

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>
Social / Political Unrest	E	Check the FCO website for up-to-date advice. Reschedule visit if feasible. Stay away from crowds. Not to walk anywhere alone	(2x4) = 8	Monitor local information sources for information on safety and security risks				(1x4) = 4
Personal attack / kidnap: Dangers associated with travelling alone; arriving at night, etc	E	Extreme vigilance. Not to walk anywhere alone, especially at night	(1x4) = 4					
Driving	E	Check safety of vehicle. Check driving license valid and insurance. Avoid driving at night	(1x4) = 4					
Theft or loss of ID documents and other belongings: passport, driving license, bank cards, travel tickets, laptop	E	Keep items secure. Record details of numbers, issue dates, etc. and store separately both with you and at home.	(1x2) = 2					

Pre-existing medical conditions	E	Take medical advice. Carry written details of medical condition, adequate supplies of prescribed medication, details of blood group, etc. Consider translation of information into local language. Up to date European Health Insurance Card	(1x4) = 4					
Exposure to infection: Known endemic illnesses in destination(s)	E	Take medical advice and arrange vaccination/inoculation/prophylaxis as appropriate for e.g. Cholera, Diphtheria, Hepatitis B, Japanese Encephalitis, Malaria, Meningitis, Poliomyelitis, Tetanus, Tick-borne Encephalitis, Tuberculosis, Typhoid, Yellow Fever	(1x4) = 4					
Flying - Deep vein Thrombosis	E	Avoid dehydration (drink water, avoid alcohol) Undertake in-flight exercise	(1x4) = 4					
Insect and animal bites	E	Avoid by prevention – repellents, clothing, etc. - Carry appropriate treatment	(1x3) = 3					
Contaminated water/food	E	Avoid food or water which could be contaminated. Carry water sterilising tablets	(1x4) = 4					
Minor injuries and ailments	E	Carry basic First Aid kit. Up to date European Health Insurance Card	(1x2) = 2					
Lone working	E	Notify others where you are working, provide schedules of movement, lone worker alarms	(1x4) = 4					

* Please see overleaf for guidance on completion

EXAMPLE

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.
- 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.
- Existing Controls:** Considerations could include:- guarding; training; safe systems of work; segregation; safety equipment; examination and testing; emergency arrangements.
- 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.

