EXAMPLE Risk assessment

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| **Description of activity / area being assessed** | **Risk assessment for travel overseas, against the additional risks that the Covid-19 Pandemic has presented.****Insert a brief description here of the purpose and nature of the trip. Include details of activities to be carried out, type of transport and accommodation to be used.****This must be read in conjunction with:*** [University of Essex Strategic Risk Assessment](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/covid19-returning-to-campus/covid-strategic-risk-assessment.pdf) **against the additional risks that the Covid-19 Pandemic has presented.**
* **University of Essex** [Travel Policy Under COVID-19 Restrictions](https://www.essex.ac.uk/-/media/documents/directories/transport/travel-policy-covid-october-2020.pdf)
* **Government guidance on travelling during the pandemic:**

[www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers](http://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) [www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19](http://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19);<https://www.gov.uk/foreign-travel-advice>* **Overseas Travel web pages:** <https://www.essex.ac.uk/staff/activities-health-and-safety/overseas-travel>
 | **Department** | **Dept/area/lab/function/ workshop being assessed** |
| **Location(s)** | **List all locations to which the assessment applies**  |
| **Manager responsible** | Name and position | **Signature & date** | **Signature and date of approval** |
| **Assessed by (name & role)** | **Name and position** | **Signature & assessment date** | **Signature and date of assessment** |

| **Hazard (H)****hazardous event (HE)****consequence (C)** | **Who might be harmed** | **Current controls** | **Current risk****LxC=R** | **Additional controls needed to reduce risk** | **Residual** **risk****LxC=R** | **Target Date**  | **Date achieved** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Examples of who might be harmed and current control measures are shown in red below. These are not exhaustive lists – please refer to the guidance notes at the bottom of this document for more details on what to consider. Ensure that the control measures you have stated are relevant for your specific trip.*** |
| **TRANSPORT****Hazard:** Travel for business during the Covid-19 pandemic.**Hazardous event:** Infection with Covid-19.**Consequence:** Illness and at least 7 days off work. | Staff Students Vulnerable persons People with a disability  | State all types of transport which will be used. Identify control measures that you will put in place to ensure the safest method of travel (e.g. *private cars with one occupant only; minibus with reduced passengers to allow appropriate social distancing, with open windows to allow good ventilation).**Example control measures:** *All passengers to carry hand sanitiser and use after touching surfaces.*
* *Face coverings to be worn.*
* *Avoid peak times for travelling.*
 | Unlikely x Major = Medium |  |  |  |  |
| **ACCOMMODATION AND MEALS****Hazard:** Use of accommodation for business during the Covid-19 pandemic.**Hazardous event:** Infection with Covid-19.**Consequence:** Illness and at least 7 days off work. | Staff Students Vulnerable persons People with a disability | State the type of accommodation, e.g. hotel, guesthouse, apartment, hostel and state what measures are in place to ensure the accommodation is COVID-secure.State whether accommodation and facilities will be shared or whether solo occupancy is planned.State how meals will be managed, e.g. through accommodation provider, through host organisation, or whether you will need to visit a restaurant or supermarket.*Example control measures:** *Wipes and sanitiser to be taken to accommodation.*
* *Travellers to wash hands regularly and avoid touching the face with unwashed hands.*
* *Rooms to be kept well ventilated where possible by opening windows.*
* *Regularly clean and disinfect surfaces and items that you touch frequently.*
 | Unlikely x Major = Medium |  |  |  |  |
| **WORK ACTIVITIES AT THE HOST ORGANISATION****Hazard:** Visiting and/or working at another organisation during the Covid-19 pandemic.**Hazardous event:** Infection with Covid-19.**Consequence:** Illness and at least 7 days off work. | Staff Students Vulnerable persons People with a disability | State the activities that will be undertaken.Check the hosts’ Covid-19 Secure policy and state the arrangements for Covid-19 control at the host organisation (or attach their risk assessments and procedures to this document). Include how they will induct/train visitors.Have arrangements been made for a host to be allocated to you? have you been given details for where to arrive and any one-way system in place? Do you have a plan to find your way around if unescorted? | Unlikely x Major = Medium |  |  |  |  |
| **EMERGENCY PROCEDURES/ MEDICAL REQUIREMENTS****Hazard:** Requiring medical assistance when visiting and/or working at another organisation during the Covid-19 pandemic.**Hazardous event:** Infection with Covid-19.**Consequence:** Illness and at least 7 days off work. | Staff Students Vulnerable persons People with a disability | COVID-19 self-assessment for medical vulnerability category for each individual has been reviewed by the line manager or Occupational Health prior to travel and all travellers have been authorised to go on the trip.Extra supplies of usual medication to be carried by all travellers to ensure there are adequate supplies to cover any potential self-isolation periods.In the event one of the travellers showing Covid -19 symptoms whilst on the trip and/or testing positive for Covid-19 (and therefore having to self-isolate), describe how essential supplies for food and medication will be managed, and how emergency assistance will be organised if required.Are there plans in place or preparations in place for isolation where necessary and are arrangements in place should an extended stay overseas be required? | Unlikely x Major = Medium |  |  |  |  |

