

## **General Risk Assessment Form**

Before completing this form, please read the associated guidance which can be found via the Health & Safety Intranet pages. This form should be used for all risks except from hazardous substances, manual handling & Display Screen Equipment (specific forms are available for these). If the risk is deemed to be 'trivial' there is no need to formally risk assess or record.

All completed forms must give details of the person completing the assessment and be dated. Risk assess the activity with its present controls (if any), then re-assess if action is to be taken and after further controls are put in place.

The completed form should be kept locally within the School/Professional Service.

### **1. Describe the Activity being Risk Assessed:**

UK travel using public transport (including flights, rail, taxis, buses etc) and driving by BU staff, academics and PGRs on Centre for Digital Entertainment activities / business (e.g. meetings, events and conferences).

This is a generic risk assessment for travel to a UK meeting or event with ordinary luggage only; it does not cover other associated tasks or activities (e.g. transporting heavy equipment or delivering an event activity).

The hazards associated with any other task must be assessed using the BU risk assessment form and guidance <https://risk.bournemouth.ac.uk/>. If in doubt please contact your line manager / supervisor; or a BU Health and Safety advisor, see <https://staffintranet.bournemouth.ac.uk/workingatbu/healthsafetywellbeing/aboutus/>

### **2. Location(s).** Any destination within the UK.

**3. Persons at potential Risk** (e.g. consider specific types of individuals)  
BU staff, academics and PGRs

### **4. Potential Hazards** (e.g. list hazards without considering any existing controls):

Travel related hazards arising from use of public transport.  
Travel related hazards arising from driving.  
Accommodation and conference related hazards.

### **5. Any Control Measures Already In Place:**

Travel - Controls provided by public transport companies and UK Police Forces.

BU Staff and PGRs are required to be compliant with the BU travel policy, procedures and guidance see:  
<https://staffintranet.bournemouth.ac.uk/aboutbu/professionalservices/financeandperformance/procurement/businesstravel/> And  
<https://intranet.bournemouth.ac.uk/policy/Business%20Travel%20Policy%20and%20Procedures.pdf>

BU Staff and PGRs are required to be compliant with the BU Driving policy, procedures and guidance see: <https://staffintranet.bournemouth.ac.uk/workingatbu/healthsafetywellbeing/hsfire/driving/>

All travel to be booked by via CDE/RDS using Selective-Travel or the BU hire car provider.

Accommodation and conference activities – controls provided by venue companies and organisations.

All Accommodation to be booked by via CDE /RDS using Selective-Travel

**6. Standards to be Achieved:** (ACOPs, Qualifications, Regulations, Industry Guides, Suppliers instructions etc)  
N/A

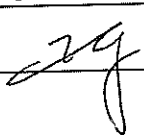
**7. Estimating the Residual Risk** (e.g. remaining risk once existing control measures are taken into account)

Choose a category that best describes the degree of harm which could result from the hazard and then choose a category indicating what the likelihood is that a person(s) could be harmed.

	<b>Slightly Harmful</b> (e.g. minor injuries)	<b>Harmful</b> (e.g. serious but short-term injuries)	<b>Extremely Harmful</b> (e.g. fatality, long-term injury or incurable disease)
<b>Highly Unlikely</b>	Trivial Risk <input type="checkbox"/>	Tolerable Risk <input checked="" type="checkbox"/>	Moderate Risk <input type="checkbox"/>
<b>Unlikely</b>	Tolerable Risk <input type="checkbox"/>	Moderate Risk <input type="checkbox"/>	Substantial Risk <input type="checkbox"/>
<b>Likely</b>	Moderate Risk <input type="checkbox"/>	Substantial Risk <input type="checkbox"/>	Intolerable Risk <input type="checkbox"/>

**8. Note the advice below on suggested actions and timescales:**

<b>Risk</b> (from No.7)	<b>Action/Timescale</b>
Trivial Risk <input type="checkbox"/>	No action is required and no records need to be kept.
Tolerable Risk <input checked="" type="checkbox"/>	No additional controls are required, although consideration may be given to an improvement that imposes no additional cost/s. Monitoring is required to ensure that the controls are maintained.
Moderate Risk <input type="checkbox"/>	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Any new measures should be implemented within a defined period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
Substantial Risk <input type="checkbox"/>	Work should NOT commence until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action MUST be taken.
Intolerable Risk <input type="checkbox"/>	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work MUST remain prohibited.

<b>9. If 'Moderate' 'Substantial' or 'Intolerable':</b> What New Control Measures are to be Considered to reduce risk?  N/A	<b>10. Referred to:</b>	<b>11. Date:</b>
<b>12. Ensure those affected are informed of the Risks &amp; Controls</b> (Confirm how you have done this e.g. written instructions):  Copy of this risk assessment to be provided to BU CDE PGRs, Supervisors and Staff via the BU CDE handbook – Travel section.		
<b>13. Person who did Assessment:</b> Mike Board CDE RPM	<b>14. Date:</b> 03/01/2020	<b>15. Review Date:</b> 01/02/2021
<b>16. Checked or Assisted By:</b> 	<b>17. Date:</b> 08/01/2020	<b>18. Review Date:</b>