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**Activity Plan and Risk Assessment for a student placement work shadowing or work experience**

**Date:** \_\_\_\_\_ July 20 **Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Department of Engineering, University of Cambridge

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| --- | --- |
| Who (Student) |  |
| Who (CUED) |  |
| What | See activity plan |
| Travel Plan to Department |  |
| Lunch |  |
| Safeguarding (how lone working will be avoided) |  |
| PPE |  |
| Fire Procedure |  |
| Loos |  |
| Dress Code |  |
| Names |  |

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| --- | --- | --- | --- | --- | --- |
| **Activity** | **Hazards associated with this activity** | **How these hazards will be controlled** | **Likelihood** | **Severity** | **Risk calculation = likelihood x severity** |
| Welcome, outline of the day, fire procedures, location of loos. Staff safety induction. | No risk associated with safety briefing. | None needed | 1 | 1 | 1 |
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**Risk Assessment Key:**

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| **Likelihood:** | This should be assessed on a scale of 1 - 3 as follows: | |
| **1 = Unlikely** | No risk to health and safety of individual |
| **2 = Likely** | If the control measures depend on an individual using them or adjusting them. |
| **3 = Certain/imminent** | Exposure to the hazard is continuous |
| **Severity:** | Assessed on a scale of 1 - 3 as follows:  **1 = Minor injury / lost time/illness 2 = Serious injury / disablement 3 = Death / fire / explosion** | |
| **Calculation of risk:** | **Likelihood x Severity = Risk rating** | |
| **Risk rating:** | **Please specify the risk rating by completing the above calculation and indicating below:**  **1 to 3 = Low Risk 4 to 6 = Moderate Risk 7 to 9 = High Risk** | |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: Department of Engineering, University of Cambridge

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Outreach Officer, Department of Engineering, University of Cambridge

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: Safety Officer, Department of Engineering, University of Cambridge