

General Risk Assessment

Management Unit:	School of Education	Location: (Site/ Building/ Room)	EU Travel
Assessment Date:	12/9/18	Review Date:	13/9/20
Assessors Name:	Jennifer Dillon	Job Title:	Business Operations Administrator and Health and Safety Coordinator for the School
Task / Activity: EU Travel undertaken by staff when carrying out University business and students travelling as part of their studies / work within the School of Education.			

What are the hazards? (See list of sample hazards)	What are the risks?	Who might be harmed? (eg Staff, students, visitors)	What control measures are required to eliminate or reduce the risks?	Risk Evaluation			Risk Rating Low, Medium or High
				Consequence (1 – 3)	Likelihood (1 – 3)	Overall risk (C x L)	
Pre-existing Medical condition(s) of staff or student eg diabetic	Become unwell, injury to self or others	Staff, students or members of the public	If taking medication that may be required to be administered staff or student should ensure they carry it with them.	2	1	2	Low
Falling Ill	Hospital treatment / admission required. Line Manager/ Supervisor appropriate family / friends not aware of situation.	Staff / student	Complying with the Health and Safety policy by ensuring staff / student has given all travel arrangement details and contact details to their nominated school contact person and made daily check in arrangements with them so that if contact is not made at the arranged time then the School can then take action to ascertain the situation and notify as appropriate.	2	1	2	Low
Taxi	Collisions, with vehicles, pedestrians, or other objects potentially causing death or injury to driver, staff or student or other members of the public. Kidnap or assault. Theft.	Staff, students or members of the public	Use reputable taxi companies when travelling. Wear seatbelt. Staff / student should be mindful of their environment and be vigilant at all times and report anything inappropriate or suspicious to the appropriate personnel. Valuables should be kept of sight.	2	1	2	Low

Walking	Slips and trips. Kidnap or assault. Theft.	Staff /student	<p>Staff / student should always undertake travel in a safe manner and not travel alone in unlit or isolated areas or in areas that could compromise their safety.</p> <p>Staff / student should not walk in early hours of the morning or very late at night.</p> <p>Staff / student should be mindful of their environment and be vigilant at all times.</p> <p>Valuables should be kept of sight.</p>	2	1	2	Low
Public Transport	Collisions, with vehicles, pedestrians, or other objects potentially causing death or injury to driver, staff or student or other members of the public. Slips and trips. Assault. Theft.	Staff /student	<p>When travelling by public transport staff and students should travel in a safe manner and plan their journeys ahead, allowing plenty of time for travel.</p> <p>Staff / student should be mindful of their environment and be vigilant at all times and report anything inappropriate or suspicious to the appropriate personnel.</p> <p>Staff / student should not use public transport in early hours of the morning or very late at night.</p> <p>Valuables should be kept of sight.</p>	2	1	2	Low
Air Travel	Accident, Theft, Assault.	Staff / student	Staff / student must ensure they have appropriate travel insurance in place for EU Travel	2	1	2	Low

			<p>http://www.gla.ac.uk/services/finance/staffsections/insuranceandrisk/travelinsurance/</p> <p>http://www.gla.ac.uk/services/finance/staffsections/insuranceandrisk/howtomakeatravelinsuranceclaim/#d.en.212457</p> <p>Staff / student should follow the inflight safety procedures including evacuation procedures if required.</p> <p>Staff / student should be mindful of their environment and be vigilant at all times and report anything inappropriate or suspicious to the appropriate personnel.</p> <p>Valuables should be kept of sight.</p>				
Hotel Accommodation	Accident, Theft, Assault, Fire		<p>Staff / student must ensure they use a travel agency procured by the University to make the travel arrangements.</p> <p>Staff / student must ensure they have appropriate travel insurance in place.</p> <p>http://www.gla.ac.uk/services/finance/staffsections/insuranceandrisk/travelinsurance/</p> <p>http://www.gla.ac.uk/services/finance/staffsections/insuranceandrisk/howtomakeatravelinsuranceclaim/#d.en.212457</p> <p>Staff / student should be mindful of their environment and be vigilant at all times and report anything inappropriate or suspicious to the appropriate personnel.</p>	2	1	2	Low

			<p>Valuables should be kept in safety deposit box.</p> <p>Staff / student must familiarise themselves with the emergency evacuations plans / routes.</p> <p>Staff / student should ensure they lock their door.</p>				
Political Unrest etc	N/A	N/A	<p>Staff are responsible for ensuring that they are not travelling to an area that the Foreign and Commonwealth Office (FCO) is advising against. Staff should always check with the Foreign and Commonwealth Office website (https://www.gov.uk/foreign-travel-advice) before travelling. <u>If travel against FCO advice is absolutely necessary then a specific risk assessment will be required to be completed by the staff member or student concerned and signed by the Head of School.</u></p>	N/A	N/A	N/A	

GUIDANCE ON COMPLETION OF RISK ASSESSMENT

1. EXAMPLE HAZARDS THAT MAY BE APPLICABLE TO THE JOB or WORK ACTIVITY			
Working at Height	Noise	Hand tools	Vibration
Falling objects	Extreme Heat / cold	Confined spaces	Repetitive hand/ arm movement
Slippery/ uneven/ worn floors	Radiation	Poor housekeeping / cleaning	Machine operation
Obstructions/ projections	Lighting	Vehicle movement	Electro Magnet
Manual handling	Compressed air	Fire / explosion	Pressurised systems
Mechanical Lifting	Substances / materials	Electricity	Other (specify on assessment)

2. RISK MATRIX		Potential consequence of harm		
		1 – Minor Injury (e.g. hazard can cause illness, injury or equipment damage but the results would not be expected to be serious)	2 – Significant Injury (e.g. hazard can result in serious injury and/or illness, over 3 day absence)	3 – Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	1 – Unlikely (injury rare, though possible)	1 – Low	2 – Low	3 – Medium
	2 – Possible (injury could occur occasionally)	2 – Low	4 – Medium	6 – High
	3 – Probable (injury likely to occur, can be expected)	3 – Medium	6 – High	9 – Extreme

3. RISK EVALUATION

This is calculated by multiplying the likelihood against the consequence e.g. taking a likelihood of 1, which is classified as Unlikely and multiplying this against a Potential Consequence of 2, which is classified as Significant Injury, would give you an overall Risk Rating of 2, which would result in an overall evaluation as a low risk.

1 to 2 = Low risk

Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes

3 to 4 = Medium risk

Medium risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.

6 = High risk

High risk activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.

9 = Extreme Risk

Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence