advance. This includes safety issues but also expected behaviour. The Head Porter will also brief the students.
- College has fire and evacuation procedures, which are covered on the first evening
- First aid cover at all times
- Student to Staff ratio no higher than 15:1 at all times

Off-site Assessment (for all colleges):

Activity/Hazard	Max Probable Harm	Existing Controls	Likelihood	Severity	Risk	Action List
Slips, trips & falls	Broken bones	Supervision	L	M	L	Ensure supervision at all times
Transport/Vehicles (licensed drivers)	Death	Qualified Drivers	L	H	M	Only use reputable tour companies; supervise students
Personal Safety – free time	Injury	Supervision	L	M	L	Ensure good knowledge of the area and possible dangers; supervisors always in vicinity and contactable; Students instructed to (a) remain within geographical limits (b) always carry emergency card (c) always be in groups, never alone and (d) always sign out at Lodge
Punting	Drowning	“	L	H	M	Ensure supervision at all times
Science tours/experiments	Injury	“	L	M	L	“
Excursions (London, Stratford, Warwick, Dover)	Bruising/ Getting Lost	“	L	M	L	In the case of London use experienced Blue Badge guides. Ensure supervision at all times. Take first aid kits
Cycling	Death	Discourage use of bikes except with a waiver signed.	L	H	M	Ensure supervision at all times and ensure good knowledge of dangers if cycling independently
Anglesey Abbey	Injury	Supervision	L	M	L	Ensure training at the start and supervision at all times
Community Service Project	Injury	Supervision	L	M	L	Ensure supervision at all times and engage with the specified charity – Sabre – about any unforeseen dangers.

DOWNING COLLEGE RISK ASSESSMENT

Nearest Doctor's:
 Lensfield Medical Practice
 48 Lensfield Road
 Cambridge
 01223 352779

On-site Assessment:
Downing College, Regent Street, Cambridge, CB2 1DQ
01223 334800

Activity/Hazard	Max Probable Harm	Existing Controls	Likelihood	Severity	Risk	Action List
Slips, trips & falls	Broken bones	Housekeeping	L	M	L	College is regularly cleaned; non-slip floors and hand-rails on stairs; pedestrian routes and emergency exits kept free of obstacles at all times; ensure supervision at all times
Security	Injury	Porters	L	L	L	Porters have CCTV on buildings; side gate locked in the evening; security patrols at night; residents keep rooms locked and windows locked on ground floor; valuables kept with Porters.
Sports injury	“	Training/Supervision	M	M	M	There will be a supervisor at all activities organised by Reach.
Electricity	Death	PAT by College	L	H	M	“
Fire	“	Training/Alarm system	L	H	M	Read fire rules and circulate in arrival packs; go through on first night with students; Get Fire Risk

						Assessment from College; students told not to cook in the kitchens (college to take fuse out)
COSHH	“	Supervision	L	H	M	Ensure supervision at all times
Manual handling	Back injury	“	L	H	M	“
Kitchens	Scalding/injury	“	L	L	L	Ensure supervision at all times and regulate independent use.
Alcohol Abuse	Death	Deterrent – repatriation & Supervision	L	H	M	Deter during orientation; supervise thereafter
Fitness Room & Tennis Court	Injury	Must sign a waiver (held by Conference Office) before use and take instruction on use	L	M	L	Encourage sensible use of facilities; must sign out key from Porters
Construction Work	Injury	College restricts access	L	M	L	College restricts access; Make students aware of construction work near D block (but inside the staircase so minimal risk)

TRINITY HALL RISK ASSESSMENT

Nearest Doctors is:
Bridge Street Medical Centre
2 All Saints passage
CB2 3LS
Tel. 0844 4773939
Opening hours: Weekdays 0830-1800
Saturday 0930 – 1100

Second nearest:
Newnham Walk Surgery
Wordsworth Grove
CB3 9HS
Tel. 01223 321635
01223 366811
Opening hours: Weekdays 0830 -1800
Saturdays 0900 – 1130

On-site Assessment

Trinity Hall, Cambridge, CB2 1TJ, 01223 01223 332500

Activity/Hazard	Max Probable Harm	Existing Controls	Likelihood	Severity	Risk	Action List
Slips, trips & falls	Broken bones	Housekeeping	L	M	L	Ensure supervision at all times
Security	Injury	Porters	L	L	L	Porters have CCTV on buildings; side gate locked in the evening; security patrols at night; residents keep rooms locked and windows locked on ground floor; valuables

						kept with Porters.
Sports injury	“	Training/Supervision	M	M	M	“
Electricity	Death	PAT by College	L	H	M	“
Fire	“	Training/Alarm system	L	H	M	Read fire rules and circulate in arrival packs
COSHH	“	Supervision	L	H	M	Ensure supervision at all times
Manual handling	Back injury	“	L	H	M	“
Kitchens	Scalding/injury	“	L	L	L	Ensure supervision at all times and regulate independent use.
Construction Work?	Injury	College restricts access	L	M	L	There is no construction planned for summer 2011 in college

RISK ASSESSMENT FORM – EXPLANATION

Risk is defined as being the likelihood of an accident happening multiplied by the severity of the accident.

Risk = Likelihood x Severity

Likelihood is defined as being :-
Possible – Not very likely (Low)
Probable – Fairly likely (Medium)
Certain – Definite (High)

Severity is defined as:-
Low - e.g. Minor cuts and abrasions
Medium – Resulting in 3 days or more off work
High – Long term incapacity or death

Both likelihood and severity can be converted into numbers, so:-
Possible/Low = 1
Probable/Medium = 2
Certain/High = 3

This can then be put into a grid:-

LIKELIHOOD	POSSIBLE (1)	PROBABLE (2)	CERTAIN (3)
SEVERITY			
LOW (1)	RISK = 1	RISK = 2	RISK = 3
MEDIUM (2)	RISK = 2	RISK = 4	RISK = 6
HIGH (3)	RISK = 3	RISK = 6	RISK = 9

Risk from 1 - 3 is LOW – no immediate action required

Risk from 4 - 6 is MEDIUM – monitor situation and take appropriate action if necessary

Risk from 7 - 9 is HIGH - immediate action required

Abbreviations: COSHH = Control of Substances Hazardous to the Health; PAT = Portable Appliance Testing

Assessment carried out by: Jon McIntosh, Director, Reach Cambridge and Date:

Signature: 

Assessment sent to Jacqui Cressey, Downing College & Rachel Lawrence, Trinity hall

ASSESSMENT TO BE REVIEWED ANNUALLY

Review Date: June 2011