

Sunderland City Council – Risk Assessment Form – HSRA2 (front)

Directorate: Corporate Services	Service area: Office of the Chief Executive		Section: International Team	Work activity: Foreign Travel (travel outside the EU)
Date of assessment: 13/10/08	Date of previous:	Review date: 12/10/09	Number of pages: 11	Persons involved in assessment: Catherine Auld (International Manager) Dr Syed Abbas (Occupational Health Unit) Sarah Hoggett (International Support Officer)
Hazard identified	People at risk	Significant risks to health and safety and likely injury or illness:	Control measures:	
1. Air travel	Employees using air travel	1.1 DVT/Other injuries associated with air travel	<p>Guidance is required on which airlines are safe to use and which class to travel by. Guidance on suitable airlines, and which class of travel can be sought from the Council's draft Foreign Travel Policy & Guidelines.</p> <p>Employees should note:</p> <ul style="list-style-type: none"> • Lack of exercise in airports and on aircraft can cause DVT, so take note of simple exercises you can do on longer flights • Keep overhead storage bin free of heavy objects and keep seatbelt fastened while seated (in the event of turbulence) • Pay attention to emergency instructions – remember each aircraft is different. Count the rows to the nearest emergency exit • Listen to flight attendants • Visit the Foreign & Commonwealth's website 'Know Before You Go' for further information on travel www.fco.gov.uk/travel <p>Guidance can be found on the Department of Health Website on how to safeguard against DVT when travelling long-haul http://www.dh.gov.uk/en/Policyandguidance/Healthandsocialcaretopics/Bloodsafety</p>	

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2. Health Issues During Visit Related to Travelling	Employees	<p>2.1 Risk of ill health effects: Relating to stress i.e. due to long hours spent travelling and away from home (sometimes during weekends)</p> <p>2.2 Dehydration</p> <p>2.3 Control measures for rabies</p>	<p>Guidance contained in the Corporate Health and Safety Code of Practice, 3.30, Managing Work Related Stress should be applied.</p> <p>Allowance should be made when travel takes place over weekends in order that employees have time to recover</p> <p>Employees travelling should:</p> <ul style="list-style-type: none"> • Get as much sleep as possible on an overnight flight • On day flights walk around as much as possible <p>Employees travelling should:</p> <ul style="list-style-type: none"> • Ensure to drink lots of fluids during the flight, preferably water/juices • Eat little and often <p>Staff should be aware that in many countries Rabies is endemic. Animals should not be approached in the way they might be in the UK If bitten medical advice should be sought immediately.</p>

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3. Health Insurance	Employees	3.1 Lack of clarity about the insurance cover that officers should hold and the procedure they should follow should they fall ill	<p>Before travelling, the Council's Insurance Section must be advised to ensure staff have insurance cover in place for their visit. Guidance required to ensure employees are equipped with the obvious things such as Insurance and vaccination certificates.</p> <p>If travelling in areas outside of the EU which are also covered by the European Health Insurance Card (EHIC), individuals are advised to carry an EHIC card. This covers you if you are travelling within the European Economic Area or Switzerland. You should obtain your free European Health Insurance Card (EHIC) by applying online at https://www.ehic.org.uk/Internet/home.do or http://www.dh.gov.uk/en/Policyandguidance/Healthadvicefortravellers/index.htm Alternatively you can apply by post (application packs are available from the Post Office) but this will take longer. The EHIC entitles you to free or reduced-cost medical care. But you will still need medical and travel insurance as above.</p> <p>Employees travelling should</p> <ul style="list-style-type: none"> • Keep a note of insurance policy number and ensure family/friends have it too • Note the international 24-hour emergency number, or program it into a mobile phone • Advise Council Insurance Section on 0191 561 5038 or by email to: <ul style="list-style-type: none"> - declare details of travel - declare any activities that may require extra cover e.g. Winter Sports - Declare what Council property you are taking with you e.g. digital camera, laptop computer.

