| Date: (1)  February 2024 | Assessed by: (2)  School Safety Advisor | Checked / Validated\* by: (3)  Checked: Alison Wilson, Head of School Operations  Validated: Claire Alexander, Head of School | Location: (4)  Low risk travel and fieldwork to UK destinations including conferences and consultancy. | Assessment ref no (5)  SoSS Generic Risk Assessment Form (A): Off-Campus Work in UK | Review date: (6)  February 2025 |
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| **Task / premises: (7)**  **This risk assessment is suitable for staff for low or medium risk off-campus activities to UK destinations only including most conferences and academic business travel where hazards are minimal. It is suitable for low-risk day fieldtrips, conferences, research, undertaking surveys, interviews and focus groups, or archival work in offices and public places within normal working hours.** **Note that risk assessments for courses involving fieldwork are the responsibility of the member of staff organising the course.**  It is not suitable:   * for persons working outside the UK * for activities in recognised hazardous areas, e.g., factories, quarries, high crime neighbourhoods and regions of known political instability and warfare * for field research in hostile environments, e.g., large rivers, lakes, the sea, or in wild areas * if research is with children, animals, illegal substances or illegal activities * if you are engaged in work/activities more than 12 hours from proposed medical help * if the work requires a high standard of physical fitness and/or exposure to specific hazards (e.g. climbing at altitude). * for fieldwork that requires possible vaccinations such as when working with soil and/or water (eg. hepatitis ‘A’, polio, tetanus) * if the visit is likely to be more than 12 months * for SoSS students. There is a separate risk assessment process for UG, PGT and PGR students. Contact [soss.risk@manchester.ac.uk](mailto:soss.risk@manchester.ac.uk) for information. * If any additional hazards for your planned activity/trip are not covered in the below risk assessment, you must adapt this risk assessment and ensure your line manager/supervisor has approved prior to travel, please send a copy to soss.risk@manchester.ac.uk   For any of the above cases, you must complete a separate risk assessment which is approved by your line manager/supervisor. No work may be carried out without Permission to Proceed**.**  **Please note: All research with human subjects requires** [**separate ethical clearance**](https://www.manchester.ac.uk/research/environment/governance/ethics/approval/) | | | | | |

| Activity (8) | Hazard (9) | Who might be harmed and how (10) | Existing measures to control risk (11) | Risk rating (12) | Result (13) |
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| 1. **Planning** | | | | | |
| Off Campus working in UK | Poor pre travel planning | Member of SoSS | * Permission has been given by line manager for proposed activity. * Staff fill out online “[Pre-Travel Risk Assessment Declaration (UK travel](https://www.qualtrics.manchester.ac.uk/jfe/form/SV_3TQUcQka3AiNj3U)) prior to booking travel. * Activity will not proceed until permission has been given. * Travel is only booked via KeyTravel and is approved prior to booking. * Staff carry university ID card and are ready to identify themselves to the authorities. * If undertaking fieldwork, a responsible person is aware of plans including location and knows expected return date/time and what action should be taken if person does not return at an agreed time/date. | Low | A |
| Off Campus working in UK | Emergency communication required | Member of SoSS | * Inform School Office +44 (0) 161-306-6900 of any problem ASAP and/or email [alison.wilson@manchester.ac.uk](mailto:alison.wilson@manchester.ac.uk) * University Security (Tel 0161 3069966) can be contacted 24/7 in an emergency situation. | Low | A |
| Off Campus working in UK | Threats to personnel safety and disruption to plans | Member of SoSS | * Travel itinerary/contact details are left with line manager prior to departure or via filling online “[Pre-Travel Risk Assessment Declaration (UK travel](https://www.qualtrics.manchester.ac.uk/jfe/form/SV_3TQUcQka3AiNj3U)) * Travel arrangements made via Key Travel system. * A contingency plan drawn up in the event of disruption to or change in business trip plans. * Communication set up with accompanying colleague by text, phone or email prior to departure. * Next of kin details up to date on University systems. * Family members given contact details and the telephone number for University Security (0161 3069966) in case of an emergency. * Travellers use [mobile apps for key travel](https://www.keytravel.com/uk/travel-toolkit/key-travel-mobile-app/) or for [AIG Travel Assistance](https://play.google.com/store/apps/details?id=com.aig.android.travelguard&hl=en_GB) which can notify key contacts of their itinerary, and notify users of potential incidents/threats. * University business travel policy number: 0010015245; University Insurer: American International Group UK Ltd; Emergency contact details : tel: +44 (0) 1273 727416 or [UOM.travelclaims@aig.com](mailto:UOM.travelclaims@aig.com) | Low | A |
| Off Campus working in UK | Electricity | Member of SoSS suffers personal safety injury – burns | * Check all portable electrical devices prior to departure. * Equipment may be outside of a PAT inspection schedule. * Carry out checks ahead of use and cease use immediately if any potential hazards are identified. | Low | A |
| Off Campus working in UK | Manual handling | Member of SoSS suffers personal injury carrying luggage. | * Keep baggage to a minimum and use trolleys when available. | Low | A |
| Off Campus working in UK | Fire/flood | Member of SoSS | * Read evacuation procedures in the accommodation and ensure you are familiar with the appropriate escape route from your room * Know how to raise the alarm should you see smoke or fire. | Low | A |
| Off Campus working in UK | Security | Member of SoSS | * Make yourself aware of existing hotel security arrangements. Make a note of the security telephone number of the hotel. * Lock your door at night and when out during the day. * In the event of a disturbance in the hotel, remain in the room and phone for help. * Avoid letting strangers find out where you are staying. * Do not allow unknown people into the hotel room * Do not enter other people’s rooms unless it is known to be safe. | Low | A |
| Off campus working in UK | Working at heights, use of ladders | Member of SoSS | * You must attend the University’s Training Course for working at height before you are permitted to use ladders or any other device. See HSE guidance at <http://www.hse.gov.uk/falls/index.htm> * [TLCO500: Ladder Awareness Online](https://app.manchester.ac.uk/TLCO500) | High | A |
| Off campus working in UK | Permission required to work on site from relevant authorities | Member of SoSS | * Ask permission to visit private premises or field sites. * Follow any health and safety rules in force at the work site. | Low | A |

