Appendix 4 - STFC Overseas Travel Risk Assessment template

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ref: | | Title: | | | | | | | | |
| Assessment Date: | | Rm/Building/STFC Site: | | | | | | | | |
| Main Assessor: | | Department: | | | | | | | | |
| Assessment Team involved: | | Persons or Groups of people exposed: | | | | | | | | |
| Activity/Task being assessed | | | | | | | | | | |
| Step 1  What are the hazards? | Step 2  Who might be harmed and how? | Step 3:  What are you already doing? (see SC08 Appendix 2 - Guidance for Overseas Travel Risk Assessment) | What is the level of risk?  (see guidance attached at end of this form) | | | 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 | Traveller  Fatigue may result in the traveller being prone to one or more of the other hazards identified. |  |  |  |  |  | |  |  |  |
| Jet Lag | Traveller  May affect ability to carry out tasks requiring concentration, situation awareness, and complex coordination. |  |  |  |  |  | |  |  |  |
| Deep Vein Thrombosis (DVT) | Traveller  Blood clot forms in a leg vein |  |  |  |  |  | |  |  |  |
| **Driving** |  |  |  |  |  |  | |  |  |  |
| Competence to drive in the foreign country | Traveller  Poor driving may lead to injury to driver and others |  |  |  |  |  | |  |  |  |
| Driving with excessive speed | Traveller  Vehicle accident may lead to injury to driver and others |  |  |  |  |  | |  |  |  |
| Unawareness of the country’s driving style | Traveller  Vehicle accident may lead to injury to driver and others |  |  |  |  |  | |  |  |  |
| **Environmental** |  |  |  |  |  |  | |  |  |  |
| Exposure to unfamiliar or extreme conditions | Traveller  Ill health from high or low temperatures. Sunburn |  |  |  |  |  | |  |  |  |
| Extreme geological events | Traveller  Injury from earthquake, volcanic eruptions, tsunamis. |  |  |  |  |  | |  |  |  |
| Extreme climatic events | Traveller  Injury from storms, typhoons/hurricanes and avalanches. |  |  |  |  |  | |  |  |  |
| **Security** |  |  |  |  |  |  | |  |  |  |
| Personal Security | Traveller  Assault or mugging |  |  |  |  |  | |  |  |  |
| Loss of property | Traveller  Increased risk if travel documents, money and/or communication devices are lost |  |  |  |  |  | |  |  |  |
| Kidnap and terrorism | Traveller  Injury and/or health affected through actions of kidnap or terrorism |  |  |  |  |  | |  |  |  |
| Drugs | Traveller  Injury or ill health from involvement with illicit drugs |  |  |  |  |  | |  |  |  |
| Civil disturbance | Traveller  Injury through actions of rioters |  |  |  |  |  | |  |  |  |
| Cultural Differences | Traveller  Causing offence or insult resulting in injury or security risk |  |  |  |  |  | |  |  |  |
| **Food and Drink** |  |  |  |  |  |  | |  |  |  |
| Allergies | Traveller  Allergic reaction and ill health |  |  |  |  |  | |  |  |  |
| Food poisoning | Traveller  Ill health |  |  |  |  |  | |  |  |  |
| Water and fluids | Traveller  Ill health from contaminated drinking water |  |  |  |  |  | |  |  |  |
| Contamination from water and soil | Traveller  Ill health from contact with contaminated water or soil |  |  |  |  |  | |  |  |  |
| **Health** |  |  |  |  |  |  | |  |  |  |
| Working at altitude | Traveller  Effects from working at altitude e.g. fatigue, fainting, breathlessness, altitude sickness |  |  |  |  |  | |  |  |  |
| Exposure to viruses, significant diseases and parasites. | Traveller  Infection and short or long term illness |  |  |  |  |  | |  |  |  |
| Exposure to blood or other body fluids | Traveller  Infection and llong term illness |  |  |  |  |  | |  |  |  |
| Prescription medication | Traveller  Ill health from lack of necessary medication |  |  |  |  |  | |  |  |  |
| Smog and poor air quality | Traveller  Breathing difficulties |  |  |  |  |  | |  |  |  |
| **Animals, Insects and Parasites** | |  |  |  |  |  | |  |  |  |
| Insect, Arachnid or similar bites and stings | Traveller  Life threatening conditions from reaction to venom |  |  |  |  |  | |  |  |  |
| Contact with dangerous animals. | Traveller  Injury from animal attack |  |  |  |  |  | |  |  |  |
| Rabies | Traveller  Rabies infection from bite by affected animals |  |  |  |  |  | |  |  |  |
|  |  |  | | | |  | | | | |
| 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 take 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.