

Title : Template overseas travel on Council business risk assessment

Assessed By : TO BE ADDED		Date of Assessment or date last reviewed : TO BE ADDED				
Step 1  What are the hazards? It may be helpful to break the task or situation down	Step 2  Who might be harmed and how?	What are you already doing?	Step 3:  What further action is necessary? – to reduce risks 'so far as is reasonably practicable', one way of doing this is to compare against accepted good practice.	Step 4:  How will you put the Assessment into action? - remember to prioritise actions - 'high risk' hazards first		
				Action who	by when	Done
Health related illnesses associated with the destination of travel. For example arising from food and drink hygiene, insects or animals.	Traveller may become ill during travel or on return to the UK, and could pass on diseases to family, friends and colleagues.	<p>Follow FCO overseas travel advice for overseas destinations.</p> <p>Occupational health advice provided to all overseas travellers where health hazards, communicable diseases, are endemic. Where travel is necessary appropriate inoculations/ immunisations and other preventive health measures are provided in a timely manner.</p> <p>Stay and eat in reputable hotels and restaurants, for example those organized through Key Travel or as appropriate accommodation recommended by your host.</p> <p>Take emergency contact numbers and consider the need for carrying a mobile phone.</p> <p>STFC medical insurance provided by ACE European Group Ltd.</p>	None			
Destination climate poses potential health hazards, for example too hot, too cold, high altitude.	Traveller may become ill and unable to work while overseas.	<p>Occupational health advice provided to all overseas travellers where health hazards exist.</p> <p>Take advice of host institution with respect to health and safety hazards.</p> <p>Take emergency contact numbers and consider the need for</p>	None			

		carrying a mobile phone.  STFC medical insurance provided through "First Assist" medical insurance card.				
Travel to and between overseas destinations on unsafe carriers.	Traveller may be injured while travelling to and between destinations overseas.	Use reputable airlines for overseas flights, for example IATA listed or those used by T Biz (JVT).	None			
Travel on long distance flights.	Traveller may succumb to Deep Vein Thrombosis (DVT)	Follow airline advice and guidance exercising legs regularly.				
Local crime and personal security environment of travel destination.	Traveller may become a victim of crime.	Follow FCO travel advice for the destination.  Take advice of host.  Take emergency contact numbers and consider the need for carrying a mobile phone.  STFC medical insurance provided through "First Assist" medical insurance card.	None			
Overseas driving.	See driving risk assessment template					
Undertaking work at an overseas location.	See standard Risk Assessment process, SHE Code 6, "Risk Management".					
<b>Step 5 Review Date:</b>		<ul style="list-style-type: none"> <li>• Review your assessment to make sure you are still improving, or at least not sliding back.</li> <li>• If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it.</li> <li>• Review your assessment by default at least 2 yearly</li> </ul>				