GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

Site: College of Arts and Law Department: …………………………………… Activity: Overseas Travel

Risk Assessor: ……………………Date of Assessment: …………..……………… Date of Assessment Review: ………………………

**Academic Tutor/Managers Name:……………………………………… Academic Tutor/Managers signature:…………………………………**

E – Employee / S – Student / V – Visitor / C - Contractor

| **Hazards Identified** | **Persons at Risk** | | | | | | **Control Measures already in place** | **Initial Grading of Risk**  **(SxL)** | **Are these adequate?**  **Yes/No** | **What further action is necessary to control the risk?** | **Residual Grading of Risk**  **(SxL)** | **To be completed by (date)** | **Responsible person** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **E** | **S** | | **V** | | **C** |
| Endemic diseases – corona virus | x | |  | |  |  | During the pandemic of the Coronavirus all travellers will check the news and FCO travel advice for up to date information regarding the country that they are travelling to.  The traveller will follow UoB guidelines and the guidelines of the country that they are travelling to.  The traveller will regularly wash their hands for 20 seconds with soap and use hand sanitizer.  The traveller will carry with them a supply of hand sanitizer to use whilst travelling.  If the traveller develops symptoms of the coronavirus they are to stay indoors and immediately contact their UoB School Admin contact for further instructions. | (3x3)  9 | Yes | N/A | 9 |  |  |
| Safety of travel to the destination i.e. FCO Recommendations | X | |  | |  |  | All travellers review the FCO guidance before travelling overseas to confirm that it is safe to do so.  Any recommended actions on the FCO webpage have control measures put in place to mitigate them. | (3x2)  6 | Yes, if no recommendations  No – if there are FCO recommendations |  |  |  |  |
| Cultural / legal considerations | x | |  | |  |  | The traveller will familiarise themselves with local customs and laws to prevent any contravention. | (2x1)  2 | Yes | N/A | 2 |  |  |
| Accommodation | x | |  | |  |  | Where possible the traveller books all accommodation before departing and provides full details to their School Contact.  If accommodation cannot be booked before travelling then once it is booked in country the traveller contacts their school contact to confirm details. | (2x1)  2 | Yes | N/A | 2 |  |  |
| Opportunistic / petty crime | x | |  | |  |  | The travellers will not have on display valuable possessions that would be a likely target e.g. mobile device.  If it is required to use a mobile device for navigation then users will do so discreetly and will be aware of their surroundings.  The traveller will make themselves aware of the area before travel and will avoid areas (where possible) with high crime areas.  If travelling on public transport travellers will keep their belongings securely with them and not in easy to reach places e.g. coat pockets. Rucksacks will also be carried or held in front of them.  Where possible travellers are to keep in groups of people that they know to not present an easy target. | (2x2)  4 | Yes | N/A | 4 |  |  |
| Loss of Comms | x | |  | |  |  | If the traveller is going to areas of the country that have limited or no phone signal a full itinerary of their activities will be provided to their UoB School Contact prior to travel.  The Traveller will notify the school contact before they travel to the area and once they have returned. | (2x1)  2 | Yes | N/A | 2 |  |  |
| Movement restrictions | x | |  | |  |  | The traveller will check the local news and FCO to advice before travelling within country to avoid any new travel restrictions e.g. quarantined areas. | (3x1)  3 | Yes | N/A | 3 |  |  |
| Fire and natural disasters | x | |  | |  |  | In the event of a fire within the accommodation the traveller will follow the local fire instructions. Once safe to do so they will contact their UoB School Contact.  In the event of a wild fire, or natural disaster, the traveller will get to safety and contact their UoB School contact to confirm their safety. | (5x1)  5 | Yes | N/A | 5 |  |  |
| Travel within destination | x | |  | |  |  | When travelling in country the traveller uses licensed taxi’s or transport organised by UoB or external partners.  Where transport cannot be booked in advance the traveller uses due diligence to book travel from a reputable source and confirms their travel arrangements with their school.  A full itinerary for the trip is provided to the UoB School contact with addresses and contact numbers.  If possible, travellers should travel with a companion.  If travelling a long distance then the traveller ensures that they have access to drinking water. | (2x2)  4 | Yes | N/A | 4 |  |  |
| Handling of cash and important documents e.g. passport resulting in lost documents or petty theft. | x | |  | |  |  | The traveller will be discreet with all cash that they carry.  The minimum amount of cash will be taken to avoid unnecessary loss.  Where possible spare cash and important documents will be left securely in their accommodation. If required (and where possible) copies of their passport can be used as proof of ID. | (2x2)  4 | Yes | N/A | 4 |  |  |
| Temperature / weather conditions | x | |  | |  |  | The traveller should be aware of the climate and weather conditions that they will experience while in country and take appropriate measures to ensure their safety e.g. wearing appropriate clothing and footwear, using sun-cream if required. | (2x2)  4 | Yes | N/A | 4 |  |  |
| Slips and trips | x | |  | |  |  | Travellers will always wear appropriate footwear. | (2x1)  2 | Yes | N/A | 2 |  |  |
| Medical conditions | X | |  | |  |  | All travellers share known medical conditions that could affect their safety while travelling with their line managers to ensure that appropriate measures can be put in place.  The nearest GP or Hospital or first aid centre in located prior to travel to ensure that if required medical assistance can be obtained quickly. | (3x2)  6 | Yes |  |  |  |  |