Periodic Review

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| --- | --- | --- | --- | --- | --- |
| **Review date:** |  |  |  |  |  |
| **Review by:** | Name | Name | Name |  |  |
| **Signed:** | Signature | Signature | Signature |  |  |

**If there are changes, please save assessment as a new version and archive previous version.**

**BEFORE THE TRIP CAN GO AHEAD, ENSURE THE FOLLOWING IS IN PLACE:**

* The [Overseas Travel Risk Assessment](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/overseas-travel-risk-assessment.docx) has been completed with reference to the guidance below and has been approved and signed by the Head of Department.
* The travel has been booked through the University’s [approved travel management providers](https://www.essex.ac.uk/staff/travel-and-transport/booking-business-travel) and the Insurance Section has confirmed that travel insurance is in place.
* Traveller has completed a COVID-19 self-assessment to identify their individual medical vulnerability <https://www.essex.ac.uk/staff/covid-19/how-to-come-onto-our-campuses> / (<https://alama.shinyapps.io/Covid_Age/>) and has been authorised to go on the trip by their line manager (or Occupational Health).
* Traveller has read and understood the relevant risk assessment(s), procedures and guidance for the trip.

**Guidance for completing the Travel Risk Assessment for Covid-19 risk**

**Before you start the risk assessment:**

* Refer to the [University of Essex Travel Policy Under Covid-19 Restrictions.](https://www.essex.ac.uk/-/media/documents/directories/transport/travel-policy-covid-october-2020.pdf)
* Consider whether the travel is necessary or whether the activity can be carried out remotely (such as on-line teaching or meetings) or postponed to a later date.
* Research your destination(s) including checking the Covid transmission levels and local restrictions for incoming travellers <https://www.gov.uk/guidance/travel-advice-novel-coronavirus> and refer to the [Drum Cussac Risk Monitor](https://www.drum-cussac.net/).
* Follow the University of Essex travel insurance process and complete a [travel application form.](https://sp.essex.ac.uk/sections/finance/Lists/Travel%20Insurance%20Application%20Form/allitems.aspx)

**Process for risk assessment:**

* Identify the hazards, risks and control measures for the transport and activities for the specific trip, using the general risk assessment template in this document. You will also need to complete the [Overseas Travel Risk Assessment](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/overseas-travel-risk-assessment.docx) form. You can attach your general risk assessment to Section 4 of the Overseas Travel Risk Assessment form (you do not need to complete the risk assessment twice).
* Refer to the notes below and [www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers](http://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) to write the risk assessment.
* All travellers complete the COVID-19 self-assessment to identify an individual medical vulnerability category <https://www.essex.ac.uk/staff/covid-19/how-to-come-onto-our-campuses> / (<https://alama.shinyapps.io/Covid_Age/>). Line manager / trip organiser to be made aware of the findings (category) which individual(s) fall into: green, amber, yellow or red. According to the category findings confirm any necessary Occupational Health authorisation.
* Consider potential quarantine requirements for the destination(s) and that may be in effect on return to the UK.