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4. Accommodation	Employees	4.1 The requirement to source cheaper accommodation might involve staying in high-crime areas In less developed countries/some cities this requirement may have to be discarded in the interests of safety	<ul style="list-style-type: none"> • Own insurance cover should be sought for valuable personal items you are taking, such as watches, cameras or laptop computers • Always keep paperwork, such as tickets, receipts and medical bills, police reports etc in case things go wrong as these may be needed to support a claim <p>Refer to Council's draft Foreign Travel Policy & Guidelines.</p> <p>Guidance contained in the Corporate Health and Safety Code of Practice, 3.20, Violence at Work should be applied.</p> <ul style="list-style-type: none"> • More detailed arrangements can be found within the Council's draft Foreign Travel Policy & Guidelines. • Line Managers should issue and explain this code of practice/advice employees • On arrival staff should familiarise themselves with the emergency arrangements in the hotel and ensure they are aware of the location of the emergency escape routes. • All staff should be aware of the Escalation Procedure to follow in the event of an incident occurring. Located on the network under G:/Management/Health & Safety/Escalation Procedure

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5. Transport	Employees	5.1 The proposal to use public transport as opposed to taxis wherever possible could increase the risk of exposure to crime for those who are unfamiliar with a particular area	<p>Before travelling to a foreign country check the Foreign and Commonwealth Offices' website at www.fco.gov.uk and visit "risk of terrorism" pages:</p> <ul style="list-style-type: none"> • Be alert to unattended baggage in public places • Listen to the local and regional news in the media • Avoid political and other demonstrations or gatherings • Have an emergency plan: ensure you know how to use the local phones, arrange a time and place for someone to meet you when you arrive at your destination • See also the Council's draft Foreign Travel Policy & Guidelines
6. Food	Employees	6.1 Finding cheaper places to eat might involve visiting high crime areas (see above) and eating at establishments with questionable hygiene standards	<p>Refer to Council's draft Foreign Travel & Policy Guidelines</p> <p>Ensure to consult with your local GP or Council's Occupational Health Unit about vaccinations (to prevent infection from food)</p> <p>When travelling outside of the EU, staff should ensure they take with them common preparations for headaches, diarrhoea, vomiting and dehydration in case they become ill.</p>

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7. Health Preparations Prior to Travel	Employees	<p>7.1 Employees travelling who haven't been vaccinated</p> <p>7.2 Malaria Prophylaxis</p> <p>7.3 Prescription Medicines</p>	<p>Individuals should ensure they consult with their own GP or the Council's Occupational Health Unit about vaccinations in enough time for the full course to be completed prior to departure. This will be checked by line managers before the visit, together with a series of other Health & Safety related matters. If individuals prefer not to have recommended vaccinations or take malaria medication (see below) they will be asked to sign a declaration to confirm this is their choice.</p> <p>Refer to Council's draft Foreign Travel & Policy Guidelines.</p> <p>As malaria is endemic in a number of countries, although 100% protection can not be guaranteed, however, protection can be provided by taking specific anti-malarial drugs, using insect repellents and wearing suitable clothing when outside. The type of drugs prescribed will vary depending on what area is to be visited and the traveller's medical history. Advice must be sought from GP as soon as possible before travel.</p> <p>Generally anti-malarial drugs should be started 1 week before travel and continued 4 weeks after return. If individuals prefer not to take anti-malarial drugs where these are recommended they will be asked to sign to confirm this is their choice.</p> <p>Employees should ensure that enough is taken for the duration of the visit with spare medication in case of unforeseen delays. Ensure it is labelled and stored in a suitable container. When visiting some destinations, it is strongly recommended that a letter is obtained from the GP stating that the medicine is a prescribed drug. Individuals should check the requirements in relation to their destination and restrictions on hand luggage at relevant airports.</p>

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8. First Aid	Employees	<p>7.4 Disability</p> <p>8.1 Lack of first aid equipment /training. No medical facilities at some major airports (such as Heathrow)</p>	<p>Before travelling, travellers with a disability should check that their accommodation has good access and facilities e.g. wheelchair ramps, suitable bathroom equipment, etc. Employees should also discuss any support requirements needed during the journey with the travel agent / airline in advance.</p> <p>Small travel first aid kits will be available from the Occupational Health Unit for the duration of non-EU visits. OHU will ensure supplies are replenished and medication is within date. This will contain common preparations for headaches, diarrhoea, vomiting and dehydration, plus plasters and dressings etc. These will have to be returned to the OHU immediately after the visit – this is the responsibility of the employee/line manager.</p>
9. Culture	Employees	<p>9.1 Language barriers Risk of causing offence</p>	<p>Training on cultural protocol required</p> <ul style="list-style-type: none"> Identifying sources of information on local custom and practice might help to prepare staff for visits to foreign countries <i>A Rough Guide/Lonely Planet Guide</i> is invaluable and worth while purchasing in advance of any trip Respect local sensitivities regarding clothing e.g. head scarves