**Risk assessment notes**

If there are any other specific risks associated with the travel or traveller, please ensure that they recorded, and the control measures are detailed.

If any additional control measures are required for any of the risks listed above please add them to the ‘What further action is necessary to control the risk?’ column and amend the ‘Residual Risk’ appropriately.

**Confirmation of acceptance of this Risk assessment and the control measures**

Please sign and date this risk assessment to confirm that you have read, understood and agree to the control measures in place.

Signed Traveller:………………………………………….

Date:……………………………….

**Risk Assessment Guidance**

Risk Scoring System

The scoring system is provided as a tool to help structure thinking about assessments and to provide a framework for identifying which are the most serious risks and why.

|  | **Consequence / Severity score (severity levels) and examples of descriptors** | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| **Domains** | **Negligible** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Impact on the safety of staff, students or public (physical / psychological harm)** | Minimal injury not requiring first aid or requiring no/minimal intervention or treatment.  No time off work | Minor injury or illness, first aid treatment needed or requiring minor intervention.  Requiring time off work for <3 days | Moderate injury requiring professional intervention  Requiring time off work for 4-14 days  RIDDOR / MHRA / agency reportable incident | Major injury leading to long-term incapacity/ disability (loss of limb)  Requiring time off work for >14 days | Incident leading to death  Multiple permanent injuries or irreversible health effects |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
| **Frequency** | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **Broad descriptor** | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to occur  for years | Expected to occur  at least annually | Expected to occur at  least monthly | Expected to occur at least weekly | Expected to occur at least daily |
| **Probability**  Will it happen or not? | <0.1 per cent | 0.1–1 per cent | 1.1–10 per cent | 11–50 per cent | >50 per cent |

The overall ***level of risk*** is then calculated by multiplying the two scores together.

**Risk Level = Consequence / Severity x Likelihood (C x L)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Likelihood** | | | | |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
|  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **5 Catastrophic** | 5 | 10 | 15 | 20 | 25 |
| **4 Major** | 4 | 8 | 12 | 16 | 20 |
| **3 Moderate** | 3 | 6 | 9 | 12 | 15 |
| **2 Minor** | 2 | 4 | 6 | 8 | 10 |
| **1 Negligible** | 1 | 2 | 3 | 4 | 5 |

The Initial Risk Rating is the level of risk before control measures have been applied or with current control measures in place.

The Residual Risk is the level of risk after further control measures are put in place.