

Risk Assessment Record



Type / Operation: Contractor Travel overseas (for work purposes)

Assessment Team: S Lawson / G Durrant

Zone(s): Global

Ref: RA021-13

Group at risk: Wellwise Group Contractors

Exclusions: Travel in / to areas of conflict (war zones)

Date: 9-Oct-23

No.	Hazard	Potential Risk	Yes / No N/A	Comments, Control Measures & Actions	Residual risk factor	Action closed
	Illness from disease /virus	M	Yes	<ul style="list-style-type: none"> - Contractors are advised to check the destination countries vaccination requirements and recommendations on the NHS fit for travel website, and review health advice on destination countries through the foreign office (FCO) website. - Anti-malarials are advised by the Client in advance of travel when applicable and should be taken - Good hygiene practises are communicated to contractors prior to travel via the Client's Country Brief - Contractors must have an in date medical prior to overseas travel. All pre-existing medical conditions must be declared (failure to do so may affect our repatriation insurances) 	L	
	Injury due to Vehicle accident	M	Yes	<p>Our contractors are not usually asked to drive client company vehicles or hire cars, however they are often transported in a Client vehicle from the airport to the wellsite.</p> <ul style="list-style-type: none"> - Only travel with reputable transport companies (client approved) - Always wear a seat belt when provided - If there is a need to hire a car for any reason whilst abroad, be familiar with destination country travel laws and customs prior to travel. See Client Country Brief if applicable - Always take out the highest levels of insurance when hiring a vehicle and only drive if it is unavoidable. Wellwise do not provide ANY form of vehicle insurance 	L	

				<ul style="list-style-type: none"> - Ensure your UK drivers licence is valid and be aware that some countries require an International Driving Permit before you can legally drive a vehicle there - Avoid travelling for long periods of time to avoid driver fatigue. Regular rest breaks should be taken (e.g. After driving for 2 hours it is recommended that a 15 minute rest break be taken) - Ensure any vehicles driven are fit for purpose and well maintained 		
	Contaminated drinking water / food	M	Yes	<ul style="list-style-type: none"> - If there are any doubts about the drinking water then it should be sterilised (or boiled) prior to use. - Avoid having ice in drinks - When drinking out go for bottled / boiled drinks. - Avoid food which may have been 'kept warm' for a prolonged period - Avoid uncooked food unless you can peel / shell it yourself - Avoid or boil unpasteurised milk - Eat freshly cooked food which has been thoroughly cooked (piping hot) 	L	
	Violence / kidnap / terrorism (during travel)	M	Yes	<ul style="list-style-type: none"> - Only travel with reputable travel companies - Avoid travelling alone and in remote / dangerous areas - Do not carry valuables with you - Carry minimal amounts of cash - Do not resist any form of robbery 	L	
	Violence / kidnap / terrorism (at client location)	M	Yes	<ul style="list-style-type: none"> - Security arrangements are made by clients, if these appear inadequate this should be reported immediately - Do not carry valuables with you - Carry minimal amounts of cash - Do not resist any form of robbery - Always keep your room locked 	L	

	Arrest / detainment	M	Yes	<ul style="list-style-type: none"> - Be familiar with local laws and customs (cultural awareness) prior to travel - Abide by all laws of destination country - Do not enter a country with any forbidden items (pornography / alcohol / illegal substances) - Do not enter into countries with large amounts of cash - Ensure any visa / entry requirements have been met prior to travel - Declare any medicines you are taking into country prior to travel. Carry an authority letter from your GP if you need to carry prescription medication which may contain a substance which is banned in the country you are travelling to - Ensure travel documents have enough validity to cover the duration of the stay and some extra in case there are delays). 6 months to expiry is the normal validity for many countries 	L	
	Communication (break down of)	M	Yes	<ul style="list-style-type: none"> - Contractors should always travel with a mobile telephone so that they are able to summon help. Ensure your mobile is unlocked for international travel - Next of Kin details must be on file prior to travel - Wellwise and client contact numbers should be at hand at all times when travelling - Always carry telephone numbers for the British Embassy/Consulate in the destination country (these can be found on Foreign Office website) 	L	
	Stress	L	Yes	<ul style="list-style-type: none"> - Always be prepared for your required travel to reduce unforeseeable circumstances and subsequently stress - Always allow enough travel time to avoid missing flights /check in times - Ensure you have all of your required travel documents in place (passport, tickets, visa etc.) 	L	
	Fraud /Theft	M	Yes	<ul style="list-style-type: none"> - Take extra precautions when using credit cards and ATMs whilst abroad, to protect yourselves from theft and identity theft - Report loss of stolen credit cards asap to the issuing bank (keep relevant telephone numbers separate from your cards) 	L	

				- Obtain a police report of lost or stolen items as this will be required for insurance claims		
	Deep Vein Thrombosis (DVT)	L	Yes	- Avoid periods of prolonged immobility - Wear DVT socks on long haul flights - On long haul flights contractors are advised to regularly move their feet around or walk or stand where possible - Drink plenty of non-alcoholic beverages - Report any illness / swelling immediately	L	

Action Plan – Please state below any action which needs to be taken in response to the above:

By Whom

Target Date (if Applicable)

Completion Date:

Response to Assessment from Line Manager / QHSE Advisor:

Overall Residual Risk

M

ALARP – Consultation takes place between us and the in-country client. Client Country Brief is distributed to the Contractor.

Overall Exposure

L

Exposure						
Very High	E	M	M	H	H	H
High	D	L	M	M	H	H
Medium	C	L	M	M	M	H
Low	B	L	L	M	M	H
Very Low	A	L	L	L	L	M
		Light	Serious	Major	Catas	Multi-Catas
		Potential Severity				

H	HIGH
M	MEDIUM
L	LOW

Generally Unacceptable - Do not take Risk
ALARP - As low as "reasonably" practical
Generally Acceptable - but improve?

Other comment and list of Attachments:

This Risk Assessment is posted on the Wellwise Group website and Contractors are directed to read and understand the contents.

- Ebola should not be forgotten as a risk in African countries - precautions are still valid.
- Familiarity with destination(s) is key to low-risk travel here. Being aware of the hazards and subsequent controls will assist a successful trip.
- Contractors are reminded that when they are 'off ticket' for a client they are not covered under Wellwise insurances and should ensure they carry their own if planning to travel 'off ticket' before or after a job.
- Should any issues / safety concerns arise whilst travelling Wellwise duty manager can be contacted for support on our out of hours line +44 (0)1603 777980, Option 3.
- The FCO website should be accessed before every trip to a "high risk" country.
- Wellwise Group Operations Manager will source as much pre-job information as possible from our clients and share this with contractors when available