Appendix 3 - STFC Risk Assessment template

| Ref: Title: Example Risk Assessment for Overseas Travel. (also see SC08 Appendix 2 – Guidance - Items for Overseas Travel Ris Assessment) | | | | | | avel Risk | | | |
|---|---|--|-----------|-----------------|-----------|---|-------------------------------|-------------|---------------|
| Assessment Date: Rm/Building/STFC Site: | | | | | | | | | |
| Main Assessor: | | Department: | | | | | | | |
| Assessment Team involve | ed: | Persons or Groups of people expos | ed: | | | | | | |
| | , | vant details, e.g. photos or related risk vatory (ESO) on Council business | assessm | ents/COSI | HH asses | sments etc. and where to find then | n): | | |
| Step 1 What are the hazards? | Step 2 Who might be harmed and how? | Step 3: What are you already doing? (see guidance attached) | | the level o | | What further action is necessary? | Step 4: How will yactions? | you impleme | nt identified |
| 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 | After the long haul flight the first night will be spent in Santiago prior to travelling on to an observatory. | 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 | The time in Chile is 4 hrs behind GMT. Taxi has been booked for collection from the airport upon arrival and transport to local hotel for first day & night stay. Visit itinerary planned to avoid complex tasks during early part of the visit. | 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) Driving and travel in Chile | Traveller | Development of DVT can occur on long journeys by plane, train, etc. This is probably due to sitting cramped for long periods. The increased risk of DVT from travel is small. | Moderate | Unlikely | Medium | Whilst travelling on a long journey, particularly on a long-haul plane trip: Exercise your calf and foot muscles regularly: 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'. 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.) | Traveller | |
|---|-----------|--|----------|----------|--------|--|-----------|--|
| | | | | | | | | |

| Competence of driver to drive in Chile on council business. | Traveller May lead to injury of driver and others who may be harmed by inability of driver to understand local 'highway code'. | Evaluate the need to drive in Chile and select alternative method of transport as appropriate e.g. use of taxis, internal flights etc Drivers must be in possession of a valid International Driving Permit (IDP) and the licence from your home country in order to drive in Chile. Drivers must carry both of these licences along with your passport and any documents relating to the vehicle. Any police officer stopping the driver will request these documents. | High | Likely | High | Driving defensively is advised. Consider undertaking the defensive driving course offered by the STFC. Keep doors locked at all times and be aware of criminals when stopping at traffic lights, especially in southern parts of Santiago and the airport. | Traveller | |
|---|---|---|----------|------------------|------|--|-----------|--|
| Travel from airport to Santiago city. | Traveller | Take an official taxi. In both terminals, there are taxis to the city available 24 hours a day. For security reasons, it is recommended to use only the official taxis that the airport offers. | Slight | Unlikely | Low | Visitors can pay in local currency or dollars; it should cost less than US\$30 for the approximately 30 minute trip into town. | Traveller | |
| Climate/Geology | | | | | | | | |
| Exposure to desert conditions and intense sun. | Traveller Sunburn or sunstroke | Awareness of potential risk of sunburn and sunstroke | Slight | Unlikely | Low | When working or resting outside ensure suitable sun protection is used. | Traveller | |
| Volcanic eruptions | Traveller Injury | Pre travel awareness training of what to do in the event of a volcanic eruption. | Moderate | Very Unlikely | Low | Staff should make themselves aware of any local procedures. ESO and Gemini publish guidance on this. | Traveller | |
| Earthquakes | Traveller Injury | Pre travel awareness training of what to do in the event of a significant earthquake. | Moderate | Very Unlikely | Low | Staff should make themselves aware of any local procedures. ESO and Gemini publish guidance on this. | Traveller | |
| Security | | | | | | | | |

| Personal Security | Traveller Could be assaulted, injured and/or lose important documents etc. | Pre travel personal security awareness training | Moderate | Unlikely | Medium | A recent government study showed that most people were robbed in Santiago during the evening rush hour Though there is less robbery late at night, the crime tends to become more dangerous. Think twice about walking home at night. If you are going a short distance, a taxi is inexpensive. Watch your belongings while on | Traveller | |
|----------------------|--|--|----------|----------|--------|--|-----------|--|
| | | | | | | buses and the metro. Some pickpockets are very skilled at emptying your pockets on crowded buses. | | |
| Kidnap and terrorism | STFC staff Could suffer loss of freedom and be exposed to significant health risks. | Travel by official taxis. Accommodation organised through the corporate travel provider who monitor the safety of hotels, etc. | Moderate | Unlikely | Medium | | | |
| Food and Drink | | | | | | | | |
| Allergies | STFC staff May have severe reaction and need treatment. | Appropriate treatments will be carried as a precaution should an exposure and subsequent reactions occur. | Slight | Unlikely | Low | Staff with known allergies should be aware of any potential for coming in to possible contact with the respective agent. | Traveller | |
| Food poisoning | STFC staff May have debilitating illness from food poisoning. | | Moderate | Likely | Medium | Fruit and vegetables should only be consumed if they have been peeled or cooked. Undercooked meat and fish should not be consumed. Food from street vendors should be avoided as this carries a higher risk of causing infection. | Traveller | |
| Water and fluids | STFC staff May suffer illness and dehydration from drinking contaminated water. | Tap water is generally safe to drink in Chile's major urban centres, Water quality in rural areas is variable. Travellers are advised to consume only sterilised or bottled water. | Moderate | Unlikely | Medium | In rural areas travellers are advised to consume only bottled water. | Traveller | |
| Health | | | | | | | | |

| 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 travelrelated 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 | |

| Step 5 Review Date: | | Review your assessment to make surIf there is a significant change in your | re you are a workplace | always impr , remembei | oving the id to check y | dentification of hazards and control nour risk assessment and where nece | neasures. essary, amend | it. | |
|---|---|--|---------------------------|---------------------------|----------------------------|--|----------------------------|-----|--|
| Has the assessment been enter database? | red into the Evotix Assure | Yes 🗆 No 🗆 E | Evotix Assu | ıre ref no: | | | | | |
| Distributio | n List: | Sigi | ned: | | | | Date: | | |
| Diatributio | n List: | Cin | nod: | | | | Data | | |
| 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 | Гом | 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 | | |
| Loss or damage of spectacles or contact lenses Animals/Insects | 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 | | |
| 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 | | |

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: | | | | | | | |
|------|----------|--|---|---|---|---|--|--|--|
| | Major | Fatality | High | High | V High | V High | | | |
| 5 | High | Fatality or life changing injuries or serious health effects | Med | Med | High | V High | | | |
| HARM | 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.