# Overseas travel risk assessment template

The following risk assessment is a template and is not an extensive list of all possible hazards. Please make appropriate edits.

Club Name: [insert]

Original assessment carried out by: [insert name and role]

Date assessment was carried out: [insert date]

Date of next review: [next session]

Location of Activity: [insert location, country]

Activity: [Person name overseas travel to (insert location, country, travel modes / dates and describe fully the activities to be undertaken date of travel, leisure activities with inherent risks, etc.)]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Significant hazards** | **Groups or people at risk** | **Existing controls or safety procedures** | **Risk mitigation** | **Remaining level of risk (high, medium or low)** |
| **Personal ‘fitness’ to travel – disabilities, pre-existing medical conditions, country specific diseases, etc**  *(e.g., Malaria, Typhoid, Hepatitis A, Diphtheria, Yellow Fever).*  *Detail any relevant disabilities or pre-existing medical conditions that may require additional controls to be put in place:* |  | Guidance for H&S During Overseas Travel.  Traveller to declare any relevant pre-existing medical condition or disability that could be potentially worsened by the proposed overseas travel/activity.  Traveller advised to see their GP and seek medical advice on their fitness to travel and vaccinations / medication required for travel.  No member of staff or student is permitted to travel for ice hockey against advice of their GP.  Check and include any specific travel advice from [FCO](http://www.fco.gov.uk/en/travel-and-living-abroad)  Travel health advice from [NHS Fitfortravel](http://www.fitfortravel.nhs.uk/home.aspx)  If travelling to an EU country, travellers should obtain a Global Health Insurance Card (GHIC) | Ensure staff receive required vaccinations and health surveillance as appropriate via Occupational Health Provider / GP.  Consult FCO: [Your Trip Advice](http://www.fco.gov.uk/en/travel-and-living-abroad/your-trip)  Consult FCO: [Disabled Travellers](http://www.fco.gov.uk/resources/en/pdf/2855621/disabled-travellers.pdf)  Obtain a residential and EHCP plan to assist with any medical / disability needs.  Player “passport” for children identifies as SEND. |  |
| **Air travel**  *Long haul flight - DVT /*  *Dehydration*  *Getting lost at the airport* |  | Travellers advised to follow all DVT / dehydration precautions advised by aircraft cabin crew.  Large groups split into smaller ones.  Appropriate adult to child ratio in place. | Travellers advised of which adult is responsible for them. Head counts conducted before entering the vessel and on the vessel. |  |
| **Accommodation**  *Fire, personal security* |  | Ensure accommodation is suitable before booking – use event recommended hotels, school group friendly hotels etc.  Local security arrangements.  Travellers to be made aware of evacuation procedures in the accommodation and ensure they are familiar with the appropriate escape route from their rooms and how to raise the alarm should you see smoke or fire.  Remember to lock your door at night and when you go out during the day, as you would at home. Children told not to answer the door to anyone but a member of staff on the trip.  Obtain suitable electrical adapter for the [local voltage/plug type](http://en.wikipedia.org/wiki/AC_power_plugs_and_sockets). | Hotel staff informed not to go into rooms without another adult present.  Children made aware of stranger danger.  Staff member to patrol the corridor until later in the evening. |  |
| **General safety issues at locations being visited**  *Fire, personal security* |  | Premises / site / activity safety procedures / instructions to be followed at all times.  Any safety equipment provided by staff at premises must be used as directed.  Attendees to familiarise themselves with the location of fire escape routes;  EIH & premises accident reporting procedures. | Any activities that are undertaken as an addition to those outlined before the trip begun, must be assessed prior to them starting. |  |
| **Weather**  Possible extremes of hot cold or wet.  *Hot – heatstroke, sunburn*  *Cold – hypothermia.* |  | [Research expected weather conditions prior to travel.](http://news.bbc.co.uk/weather/hi/news)  For hot climates:  Drink lots of water at regular intervals throughout the day (3 litres per day).  Take re-hydration sachets to replace lost salts.  Wear a hat with a brim wide enough to shade your face.  Wear loose-fitting clothes made of breathable fabrics such as linen or cotton. Light colours are reflective and therefore cooler than dark colours.  Pack a variety of clothing in case of sudden weather changes.  Protect yourself from sun and insects. Wear long-sleeved shirt and long skirt or trousers.  High alcohol consumption to be avoided.  Exposure to extreme midday heat will be minimised.  First aid kits available from Occupational Health.  For cold climates:  Always wear warm, windproof and waterproof clothing including that that covers the ears.  Dress in loose-fitting multiple layers to trap air and create an insulating effect. Add or take off a layer as needed.  Protect extremities (such as fingers, toes, nose, and ear lobes).  Wear warm socks and robust, waterproof shoes/boots.  Avoid prolonged exposure and shelter from high winds.  Always take a change of dry clothing.  Avoid drinking alcohol when it is very cold. |  |  |
| **Transportation**  *Potential**breakdown / accident, vehicle*  *stationary for significant periods of time in areas without food or water.* |  | Ensure any hired vehicle has the appropriate insurance and breakdown cover in place.  Hired vehicles - Assess vehicle suitability for basic safety features e.g. working brakes, seatbelts – many hire vehicles do not meet the standards of the UK but all trips are expected to adhere to UK H&S law.  Roads may be in a poor state of repair, use recommended local guides/drivers where appropriate. | FCO - [Driving abroad safety advice.](http://www.fco.gov.uk/en/travel-and-living-abroad/staying-safe/driving-abroad)  Use hotel or other recommended taxi companies. Always pre-book taxis.  Water and food will be carried on all lengthy trips in case of such scenarios.  Schedule regular comfort and rest breaks.  Any train safety information provided to be followed at all times.  Ensure train sleeping compartment doors are locked when occupied. |  |
| **Injury (manual handling)**  *Injuries arising from incorrect lifting techniques* |  | Maintain good posture when lifting or lowering equipment, avoid twisting or bending to reduce the chance of back injury. | Set limit for trip participants on baggage allowance. |  |
| **Medical emergency** |  | Ensure medical and emergency insurance policy details are up to date at easily accessible.  Ensure there is an appropriately trained first aider / medic on the trip. | Check medical supplies are in good working order. Check children’s medication regularly.  Ensure staff and children are aware of emergency procedures. |  |
| **Food poisoning** |  | [Specific safety advice from FCO to be included where relevant](http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/) | Only drink water from bottled sources and avoid food prepared by unlicensed vendors at all times.  Carry Imodium or similar medication and rehydration sachets. |  |
| **Lost child** |  | Split group into smaller groups.  Ensure children know who their responsible adult is.  Do head check-in and check-outs when travelling on public transports and at venues.  Ensure children are aware of meeting points and where they can and cannot go.  Ensure children have emergency contact numbers. |  |  |

|  |  |  |
| --- | --- | --- |
| Prepared by: | Name and signature | Date |
|  |  |  |
| Read and signed by: | Name and signature | Date |
| Team/Head Coach |  |  |
| Team Manager |  |  |
| Event Welfare Officer |  |  |
| First aider / medic |  |  |
| Confirm delivered to staff | Yes / No |  |