



The University of Sheffield

Risk Assessment Form

PERSONS AT RISK : (*) Employees () Contractors () Public () Visitors (*) Others			Reference No:	
Risk: (H) High (M) Medium (L) Low (O) No Risk.			Environment: External urban environment - weather dependent on time of year	
TASK or ACTIVITY: Supervised Field Trips in an urban environment		INITIAL RISK RATING		FINAL RISK RATING
SIGNIFICANT HAZARD	RISK		EXISTING CONTROL/PROPOSED CONTROL MEASURES	
Traffic / vehicles	Personal injury	M	1. Minimum time spent working near roads 2. Where necessary, one person should act as lookout to warn of danger 3. Wear Hi Visibility jacket when working on roads.	} } } L
Violence by others, or carelessness	Personal injury / theft or loss of belongings, money or credit cards	M	1. Never work alone, work and travel around in groups only 2. Never work in known high risk areas - check at hostel for "no-go" areas 3. Avoid taking or flaunting high value assets or equipment 4. Take the minimum cash and valuables 5. Ensure you have a safe means to carry valuables, or leave in Hostel safe 6. Ensure students have telephone numbers for cancelling cards 7. Report all losses or assaults immediately to the Police	} } } } L } } }
Lose sense of direction	Inability to find hostel / hotel or rest of group	M	1. Ensure each group has a map with them and someone who can read it 2. Ensure all groups have a fully charged mobile phone with them daily. 3. Ensure students know staff mobile numbers and staff know student numbers 4. Ensure students know the Hostel address and have money for a taxi if necessary	} } } } L
Comments: 1. All students will be requested to bring clothing and footwear suitable for the time of year the trip is to take place, and a raincoat or similar to accommodate a change of weather. 2. Students to provide intended work area to University supervisory staff daily 3. Hi Visibility clothing requirement as per New Road and Streetworks Act			Overall Risk:	L
Additional References, Tasks etc				
Undertaken By:				
Other Persons Consulted:				
Date:			Revision Date:	