

Appendix 3 - STFC Risk Assessment template

Ref:	Title: Example Risk Assessment for Overseas Travel. (also see SC08 Appendix 2 – Guidance - Items for Overseas Travel Risk Assessment)
Assessment Date:	Rm/Building/STFC Site:
Main Assessor:	Department:
Assessment Team involved:	Persons or Groups of people exposed:
Activity/Task being assessed (and any other relevant details, e.g. photos or related risk assessments/COSHH assessments etc. and where to find them):	
Travel to Chile and European Southern Observatory (ESO) on Council business	

Step 1 What are the hazards?
 Step 2 Who might be harmed and how?
 Step 3: What are you already doing? (see guidance attached)
 What is the level of risk? (see guidance attached)
 What further action is necessary?
 Step 4: How will you implement identified actions?

Hazard/Task or Situation		H Harm	L Likelihood	R Risk		Action by whom	By when	Done
Flights								
Fatigue (flights are long; totaling 24 to 30 hrs)	Traveller May result in the traveller being prone to accidents or poor judgement	Moderate	Likely	Medium	Traveller to familiarise themselves with the itinerary; flight times, flight numbers, airport terminal numbers. Get suitable rest or sleep when possible; away from noise and distractions.	Traveller		
Jet lag	Traveller May result in the traveller being prone to accidents or poor judgement	Slight	Unlikely	Low	Traveller to be mindful of potential effects of Jet lag. Jet lag may persist for several days after arrival and can be accompanied by loss of appetite, difficulty in sleeping, constipation, and grogginess. Although individuals differ in severity of symptoms they experience, many people simply fail to recognize how they are affected, especially in tasks requiring concentration, situation awareness, and complex coordination.			

Deep Vein Thrombosis (DVT)	Traveller	<p>Development of DVT can occur on long journeys by plane, train, etc. This is probably due to sitting cramped for long periods.</p> <p>The increased risk of DVT from travel is small.</p>	Moderate	Unlikely	Medium	<p>Whilst travelling on a long journey, particularly on a long-haul plane trip:</p> <ul style="list-style-type: none"> ● Exercise your calf and foot muscles regularly: <ul style="list-style-type: none"> ○ Every half hour or so, bend and straighten your legs, feet and toes when you are seated. ○ Press the balls of your feet down hard against the floor or foot-rest every so often. This helps to increase the blood flow in your legs. ○ Take a walk up and down the aisle every hour or so, when the aircraft crew say it is safe to do so. ● Drink plenty of water (to avoid dehydration). ● Do not drink too much alcohol. (Alcohol can cause dehydration and immobility.) ● Do not take sleeping tablets, which cause immobility. ● Consider wearing compression stockings. ● Have a walk straight after the journey to 'get the circulation going'. <p>Most travellers have no problems. However, if you develop a swollen painful calf or breathing difficulties shortly after a long journey, then see a doctor urgently. (But note: slight painless puffiness of feet and ankles is common after a long journey and is not due to a DVT.)</p>	Traveller		
Driving and travel in Chile									

Working at altitude	STFC staff May suffer effects from working at altitude e.g. fatigue, fainting, breathlessness etc.	High altitude medical before travelling	Slight	Unlikely	Low	Follow any recommendation made in the high altitude medical	Traveller		
Falling ill or being injured	STFC staff Injury	Travellers will carry the details for travel insurance provided to STFC staff travelling on council business. International SOS app downloaded on to mobile devices Health facilities are good in Santiago and other major cities	Moderate	Unlikely	Medium	Some major hospitals accept credit cards but many doctors expect cash payments immediately.			
Exposure to viruses and diseases. (tetanus, polio, typhus, hepatitis A, hepatitis B)	STFC staff Could be infected and suffer long term illness	MASTA and International SOS provide information about which vaccinations are needed for the travel destinations. Travellers are advised to visit a doctor or clinic that specialises in travel-related medicine at least four to six weeks prior to their intended departure. This should allow the necessary time for any vaccinations prescribed by the doctor to take effect.	Moderate	Unlikely	Medium	Travellers are advised to avoid activities which could increase the risk of infection.	Traveller		
Prescription medication	STFC staff Could suffer illness from not being able to take prescribed medication	Travellers will take an appropriate supply of any prescription medication; this will be accompanied by a written doctor's instruction, explaining the need for the medication and justifying the quantities required.	Moderate	Very Unlikely	Low	Split supplies of any necessary medication into separate travel bags in case any bags are lost during travel.	Traveller		
Smog and poor air quality	STFC staff, Could suffer breathing difficulties or effects from Asthma.	Santiago declares "pre-emergency" or "emergency" states when the level of smog is dangerously high. When the air quality is in pre-emergency or emergency state, avoid trips to downtown Santiago whenever possible.	Slight	Unlikely	Low	Travellers should note that the most severe pollution in Santiago occurs from June to September; this may cause problems to sufferers of asthma or other respiratory illnesses.	Traveller		

