

**Off Campus Activities
Hazard Identification and Risk
Assessment**



Version No: Rev 0

August 2010

Off Campus Activity	
An "Off Campus Activity" is defined as any external teaching, field work or other sanctioned activity carried out by IT Sligo staff or students to fulfil the teaching requirements of any Full time Programme, in places or premises which are not rented or owned by IT Sligo and which the college does not exert direct control.	
Category	Type of Off campus activity
Category 1	Students working off campus, unsupervised, to conduct research etc.
Category 2	Students working off campus with direct supervision by an academic e.g. classes in a local pool, beach, archaeology dig, cultural visits, visits to business premises, river sampling, site surveys etc and returning to campus the same day.
Category 3	Students working off campus with direct supervision by an academic and requiring an overnight stay in Ireland e.g. archaeology dig, cultural visits, visits to business premises, river sampling, site surveys, adventure sports etc
Category 4	Students working off campus with or without direct supervision by an academic and requiring foreign travel e.g. archaeology dig, cultural visits, visits to business premises, river sampling, site surveys, adventure sports etc
Please Consult IT Sligo Policy on Off Campus Activities prior to undertaking any off campus activity	

Hazard Identification and Risk Assessment Please complete Section 1, 2 and 3	
Name of activity	
Name of Programme for which the activity applies	
Location (s) of where the Activity takes place	
Give a bullet point overview of what the activity entails	
Assessment Date	
Assessment Undertaken By	
Reviewed by Head of Department (Sign and Date)	

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Potential Hazards	Who May be Harmed	Control Measures and Precautions that staff agree to adopt as their normal practice. (Tick X all that apply and delete those that do not)	Is the Overall Risk Acceptable (Yes or No)	Person in Charge Sign and Date
Section 1	General Hazards Which may be expected on any Off Campus Activity			
Inadequate planning and organisation	Students, staff and members of the Public	<input type="checkbox"/> The activity has been Risk Assessed and approved by the HOD	<input type="checkbox"/>	
		<input type="checkbox"/> Staff are aware of their roles and responsibilities prior to their departure	<input type="checkbox"/>	
		<input type="checkbox"/> Staff will brief the students of the details of the activities, the potential hazards and the controls which will be necessary	<input type="checkbox"/>	
		<input type="checkbox"/> Parental consent will be sought for students under 18 for category 3 and 4 activities	<input type="checkbox"/>	
		<input type="checkbox"/> A list of student names, details of the activity will be left with the School Secretary prior to departure.	<input type="checkbox"/>	
Insufficient staff training, qualifications and supervision	Students, staff and members of the Public	<input type="checkbox"/> All staff are appropriately trained, experienced and qualified to competently fulfil their leadership roles and responsibilities <ul style="list-style-type: none"> <input type="checkbox"/> State what qualifications are necessary? e.g. Basic First Aid, Swimming Qualifications etc <input type="checkbox"/> State what level of supervision is required for the activity? Is there national guidelines etc 	<input type="checkbox"/>	
Transport Own Car Other, Transport Accidents	Students, staff and members of the Public	<input type="checkbox"/> Transport will be hired through the School Secretary (<i>note: If a Staff member is using their own car it must have the appropriate insurance to cover them for work.</i>)	<input type="checkbox"/>	
		<input type="checkbox"/> Details of staff or students who use their own transport will be left at IT Sligo Reception	<input type="checkbox"/>	
Exposure to adverse effects of weather	Students and staff	<input type="checkbox"/> The person in charge will consider possible weather conditions, plan appropriate programmes, and ensure that the students are aware of appropriate clothing and equipment required (inc. hat, sun cream etc.)	<input type="checkbox"/>	
		<input type="checkbox"/> The person in charge will obtain daily weather forecast and adjust plans accordingly	<input type="checkbox"/>	
		<input type="checkbox"/> Specialist personal protective clothing and equipment will be made available to group members if appropriate	<input type="checkbox"/>	

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		<input type="checkbox"/>	The person in charge will plan and make provisions for students who do not bring suitable kit		
Emergencies, illness, injury	Students, staff and members of the Public	<input type="checkbox"/>	The person in charge will make him/herself familiar with the IT Sligo Accident Investigation and reporting procedure.		
		<input type="checkbox"/>	The person in charge shall carry a charged phone with credit.		
		<input type="checkbox"/>	For remote locations where there may be a poor mobile signal the person in charge needs to establish an alternative way to communicate with the Emergency Services.		
		<input type="checkbox"/>	The person in charge should have all emergency contact numbers with them The person in charge will have instructions regarding what to do in an emergency		
		<input type="checkbox"/>	The person in charge will have an appropriate level of first aid training and at least one academic on the activity will have a current basic first aid qualification		
		<input type="checkbox"/>	A complete first aid kit and survival Kit will be checked and taken with the group.		
		<input type="checkbox"/>	The person in charge will brief students regarding emergency procedures		
		<input type="checkbox"/>	The person in charge will prepare a contingency plan in the event of an accident or breakdown (inc. safety of group, and planned means of onward travel or return home)		
		<input type="checkbox"/>	The person in charge will fill out an "Accident/Incident Report Form" when they return to campus		
Special medical, behavioural needs of vulnerable groups,	Students, staff and members	<input type="checkbox"/>	The person in charge will obtain up to date information regarding special/medical needs of all group members prior to departure		

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e.g. persons with disabilities, pregnant persons, persons with medical conditions	of the Public	<input type="checkbox"/>	The person in charge will seek advice will be taken from campus nurse or doctor if appropriate		
		<input type="checkbox"/>	Persons will be reminded to bring personal medication if required		
		<input type="checkbox"/>	The programme/itinerary will be arranged with due regard to the mobility and special needs of all members of the group		
		<input type="checkbox"/>	Students will be briefed to eat/drink sensibly and to have sufficient sleep Particular care will be given to ensure safe access and involvement for all		
Misbehaviour/misconduct	Students, staff and members of the Public	<input type="checkbox"/>	Staffing supervision will be sufficient and appropriate to manage the group safely		
		<input type="checkbox"/>	Students will be briefed regarding conduct/behaviour required as per the IT Sligo student charter		
		<input type="checkbox"/>	Any incidents which occur should reported to the HOD by the person in charge on their return		

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Section 2	Who May be Harmed	Control Measures and Precautions that staff agree to adopt as their normal practice.	Is the Overall Risk Acceptable (Yes or No)	Person in Charge Sign and Date
Activity Specific Hazards	Activity Specific Hazards			
	The Person in Charge must identify the Hazards specific to the activity they have organised and the necessary control measures they will implement to control that hazard. Examples of activities which require a specific Risk Assessment include water based activities, river sampling, travel in foreign countries, caving, archaeology digs, coastal visits, mountain climbing etc. Please contact the Health and Safety Officer for assistance if required			

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Section 3		Mandatory Requirements			
What is the Staff to Student Ratio	Staff No's			Student No's	
Is a Certificate of Medical Fitness required	Yes			No	
Is parental consent Required for young persons under 18	Yes			No	
Category Of Activity (Tick X One)	2		3		4
Date(s) of Activity					
Location of Activity					
Person in Charge Sign and Date					
	Have you left the list of all staff and students who will be on the trip with emergency contact numbers with the School Secretary				
	A Copy of this document forwarded to the School Secretary for record keeping purposes				