

Activity:		Brief description of trip:	Assessed By:	
Dept./School:			Date:	
Location:			Review Date:	

1. What are the hazards?	2. Who might be at harm and how? <i>E, C, S, Mp, V, Em, Mp, Dp *</i>	3. Current control measures	4. Initial Risk Rating: <i>H/M/L *</i>	5. Additional control measures (if required)	6. Action by whom?	7. Action by when? (Date)	8. Date done	9. Residual risk rating. <i>H/M/L</i>
Potential terrorist activities Suicide attacks	Self	Be aware of my surroundings Move or leave if I feel uncomfortable or if something does not seem right Not accept packages from strangers	(5X4) = 20	Monitor local information sources for information on new safety and security risks Learn where emergency exits are located in buildings I frequent. Notice where exits are when I enter unfamiliar buildings Be aware of conspicuous or unusual behaviour Stay away from potential targets, like military compounds and government buildings.	Myself	Before and during visit		(5x2)= 10
Kidnap and ransom	Self	Secure armed escort Extreme vigilance	(4x4)=16	Not to walk anywhere alone, especially at night Avoid anyone who approaches me directly to serve as a guide. In addition to taking professional security advice, to vary my routines to avoid setting predictable patterns of movement, particularly around	Myself	Before and during visit		(4x1) = 4

				travel routes.				
IED's, mines, Booby traps	Self	Extreme vigilance Use of armoured vehicles?? Stay in secure area (E.g Green Zone)	(5x3) = 15	Travel by road should only be undertaken in secure transport, with armed protection, using reputable local drivers and guides	Myself	Before and during visit		(5x1) = 5
Personal security Violent Crimes	Self	Keep low profile Respect religious and social traditions to avoid offending local sensitivities Not to take photos where it is restricted, Maintain radio or telephone communications to report my movements. Travel in convoy with a security detail.	(5x4) = 20	Travel by road in secure transport, with armed protection, using reputable local drivers and guides Avoid any regular patterns of movement whilst travelling in the city Not to draw attention to cash or wear personal effects of real (or apparent) value Keep photocopies of passports and visas at hotel	Myself	Before and during visit		(5x2) = 10
Vehicle security	Self	Will rely on reputable cab services Keep car doors and windows closed and locked at all times Maintain radio or telephone communications to report movements Travel in convoy with a security detail.	(4x3) = 12	Avoid any regular patterns of movement whilst travelling in the city Consider the use of armoured vehicles Rely on local contacts to ferry me around	Myself	Before and during visit		(4x1) = 4
Possible demonstrations / riot.	Self	Stay away from crowds. Not to walk anywhere alone	(3x3) = 9	Monitor local information sources for information on safety and security risks	Myself	Before and during visit		(3x1) = 3
Medical emergency / Evacuation	Self	Will have medical insurance coverage	(5x2) = 10	Local private/public medical clinics Rely on local contacts	Myself	Before and during visit		(5x1) = 5

Flying: Risk of deep vein thrombosis and dehydration. Jet lag	Self	In-flight exercising and intake of plenty of fluids. Adequate rest after arrival	(3x1) = 3					
Accommodation	Self	Stay in reputable / approved hotels / accommodation.	(3x1) = 3					
Immunisation	Self	up-to-date on vaccinations (E.g Hepatitis A and Typhoid vaccinations)	(4x1) = 4					
Human factors: Infections and illnesses	Self	Regular hygienic measures, safe drinking water, avoidance of street food, eating freshly cooked food.	(3x1) = 3					

* Please see overleaf for guidance on completion

Guidance on completing the risk assessment

- Description of the work:** A general description of the work e.g. Teaching; Travelling; Workshop activities; Grounds Maintenance; Office Activities; Waste collection;
- Task or Process:** A brief description of the specific work being carried out e.g. use of workshop or laboratory equipment; using ladders for maintenance purposes; manual handling of materials; bulk waste collection etc. or the process being assessed.
- The Hazard(s):** A brief description of the potential for causing harm or loss e.g. moving parts of machinery; entanglement; contact with electricity, lifting heavy loads etc.

4. **Persons at Risk:** E = Employees; C = Contractors; V = Visitors; Mp = Members of the public; S = Students; EM = Expectant Mothers; DP = Disabled persons. The types and numbers of person at risk may impact the degree and likelihood of the risk.
5. **Existing Controls:** Considerations could include:- guarding; training; safe systems of work; segregation; safety equipment; examination and testing; emergency arrangements.
6. **Risk Classification:** In considering the likelihood of an injury or incident occurring the following potential contributory factors should be considered:-
 - How frequent the work is carried out? A higher frequency may increase the risk.
 - Whether those carrying out the work are more at risk e.g. a disabled person, an expectant mother, or someone with little experience.
 - Are suitable tools and equipment available that are properly maintained?
 - Has a safe system of work been established and implemented?
 - Has suitable information, instruction and training been provided?
 - Is there adequate supervision?
 - Are the controls in place adequate or are additional controls required?

Likelihood of occurrence

1. **Improbable**
2. **Remote**
3. **Possible**
4. **Probable**
5. **Certainty**

Potential Severity of injury or financial loss

1. **None**
2. **Negligible**
3. **Minor**
4. **Major**
5. **Fatal**

Risk = Likelihood X Severity

Using the values above determine the risk classification by multiplying the likelihood and the potential severity you consider appropriate and enter the result in the matrix above to obtain the risk rating: e.g. If you consider the potential harm to be major (4) and the likelihood to be remote (2) the risk classification is 4 x 2 = 8 which is classed as a "Medium" risk using the matrix.

