

# Risk Assessment Record



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

**Assessment Team:** P Harrison / G Durrant

**Zone(s):** Global

**Ref:** RA025-3

**Group at risk:** Wellwise Group Contractors

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

**Date:** 12-Aug-15

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"> <li>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 <a href="#">fit for travel</a> website.</li> <li>Review health advice on destination country through the <a href="#">foreign office</a> website.</li> <li>Identify any medicines required prior to travel and ensure they have been taken (anti-malaria etc.).</li> <li>Good hygiene should be practiced at all times.</li> <li>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).</li> </ul>		
	Vehicle crash	M	Yes	<ul style="list-style-type: none"> <li>Familiarity with destination country travel laws and customs prior to travel.</li> <li>Only travel with reputable transport companies (client approved).</li> <li>Always take out the highest levels of insurance when hiring a vehicle</li> </ul>		

**Exposure**

- Very High
- High
- Medium
- Low
- Very Low

E	M	M	H	H	H
D	L	M	M	H	H
C	L	M	M	M	H
B	L	L	M	M	H
A	L	L	L	L	M
	Light	Serious	Major	Catas	Multi-Catas

**Potential Severity**

**Other comments:**

- 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

				<ul style="list-style-type: none"> <li>- Wellwise do not provide ANY form of vehicle insurance.</li> <li>- Always wear a seat belt when provided.</li> <li>- 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.</li> <li>- 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)</li> <li>- Ensure any vehicles driven are fit for purpose and well maintained.</li> </ul>		
	Contaminated drinking water / food	M	Yes	<ul style="list-style-type: none"> <li>- If there are any doubts about the drinking water then it should be sterilised (boiled) prior to use.</li> <li>- Avoid having ice in drinks.</li> <li>- When drinking out go for bottled / boiled drinks.</li> <li>- Avoid food which may have been 'kept warm' for a prolonged period.</li> <li>- Avoid uncooked food unless you can peel / shell it yourself.</li> <li>- Avoid or boil unpasteurised milk.</li> <li>- Eat freshly cooked food which has been thoroughly cooked (piping hot).</li> </ul>		
	Violence / kidnap / terrorism (during travel)	M	Yes	<ul style="list-style-type: none"> <li>- Only travel with reputable travel companies.</li> <li>- Avoid travelling alone and in remote / dangerous areas.</li> <li>- Do not carry valuables with you</li> <li>- Carry minimal amounts of cash</li> <li>- Do not resist any form of robbery</li> </ul>		
	Violence / kidnap / terrorism (at client location)	M	Yes	<ul style="list-style-type: none"> <li>- Security arrangements are made by clients, if these appear inadequate this should be reported immediately.</li> <li>- Do not carry valuables with you</li> <li>- Carry minimal amounts of cash</li> <li>- Do not resist any form of robbery</li> <li>- Always keep your room locked.</li> </ul>		

	Arrest / detainment	M	Yes	<ul style="list-style-type: none"> <li>- Be familiar with local laws and customs (cultural awareness) prior to travel.</li> <li>- Abide by all laws of destination country.</li> <li>- Do not enter a country with any forbidden items (pornography / alcohol / illegal substances)</li> <li>- Do not enter into countries with large amounts of cash.</li> <li>- Ensure any visa / entry requirements have been met prior to travel.</li> <li>- Declare any medicines you are taking into country prior to travel.</li> <li>- Ensure travel documents have enough validity to cover the duration of the stay and some extra incase there are delays)</li> </ul>		
	Communication (break down of)	M	Yes	<ul style="list-style-type: none"> <li>- Contractors should always travel with a mobile telephone so that they are able to summon help.</li> <li>- Next of Kin details must be on file prior to travel.</li> <li>- Wellwise &amp; client contact numbers should be at hand at all times when travelling.</li> <li>- Always carry telephone numbers for the British Embassy in the destination country (these can be found on <a href="#">Foreign Office</a> website)</li> </ul>		
	Stress	L	Yes	<ul style="list-style-type: none"> <li>- Always be prepared for your required travel to reduce unforeseeable circumstances and subsequently stress.</li> <li>- Always allow enough travel time to avoid missing flights / check in times.</li> <li>- Ensure you have all of your required travel documents in place (passport, tickets, visa etc.)</li> </ul>		
	Fraud / Theft	M	Yes	<ul style="list-style-type: none"> <li>- Take extra precautions when using credit cards etc.</li> <li>- Report any missing possessions immediately to authorities.</li> <li>- Obtain a police report of missing items as this may be required for insurance claims.</li> </ul>		
	Deep Vein Thrombosis (DVT)	L	Yes	<ul style="list-style-type: none"> <li>- Avoid periods of prolonged immobility.</li> </ul>		

			<ul style="list-style-type: none"> <li>- On long haul flights contractors are advised to regularly move their feet around or walk where possible.</li> <li>- Report any illness / swelling immediately.</li> </ul>	
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**Action Plan – Please state below any action which need to be taken in response to the above:**

All contractors should familiarise themselves with their destination countries prior to travel to ensure they are aware of known hazards. The foreign office website hosts a wealth of information and Wellwise Group can assist with any further questions.  
 Wellwise Group Service Line Managers to source as much pre-job information as possible from our clients and share this with contractors where possible.

Users Signature:		Date:	
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**Response to Assessment and Actions from Line Manager / QHSE Advisor:**

Actions Completed:	
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Signature:		Date:	
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