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Hazard identified	People at risk	Significant risks to health and safety and likely injury or illness:	Control measures:
10. Crime	Employees	10.1 Risk of staff suffering verbal abuse, threat of violence, theft or loss of property	<p>also refer to 9.1 above</p> <ul style="list-style-type: none"> At some locations crime is a significant issue, individuals should be briefed on specific places and situations to avoid <p>The Foreign and Commonwealth Office's website, www.fco.gov.uk has up-to-date information on most countries, including entry requirements, local laws and crime levels</p> <p>Employees should:</p> <ul style="list-style-type: none"> Keep passport and travel tickets in the hotel safe and carry photocopies with them Carry a minimum amount of cash Leave valuables and spare cash in hotel safe Check guidebook or hotel tour guide for warnings on local scams Minimise the number of occasions when you are alone Avoid unlit streets Never resist a violent threat Be aware of your environment, remain alert, and stay in control Avoid openly carrying high value items e.g. cameras, iPods
11. Travelling Alone	Employees	11.1 Personal injury whilst alone.	<p>Guidance contained in the Corporate Health and Safety Code of Practice, 3.25, Guidance on Lone Working should be put in place.</p> <p>A copy of an information note with a proposed itinerary attached should be given to the Line Manager responsible for that member of staff. Keeping in touch procedures should be followed (see below).</p>

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12. Keeping in touch	Employees	12.1 Loss of contact with office/family re current location / condition	<p>A mobile phone should be made available for staff undertaking overseas (and indeed domestic) travel.</p> <p>Some mobile phone top tips are as follows:</p> <ul style="list-style-type: none"> • If calling home from abroad, you need to add +44 to the number (for UK) and drop 0 from the area code • Change pre-stored numbers in your mobile phone so that they work when you're abroad • Take an electrical adaptor to keep phone charged • Pre-program useful numbers into your phone, such as the British Embassy, High Commission, or Consulate in the country you are visiting, plus your hotel, tour representative and office number. • Make a note of your mobile phone's serial number (the IMEI number), your mobile number and your network's customer service and emergency numbers <p>Any problems with corporate mobile phones can be reported to the Telecoms Team on +44 (0) 191 553 5000</p> <p>On arrival at the destination staff should confirm their arrival by contacting their office. Their Line Manager will have a copy of a pre-arranged schedule. If the member of staff fails to keep in touch the escalation procedure must be implemented. Which can be found on the network at G:/Management/Health & Safety/Escalation Procedure.</p>
13. National Disasters	Employees	13.1 Risk of injury, loss of contact with employee during catastrophic event	<p>In the event of an emergency situation or national disaster whilst travelling, staff must attempt to contact the office a.s.a.p. Should communication via telephone or email be a problem, staff must attempt to contact the nearest British Embassy/Consulate to report their location (in line with the Escalation Procedure).</p>

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14. Driving abroad (as a passenger)	Employees	14.1 Risk of injury due to road traffic collision	<p>Staff must ensure the following:</p> <ul style="list-style-type: none"> • Staff must always ensure that they are wearing a seatbelt (when fitted) and that all doors are locked wherever possible. • Be careful not to leave valuables on show/unattended in the vehicle e.g. handbags. • Luggage is to be placed in the boot of the car wherever possible to avoid injury during a road traffic collision. • Mobile phones must never be used whilst driving. • If you are driving and someone forces you to stop, keep doors locked and call the police. If you can, reverse and sound your horn.
15. Handling Mayor's chains	Employees	15.1 Risk of theft or loss	<p>Staff are advised to seek guidance from the Civic Centre Manager - Trevor Stavers (0191) 561 1101 on protocol surrounding custody of the Mayor's Chains.</p>
16. Reporting incidents			<p>Staff are advised that all incidents relating to the above issues are to be reported to the Health & Safety Team via an IR1 form, which can be found, on the intranet at. http://cityweb/directorates/corporate-services/personnel/health&safety-website/websitedocs/Forms/IR1updated.pdf</p>

Sunderland City Council – Risk Assessment Form – HRSA (back)**To be completed by the manager undertaking the risk assessment**

Name:

Job title:

Signature:

Date:

To be completed by the Senior Manager

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name:

Job Title:

Signature:

Date:

