

Risk Assessment, (Name, location and dates of trip)

Event Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require all employers and self-employed people to identify hazards which could cause harm, assess the risks which may arise from the hazards and decide on suitable measures to eliminate, or control, the risks. It is important you visit our venue to identify potential hazards.

See below for an example on how to layout your event risk assessment:

Likelihood (Probability Rating)

- 1 Unlikely
- 2 Possible
- 3 Happens Occasionally
- 4 Happens Periodically
- 5 Happens Frequently

Severity

- 1 Trivial (on site First Aid)
- 2 Minor (on site First Aid)
- 3 Significant Injury (Hospitalisation)
- 4 Serious injury (Hospitalisation)
- 5 Fatality

(delete what does not apply)

Ref No	Subject Area	People at Risk	Hazard- Anything which may cause harm	Rating Likelihood x Severity Rating = Primary Risk on no controls			Control Measures	Rating - Likelihood x Severity Rating = Residual Risk			Further Precautions/Actions
				L	S	R		L	S	R	
	Social/Political Unrest or Terrorism:	Travellers	Social/Political Unrest or Terrorism:	3	3	9	<ul style="list-style-type: none"> • Check the FCO website for up-to-date advice. • If the FCO advises against travel to destination(s) on safety/security grounds then liaise with Student Activities Manager for further guidance 	2	3	6	

							<ul style="list-style-type: none"> • Consider not just the country in question but also any territories as identified in FCO pages • Reschedule visit or modify itinerary if at all feasible. 				
	Personal attack / kidnap: Dangers associated with travelling alone; arriving at night, etc.:	Travellers	Personal attack / kidnap: Dangers associated with travelling alone; arriving at night, etc.:	3	2	6	<ul style="list-style-type: none"> • Precautionary measures should be taken to protect personal safety. • Inform hosts of itinerary. • Be aware of specific local risks. • Travel during daylight hours if possible. 	3	2	6	
	Local knowledge, understanding of customs and conditions:	Travellers	Local knowledge, understanding of customs and conditions:	3	5	15	<ul style="list-style-type: none"> • Experience of travel to, or working in, the region before • Obtain guidance and information from the host organisation • Research via relevant web-sites • Consider dress, behaviours and sensitivities • Local laws, fees or levies. 	1	5	5	

	Crime:	Travellers	Crime:	3	3	9	<ul style="list-style-type: none"> • Awareness of risk of theft or pickpockets • Awareness of local scams or hotspots • Cash and card security/awareness 	1	3	3	
	Accommodation	Travellers	Accommodation	3	4	12	<ul style="list-style-type: none"> • Pre-book accommodation • Stay in recognised accommodation • Familiarise yourself with emergency exits • Security staff and arrangements • Secure storage/safes 	1	4	4	
	Itinerary and comms	Travellers	<ul style="list-style-type: none"> • Communicatio ns itinerary during the week • Issues occurring with UoG students including injuries or misconduct 				<ul style="list-style-type: none"> • Itinerary and attendees list provided before event • Lead attendees to have contact information of GSU staff back in UK 				
	Transport	Travellers	Transport	2	3	6	<ul style="list-style-type: none"> • Use only registered taxis • Arrange airport collection where possible • Check safety and road worthiness of any hire vehicle • Avoid driving at night • If possible, share long distance driving 	2	1	2	

							<ul style="list-style-type: none"> • Ensure all internal transfers are booked in advance of travel (where possible). 				
	Theft or loss of ID documents and other belongings: passport, driving license, bank cards, travel tickets, laptop	Travellers	Theft or loss of ID documents and other belongings: passport, driving license, bank cards, travel tickets, laptop	2	3	6	<ul style="list-style-type: none"> • Keep items secure. • Record details of numbers, issue dates, etc. and store separately both with you and at home. • Have emergency contact numbers. • Report to police if theft suspected. Minimise amount of cash carried. 	1	3	3	
	Communications	Travellers	Communications	3	3	6	<ul style="list-style-type: none"> • Consider access to landlines or alternative handsets if mobile phone is lost or stolen. • Back-up chargers or batteries for phones or electronic devices • Access to network or wi-fi 				
	Utilities/Cyber Issues	Travellers	Utilities/Cyber Issues	3	2	6	<ul style="list-style-type: none"> • Compatibility of equipment • Voltages and safety equipment • Power cuts or interruptions 	1	2	2	

	Pre-existing medical conditions	Travellers	Pre-existing medical conditions	3	2	6	<ul style="list-style-type: none"> • 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. • Share with colleagues where appropriate 	3	2	6	
	Local medical facilities	Travellers	Local medical facilities	3	2	6	<ul style="list-style-type: none"> • Hospital proximity and standards. • Access to doctors/dentists. • Payment methods for medical treatment. 	2	2	4	
	Insect and animal bites	Travellers	Insect and animal bites	3	2	6	<ul style="list-style-type: none"> • Consider likely insect/animal issues in particular area • Avoid by prevention – repellents, clothing, etc. • Consider use of nets in accommodation • Carry appropriate treatment 	2	2	4	
	Exposure to infection: Known endemic illnesses in destination(s)	Travellers	Exposure to infection: Known endemic illnesses in destination(s)	4	3	12	<ul style="list-style-type: none"> • Take medical advice and arrange vaccination/inoculation/prophylaxis as appropriate • Consider the following conditions in particular: Cholera, 	2	3	6	

							Diphtheria, Hepatitis B, Japanese Encephalitis, Malaria, Meningitis, Poliomyelitis, Tetanus, Tick-borne Encephalitis, Tuberculosis, Typhoid and Yellow Fever. • Declare any				
	Contaminated water/food	Travellers	Contaminated water/food	4	3	12	• Avoid food or water which could be contaminated. • Carry water sterilising tablets.	4	3	12	
	Minor injuries and ailments	Travellers	Minor injuries and ailments	3	5	15	Carry basic First Aid kit.	1	5	5	
	Sunburn	Travellers	Sunburn	3	3	6	• Avoid by prevention – hat, sunglasses, and sunblock. • Carry appropriate treatment.	1	3	3	
	Natural disasters	Travellers	Natural disasters	4	1	4	• Assessment of the risk of typhoons, earthquake, tsunami, avalanche, etc	2	1	2	
	Climate	Travellers	Climate				• Consideration of extremes of heat or cold, high humidity or altitude. • Consider day/night variations				

	Leisure activities	Travellers	Leisure activities				<ul style="list-style-type: none"> • Ensure you are adequately insured (the University insurance does <u>not</u> provide cover for non-business related activity) • Skiing, white water, bungee jumping, diving. Etc. 				
	Research or work activities	Travellers	Research or work activities				<ul style="list-style-type: none"> • Awareness of safe systems of work • Awareness of local safety measures • Remoteness of work sites 				
	Insurance implications	Travellers	Insurance implications				<ul style="list-style-type: none"> • Up to date European Health Insurance Card • Valid vehicle insurance (if relevant) 				