Damaged tooth or toothache	STFC staff Could suffer significant discomfort and pain, resulting in stress, lack of concentration etc.	Chilean dentists (<i>dentistas</i>) are well trained. Dental work in Chile is relatively inexpensive. International SOS can provide advice about which service to use.	Moderate	Very Unlikely	Low	If a dental visit is required consult International SOS for advice.	Traveller		
Loss or damage of spectacles or contact lenses	STFC staff Could become more vulnerable to other hazards if their eye sight is impaired.	Travellers will take spare glasses and/or contact lenses. Opticians are available in Santiago.	Slight	Unlikely	Low	Care to be taken not to lose or damage spectacles.	Traveller		
Animals/Insects									
Bites Chilean violin spider (also known as the brown spider, Chilean Recluse or Chilean fiddle-backed spider)	STFC staff Could suffer life threatening conditions from reaction to the venom.	Pre travel awareness training to identify this spider and its likely locations.	Moderate	Very Unlikely	Low	Clothing should be inspected if there are known to instances of this spider in the region. This spider is not aggressive and usually bites only when pressed against human skin, such as when putting on an article of clothing.	Traveller		

Distribution List:	Signed:	Date:

Has the assessment been entered into the Evotix Assure database?

Yes No Evotix Assure ref no:

Step 5 Review Date:

- Review your assessment to make sure you are always improving the identification of hazards and control measures.
- If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it.

What is the level of risk? For each hazard, choose the 'Harm' and 'Likelihood'. Choose 'the most likely reasonably foreseeable injury' and **not** just the worst case outcome. For example, it is very unlikely that someone would be killed from falling from a footstool, the most common injury is likely to be a minor injury which may or may not require attention from a First-Aider.

E.g. if Harm was 'Moderate' and Likelihood 'Unlikely' the Risk would be 'Medium'.

		If control measures are not adhered to potential harm is likely to be:				
HARM	Major	Fatality	High	High	V High	V High
	High	Fatality or life changing injuries or serious health effects	Med	Med	High	V High
	Moderate	Time off work, e.g. broken bones, stress or musculoskeletal injury	Low	Med	Med	Med
	Slight	Minor injury which may or may not require First-aid treatment	Low	Low	Low	Low
			Very Unlikely	Unlikely	Likely	Very Likely
			Conceivable but difficult to realise. Would require a combination of several failures	Can be envisaged but is unlikely. Never previously happened in STFC	Can be anticipated to happen. Has previously been known to happen in STFC	Can be anticipated to happen. Has previously been known to happen on site
			LIKELIHOOD			

[Please note this matrix is reversed on SHE Assure, this is due to the software design and currently is unable to be altered. However, the meaning of the risk categories are the same.]

Where:

Low Risk	No additional controls are necessary unless they can be implemented at very low cost (in terms of time, money and effort) or there is a mandatory requirement within legislation. Actions to further reduce these risks can be assigned low priority.
Medium Risk	Consideration should be given as to whether the risks can be lowered, where applicable, to a low risk level, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period.
High Risk	The controls put in place are critical and it is imperative that they are monitored by a line manager (or equivalent) on a regular basis to ensure they are in place. Risk reduction measures should be contemplated as per the hierarchy and favour engineering controls over administrative controls and PPE. Additional controls may require extra resources and these would be justifiable.
Very High Risk	Additional control measures must be implemented to reduce the risk, regardless of cost, or a decision taken to terminate the activity until the risk level can be reduced.

What are you already doing? The 'Control Hierarchy' provides a simple prompt to consider the various types of control measure that are or could be established for any given hazard. The examples below are provided for illustration but are not an exhaustive list.

Eliminate/Substitute	Redesign job or substitute a substance so hazards are removed or eliminated. For example, avoid working at height or substitute a carcinogenic substance with a less hazardous substance.
Engineering Controls	For example: Local Exhaust Ventilation (LEV) to control risks from dusts or fumes; Interlocks/guarding of machinery; Access control; Emergency stop within reach. Also, the complete enclosure of the operator or the hazardous machinery/equipment. Give priority to measures which protect collectively over individual measures.
Administrative Controls	For example: training; reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting lone working; prohibiting use of mobile phones in hazardous areas; safety signage. Also, performing risk assessments, safe systems of work or a laser standing order.
Personal Protective Equipment (PPE)	Only used as a control measure after all the previous measures have been considered and determined to be ineffective in controlling the risks to a reasonably practicable level. For example: safety shoes, gloves, safety spectacles, hard hat, fall arrest harnesses. It is not sufficient to say 'PPE used', the type of PPE required must be specified.

Note: if one section such as PPE is not applicable, do not delete it but instead insert "PPE: N/A". This shows that it has been considered and deemed not relevant for this activity.