

Risk Assessment

Title	Work and Travelling Abroad	Date Of Assessment	Mon 11 July 2022
Site	Academic Families	Location	111 Swanston Rd
Risk Assessor	Lorna Clayton	Assisted By	Sophie Clayton
Non-Employees Involved	-	People At Risk	Employees & Volunteers
Review Date	Mon 10 July 2023	Reviewer	Lorna Clayton

Hazards

Hazard	Country safety
Risk Of Harm	Personal safety of employees working abroad.
Existing Control Measures	FCO country safety guidance will be reviewed prior to any trip plan. If the employee has a work mobile, they will either buy a local SIM or use network roaming. If the employee does not have a work mobile, they will be approved to use their personal mobile and either buy a local SIM or be reimbursed for any additional personal mobile costs incurred.
Hazard	Illness
Risk Of Harm	Complications as less able to access medical care remoteness from facilities.
Existing Control Measures	Review health status of employee before confirming travel decision and arrangements. Company Amex travel insurance cover - with in-country emergency support. Itinerary, flight and travel arrangements confirmed before departure. Allowance for jet lag and work responsibilities. Staff advised to keep hydrated on flights and in hot climates.

Hazard

Risk Of Harm

Existing Control Measures

Work related issues

Stress, assault, injury, serious injury or death.

Staff working abroad will be competent to complete any tasks involved in the assignment.

They are instructed to follow UK principles for H & S.

Arrangements will be made to ensure there are no language barrier issues.

Where possible, staff working abroad will not work alone.

Staff will check in daily with their manager to discuss their assignment progress and check on their safety, health and any concerns that may have arisen. If the staff member does not make contact the manager will attempt to make contact with them. If unsuccessful they will make enquiries with their relatives.

Staff are advised not to go out alone in their own time unless accompanied by another person known to them.

Past Reviews

Review Date

Thus 15 Oct 2020

Mon 12 July 2021

Reviewer

Lorna Clayton

Lorna Clayton

Comments

Initial assessment

No change since initial assessment