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| **General Risk Assessment Form** Before completing this form, please read the associated guidance which can be found via the Health & Safety Intranet pages. This form should be used for all risks except from hazardous substances, manual handling & Display Screen Equipment (specific forms are available for these). If the risk is deemed to be ‘trivial’ there is no need to formally risk assess or record.  All completed forms must give details of the person completing the assessment and be dated. Risk assess the activity with its present controls (if any), then re-assess if action is to be taken and after further controls are put in place.  The completed form should be kept locally within the School/Professional Service. |

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| **1. Describe the Activity being Risk Assessed:**  Overseas Travel | | | | |
| **2. Location(s)**  Europe - Portugal | | | | |
| **3. Persons at potential Risk** (e.g. consider specific types of individuals)  Graduate School Academic Managers | | | | |
| **4. Potential Hazards** (e.g. list hazards without considering any existing controls):  Travel by air  Terrorism  Visiting foreign country  Medical Assistance | | | | |
| **5. Any Control Measures Already In Place:**  Airline operators  Local government | | | | |
| **6. Standards to be Achieved:** (ACOPs, Qualifications, Regulations, Industry Guides, Suppliers instructions etc) | | | | |
| **7. Estimating the Residual Risk** (e.g. remaining risk once existing control measures are taken into account)  Choose a category that best describes the degree of harm which could result from the hazard and then choose a category indicating what the likelihood is that a person(s) could be harmed. | | | | |
|  | Slightly Harmful(e.g. minor injuries) | Harmful(e.g. serious but short-term injuries) | Extremely Harmful(e.g. fatality, long-term injury or incurable disease) | |
| Highly Unlikely | Trivial Risk | Tolerable Risk | Moderate Risk x | |
| Unlikely | Tolerable Risk | Moderate Risk | Substantial Risk | |
| Likely | Moderate Risk | Substantial Risk | Intolerable Risk | |

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| **8. Note the advice below on suggested actions and timescales:** | |
| **Risk** (from No.7) | **Action/Timescale** |
| Trivial Risk | No action is required and no records need to be kept. |
| Tolerable Risk | No additional controls are required, although consideration may be given to an improvement that imposes no additional cost/s. Monitoring is required to ensure that the controls are maintained. |
| Moderate Risk | Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Any new measures should be implemented within a defined period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures. |
| Substantial Risk | Work should NOT commence until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action MUST be taken. |
| Intolerable Risk | Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work MUST remain prohibited. |

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| **9. If ‘Moderate’ ‘Substantial’ or ‘Intolerable’:**  What New Control Measures are to be Considered to reduce risk?  Copy of procedures for staff travelling overseas provided.  Foreign and Commonwealth web site checked. | | | | **10. Referred to:** | **11. Date:**  **04/04/2017**  **04/04/2017** |
| **12. Ensure those affected are informed of the Risks & Controls**  (Confirm how you have done this e.g. written instructions):  Copy of risk assessment provided. | | | | | |
| **13. Person who did Assessment:** | Deborah Smythe | **14. Date:** | 04/04/2017 | **15. Review Date:** |  |
| **16. Checked or Assisted By:** |  | **17. Date:** |  | **18. Review Date:** |  |