

## ROYAL HOLLOWAY, UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

Name of Person Undertaking Assessment		Date Conducted	Department / Area (including description of what is being assessed)					
Keith Buckman, Health and Safety Coordinator		18 <sup>th</sup> January 2018	Media Arts – Staff travelling on College business, and students participating in organised visits or working on course approved filming, filming-related, or similar work. Please note that this GRA does not cover actual filming work or equipment operation, and so the relevant GRA or a specific risk assessment using the Department's <i>Production Buddy</i> system must be used in conjunction with this document.					
Ref No	Hazard under review	No & Description of Staff/Students/ Others Involved	Existing Controls	Assessed Level of Risk*			Further Action Required	By (Date) + Review Date
				L	M	H		
9.1	Road traffic accident occurring while driving or being driven, resulting in personal injury or death	Staff member, students, travel companions and other persons that may be involved in RTA	College driving policy, with particular reference to driver qualification, appropriate licensing, vehicle condition and insurance: <a href="https://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/driving.aspx">https://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/driving.aspx</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Refer staff member or student to policy documentation for driving own vehicle and ensure travel in other vehicles is with bona fide taxi or bus operator (including transfers), or suitably qualified College staff member.	Jan 2020
9.2	Being struck by moving vehicle or other mode of transport, resulting in personal injury or death	Pedestrian staff member or student	Traveller's own experience of particular pedestrian environment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Refer staff member or students to relevant published travel guides to note any particular risks associated with the city or region, such as unfamiliarity with foreign traffic/pedestrian controls at crossings.	Jan 2020

9.3	Accident occurring during travel on train, boat, aeroplane, etc. resulting in personal injury or death	Staff member or student and their travel companions	General advice on choice of operator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Advise staff member to use internationally recognised travel operator with proven safety record.	Jan 2020
9.4	Personal physical assault, such as mugging resulting in personal injury	Staff member or student and their travel companions	General personal safety awareness and guidance.  Travel insurance guidance  UK Government Foreign Office travel advice, where applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Research local information and avoid high risk areas and travelling times. For foreign travel, always refer to UK Government advice at: <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a> and review risk level each time in accordance with published risk assessment guidance.	Jan 2020
9.5	Illness caused by food contamination, bad drinking water, insect bites, allergies, etc.	Staff member or student and their travel companions	General personal awareness  Travel insurance guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Research local information and avoid high risk factors such as unlicensed catering, unlabelled products, etc. For foreign travel, always refer to UK Government advice at: <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a> and review risk level each time in accordance with published risk assessment guidance.	Jan 2020
9.6	Falling ill while working alone, for example when staying overnight in hotel or similar accommodation.	Staff member or student	College guidance on lone working: <a href="https://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx">https://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx</a>  Travel insurance guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Act on given medical advice regarding pre-existing conditions.  Maintain contact times with travel companions, local contacts, relatives or friends so that they may raise the alarm if contact is not made at the expected time.  For foreign travel, research local emergency service numbers and health care arrangements	Jan 2020

9.7	Injury occurring during manual handling, for example carrying personal luggage or items of equipment during travel, removing cases from luggage racks, etc.	Staff member, student, travelling companion, other passengers and baggage handlers	Manual handling training and guidance at:  <a href="https://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/manualhandling.aspx">https://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/manualhandling.aspx</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Advise staff member to ensure that personal belongings and any equipment items are packed safely and are of a safe handling weight and size. Allow professional handlers to carry, load and unload whenever possible. Take care when placing or removing items from luggage racks, etc, including avoiding injury to other persons.	Jan 2020
9.8	Being trapped in the event of a fire or similar building emergency	Staff member, student and any travel companions	Proactive personal safety information awareness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Advise staff member to become familiar with all relevant fire safety information, including access to fire exits, general building layout, location fire assembly points, etc., especially when staying in overnight accommodation.	Jan 2020

General Risk Assessment Form  
R.H.F.

\* The assessed level of risk will be Low, Medium or High. If in doubt use the criterion for establishing which is appropriate. You will find this in the College Document "Guide to Conducting General Risk Assessments", which is in the Health and Safety Guidance Manual. 16.1.03.