

Central Covid-19 Risk assessment for Overseas Travel for Staff

Description of activity / area being assessed	Risk assessment for travel overseas, against the additional risks that the COVID-19 Pandemic has presented.	Department	All departments
	<p>This risk assessment shows the minimum control measures for COVID-19 when travelling overseas, for University of Essex staff. If there are control measures needed in excess of this risk assessment, the staff member must raise a separate risk assessment to cover these (see guidance notes at the bottom of this document).</p> <p>The staff member should check in advance the entry requirements for the country/countries that they are visiting, which will tell them the relevant requirements, which may include:</p> <ul style="list-style-type: none"> • Proof of a negative Covid-19 test • Whether they will be required to quarantine on arrival • Proof of vaccination status <p>This risk assessment must be read in conjunction with:</p> <ul style="list-style-type: none"> • University of Essex Strategic Risk Assessment against the additional risks that the Covid-19 Pandemic has presented. • University of Essex Travel Policy Under COVID-19 Restrictions • Government guidance on travelling during the pandemic: 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 	Location(s)	All off-campus locations overseas

	<ul style="list-style-type: none"> • Drum Cussac web page to assess overseas risks: https://www.drum-cussac.net/ 		
Manager responsible	Lara Carmel, Director of Workplace Health, Safety and Wellbeing	Signature & date	
Assessed by (name & role)	Caroline Smith, Professional Lead for Health and Safety (Academic Faculties) Glyn Shand, Health and Safety Adviser	Signature & assessment date	C. Smith 1/8/22 G. Shand 1/8/22

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
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 Vulnerable persons People with a disability	<ul style="list-style-type: none"> - Where public transport is to be used, traveller must check the COVID-19 requirements of the transport provider (e.g. one way systems, seating arrangements, screen) and allow extra time to comply with instructions. - If COVID-19 infection rates are of concern in the country being travelled through/visited, consider using less busy airports or stations; avoid peak times for travel; travel side by side rather than opposite other 	Unlikely x Major = Medium				

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
		<p>passengers; avoid crowds and keep a distance of >2m where possible; pay for tickets using contactless payment or pay in advance.</p> <ul style="list-style-type: none"> - Hand sanitiser carried and to be used in public places (for example use when touching surfaces). - Face masks to be worn on transport when mandatory. When not mandatory, face masks can be worn if preferred/advised (FFP3 masks available for staff including mask fit testing via ohquery@essex.ac.uk). - Social distancing guidelines for public transport adhered to including sitting away from others where possible. - Ventilation increased where possible, including opening of windows. 					
<p>ACCOMMODATION AND MEALS</p> <p>Hazard: Use of accommodation for business during the</p>	<p>Staff</p> <p>Vulnerable persons</p> <p>People with a disability</p>	<ul style="list-style-type: none"> - Traveller to check in advance the COVID-19 safety arrangements for their accommodation, where applicable, and consider whether they will be sharing a 	<p>Unlikely x Major = Medium</p>				

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
<p>COVID-19 pandemic.</p> <p>Hazardous event: Infection with COVID-19.</p> <p>Consequence: Illness and at least 7 days off work.</p>		<p>room or bathroom with others and whether any further measures are required, such as enhanced ventilation or cleaning.</p> <ul style="list-style-type: none"> - Traveller to check in advance how their meals will be managed. - Room to be kept well ventilated where possible. - Room to be cleaned on a regular basis (frequency dependant on accommodation cleaning policy). - Hands regularly washed or sanitised to ensure cleanliness before eating. - Wipes and sanitiser to be taken to accommodation to sanitise surfaces when needed. - If COVID-19 infection rates are of concern, consider taking meals in their room; avoid peak times for restaurants; avoid crowds and keep a distance of >2m where possible. 					

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
<p>WORK ACTIVITIES AT THE HOST ORGANISATION</p> <p>Hazard: Visiting and/or working at another organisation during the COVID-19 pandemic.</p> <p>Hazardous event: Infection with COVID-19.</p> <p>Consequence: Illness and at least 7 days off work.</p>	<p>Staff</p> <p>Vulnerable persons</p> <p>People with a disability</p>	<ul style="list-style-type: none"> - Traveller to check the hosts' COVID-19 policy and arrangements (where applicable for the country they are visiting) and adhere to the requirements. - Consider all work activities that are covered by the arrangements, including face to face teaching, meetings/conferences, research activities, close contact activities and shared equipment. - Undergo induction for new workplace detailing health and safety arrangements, including management of COVID-19. - If personal protective equipment (PPE) is required to work at the host organisation, the host should provide this. 	Unlikely x Major = Medium				
<p>EMERGENCY PROCEDURES/ MEDICAL REQUIREMENTS</p>	<p>Students</p> <p>Vulnerable persons</p>	<ul style="list-style-type: none"> - In the event of showing COVID -19 symptoms whilst on the trip and/or testing positive for COVID-19 (and therefore having to self-isolate), traveller to consider 	Unlikely x Major = Medium				

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
<p>Hazard: Requiring medical assistance when visiting and/or working at another organisation during the COVID-19 pandemic.</p> <p>Hazardous event: Infection with COVID-19.</p> <p>Consequence: Illness and at least 7 days off work.</p>	People with a disability	<p>in advance how essential supplies for food and medication will be managed, and how emergency assistance will be organised if required.</p> <ul style="list-style-type: none"> - Traveller to review emergency and medical arrangements in the event of becoming ill (consider the availability and capacity of local health services prior to travel). - If the traveller has a health condition which increases their vulnerability to COVID-19, this should be discussed with their line manager and if necessary, a referral to Occupational Health can be made prior to booking the trip. - Extra supplies of usual medication to be carried to ensure there are adequate supplies to cover any potential self-isolation and quarantine periods. - Ensure there is an emergency contact person for the trip and plan 					

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
		<p>communication arrangements in advance.</p> <ul style="list-style-type: none"> - Ensure there are arrangements in the event that self-isolation/quarantine is needed which results in the overseas stay needing to be extended (includes contacting Essex University, host organisation, insurance Global Help Desk and other relevant parties). 					

Periodic Review

Review date:					
Review by:					
Signed:					

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

Consequence	Catastrophic	Medium	High	Very High	Very high	Very High
	Major	Low	Medium	High	High	Very High
	Moderate	Very low	Low	Medium	Medium	High
	Minor	Very low	Low	Low	Medium	Medium
	Insignificant	Very low	Very low	Low	Low	Low
	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Likelihood of hazardous event						

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

- The travel has been booked through the University's [approved travel management providers](#).
- Traveller has checked the relevant government guidance for the country they are visiting to ensure that they have considered the relevant COVID-19 control measures and checked the Drum Cussac score for the country/location.
- Traveller has completed the *Travel Insurance Application Form* and Insurance Section has confirmed that travel insurance is in place.
- Traveller has read and understood the relevant risk assessment(s), procedures and guidance for the trip.

When a further COVID-19 Risk Assessment for Overseas Travel is required (Staff)

Traveller will need to complete the the [Overseas Travel Risk Assessment](#) form to cover the COVID-19 risk, if any of the following apply:

- If the Drum Cussac overall rating is 3 or above
- If the Drum Cussac 'Medical' category score is 3 or above due to the COVID-19 risk
- If they are doing adventurous activities which may result in an increased COVID-19 risk

They will need to detail what additional COVID-19 measures are needed, which are over and above this central risk assessment. This can either be completed directly onto the Overseas Travel Risk Assessment form, or can be attached as a separate risk assessment to Section 4 of the form. There is no need to duplicate the information already contained in this Central COVID-19 Travel Risk Assessment.