

## 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
<b>Flights</b>								
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								
<b>Driving</b>									
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								
<b>Environmental</b>									
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.								
<b>Security</b>									
Personal Security	Traveller Assault or mugging								



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								
<b>Health</b>									
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 long term illness								
Prescription medication	Traveller Ill health from lack of necessary medication								
Smog and poor air quality	Traveller Breathing difficulties								
<b>Animals, Insects and Parasites</b>									
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:				
<b>HARM</b>	<b>Major</b>	Fatality	High	High	V High	V High
	<b>High</b>	Fatality or life changing injuries or serious health effects	Med	Med	High	V High
	<b>Moderate</b>	Time off work, e.g. broken bones, stress or musculoskeletal injury	Low	Med	Med	Med
	<b>Slight</b>	Minor injury which may or may not require First-aid treatment	Low	Low	Low	Low
			<b>Very Unlikely</b>	<b>Unlikely</b>	<b>Likely</b>	<b>Very Likely</b>
			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
			<b>LIKELIHOOD</b>			

[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 <b>must</b> 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.