**Aspects to consider on the risk assessment:**

**Transport** (e.g. flights, train/bus, taxis). Include all transfers for your trip, including within the UK.

Refer to [www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers](http://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) for up to date detailed advice. Consider the following control measures:

* **Follow the UoE policy for booking travel.**
* Plan your route, including scheduled breaks.
* Avoid public transport where possible.
* Where public transport must be used, plan your journey and check requirements of transport provider. Consider using less busy airports or stations.
* Avoid peak times and keep transport changes to a minimum.
* Travel side by side rather than opposite other passengers.
* Avoid crowds and keep a distance of >2m where possible.
* Wear a face covering in line with [Government guidelines](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own)
* Use hand sanitiser after touching surfaces and avoid touching face.
* Pay for fare or tickets in advance or use contactless payment.
* Check the extra control measures that may be put in place by the travel provider, for example barriers, screens, floor markings, one way systems and seating arrangements. Allow extra time to comply with their instructions, such as queuing to go through security checks.
* Download the [NHS COVID-19](file:///C%3A%5CBox%5CSafety%20Audit%20Shared%20Drive%5CZ%20Old%20Safety%20Drive%5CMonitoring%5C2020_Coronavirus-Covid-19%5CTravel%20guidance%20and%20RA%5CNHS%20COVID-19) app before you travel while you are in the UK.

**Accommodation and eating out** (e.g. hotels, apartments, guesthouses, restaurants)

* **Follow the UoE policy for booking accommodation**.
* Check local requirements and guidance at your destination e.g. for social distancing
* Check in advance the Covid safety arrangements of your accommodation provider.
* Check in advance the cleaning and disinfection arrangements of the provider, particularly for surfaces, furnishings and bathrooms between occupants.
* Take wipes and sanitiser and wash hands regularly. Avoid touching your face with unwashed hands.
* Keep room well ventilated where possible by opening windows.
* Regularly clean and disinfect surfaces and items that you touch frequently.
* Plan how you manage meals, for example will they be delivered to your room, or will you need to go to a restaurant or supermarket?
* Avoid crowds and wear a face covering where adequate social distancing cannot be achieved in public areas.

**Work activities**

Check in advance the Covid safety arrangements/risk assessments and training/induction procedures of the host organisation. You should check these are of a suitable standard and either state these controls on your risk assessment, or cross-refer to their documents.

Consider all work activities on the risk assessment, for example:

* Face to face teaching
* Meetings
* Conferences
* Research
* Close contact or shared/worn equipment

**Accessing medical assistance should you become ill**

* Ensure that your line manager and/or Occupational Health has reviewed your COVID-19 self-assessment individual medical vulnerability category prior to travel and confirm that you have been authorised to go on the trip.
* Carry any usual medication with you and ensure you have extra supplies to cover any potential self-isolation and quarantine periods.
* Review the emergency and medical arrangements for your destination(s) and detail these in your Overseas Travel Risk Assessment, for example will there be a contact person at the host organisation or UoE who will be able to maintain contact if further support is required? How will this communication be arranged?
* Plan the action to take if you start to show symptoms of Covid-19. You should stay in your accommodation and self-isolate if you show any symptoms. Plan how will obtain essential supplies if this occurs.
* Review the emergency and medical arrangements if you should become ill - consider the availability and capacity of local health services prior to travel.
* Ensure that you have the appropriate travel insurance for medical care – contact the Insurance Section for verification prior to booking the travel.
* If the stay overseas needs to be extended how will this be managed? For example due to the imposition of, or change to, quarantine arrangements.