

Risk Assessment Record

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

Assessment Team: A Corner/ G Durrant

Zone(s): Global

Ref: RA021-06

Group at risk: Wellwise Group Contractors

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

Date: 15-Mar-20

No.	Hazard	Potential Risk	Yes / No N/A	Comments, Control Measures & Actions	Residual risk factor	Action closed
	<p>Illness from disease /virus</p> <p>SEE ALSO COVID-19 RISK ASSESSMENT (Mar-20) FOR CURRENT UPDATE</p>	M	Yes	<ul style="list-style-type: none"> - Ensure all appropriate vaccinations are up to date prior to travel (yellow fever etc.). To check the destination countries requirements / recommendations please view the NHS fit for travel website. - Review health advice on destination country through the foreign office (FCO) website. - Identify any medicines required prior to travel and ensure they have been taken (anti-malaria etc.). - Good hygiene should be practiced at all times and communicated to contractors prior to travel. - 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	
	Vehicle crash	M	Yes	<ul style="list-style-type: none"> - Familiarity with destination country travel laws and customs prior to travel. See Client Country Brief if applicable. - Only travel with reputable transport companies (client approved). - Always take out the highest levels of insurance when hiring a vehicle - Wellwise do not provide ANY form of vehicle insurance. - Always wear a seat belt when provided. - 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 	L	

				<p>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)</p> <ul style="list-style-type: none"> - 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 (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. - Ensure travel documents have enough validity to cover the duration of the stay and some extra incase there are delays) 	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. - Next of Kin details must be on file prior to travel. - Wellwise & client contact numbers should be at hand at all times when travelling. - Always carry telephone numbers for the British Embassy 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 etc. - Report any missing possessions immediately to authorities. - Obtain a police report of missing items as this may be required for insurance claims. 	L	
Deep Vein Thrombosis (DVT)	L	Yes	<ul style="list-style-type: none"> - Avoid periods of prolonged immobility. - On long haul flights contractors are advised to regularly move their feet around or walk where 	L	

				possible. - Report any illness / swelling immediately.		
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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	Minimal number of Contractors go to high risk countries

Risk Assessment reviewed when Ebola virus was headlining in the news.

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

Other comment and list of Attachments:

Risk Assessment reviewed in March 2020 with no significant changes – but added a reference to view separate **COVID-19 Risk Assessment**.

Ebola now seems under control in African Countries, but 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 go 'off ticket' during a mobilisation.
- Should any issues / safety concerns arise whilst travelling Wellwise duty managers can be contacted for support on our out of hours line +44 (0)1603 777980
- The FCO website should be accessed before every trip to a "high risk" country.
- Wellwise Group Service Line Managers to source as much pre-job information as possible from our clients and share this with contractors when available