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| **2. Commuting** | | | | | |
| Activity (8) | Hazard (9) | Who might be harmed and how (10) | Existing measures to control risk (11) | Risk rating (12) | Result (13) |
| Off Campus working in UK | Disreputable of transport | Member of SoSS | * Use hotel or other recommended taxi companies. * Use pre-booked taxis if possible. | Low | A |
| Off Campus working in UK | Self-driving (hire car) | Member of SoSS | * When parking a car in daylight consider what the area will be like after dark. When returning to the car give due attention to surroundings to make sure it is safe. * Do not leave valuables visible in any vehicle or within reach of open windows, even when the vehicle is occupied. * When driving, if the car is forced to stop by another car, stay in the car, lock the doors and speak through a slightly open window. * Know what to do in case of a breakdown. * If using own vehicle, check insurance permits such use * Only rent a vehicle from a reputable company. | Low | A |
| Off Campus working in UK | Unexpected incident/accident on the road  Traffic Hazards | Member of SoSS | * Carry water and food on all lengthy trips in case of incident or emergency scenarios. * Traffic hazards are normal hazards but people may act differently when in a group. Do not let group activity and/or discussion distract people from normal road safety. Beware of "follow the leader" without personally checking the traffic. * Walk facing incoming traffic in areas with possible kerb- crawling. * Keep to busy and well-lit roads. | Medium | A |
| Off Campus working in UK | Lone working - walking alone after dusk, working out of eyesight of other colleagues | Member of SoSS | * Avoid walking alone at night. If it is necessary to go out keep to well-lit streets and check with locals which areas are to be avoided. * Avoid entering known dubious and unfamiliar neighbourhoods alone * Inform a “reliable” person of your plans and location and arrange a rendezvous (by phone, email or face-to-face) and a response trigger if this is not met. * Possessions and/or valuables are not visible and headphones are not worn. | Medium | A |
| **3. Crime** | | | | | |
| Activity (8) | Hazard (9) | Who might be harmed and how (10) | Existing measures to control risk (11) | Risk rating (12) | Result (13) |
| Off Campus working in UK | Muggings/robbery (including crime) | Member of SoSS | * Carry as little money and as few documents as possible. * Ensure with IT that laptops and smartphones are encrypted. * Be aware of what personal and University data you have taken with you on laptop/smartphone including email. * Ensure you are following the University’s GDPR guidelines. * Take photocopies of all travel/insurance/health related documents on the trip. * Hold a copy of documents on an email account for easy access. * Personal credit card providers and banks are advised prior to travel. * Contact is maintained via email/phone/ social media with friends / family / colleagues. Due discretion is used when using social media. * Be wary of socialising with strangers. Avoid dubious clubs/bars and be wary of spike drinks. * On public transport try to avoid empty areas and move near to other passengers if you feel uncomfortable. | Low | A |
| Off Campus working in UK | Lack of money (due to theft/unforeseen travel disruption etc.) | Member of SoSS | * Make advance travel claim for expenses if appropriate. * Use hotel safe to store money. * Keep information separate from credit cards. * If considered appropriate, give family/friends credit card account details so emergency cash can be credited to your account. * Keep emergency number for contacting bank/credit card company and AIG Lifeline (who can arrange emergency cash transfers). * Check credit cards are generally accepted in country and that cash is available via ATMs. | Low | A |

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| **4. Health** | | | | | |
| Activity (8) | Hazard (9) | Who might be harmed and how (10) | Existing measures to control risk (11) | Risk rating (12) | Result (13) |
| Off Campus working in UK | Ill- health | Member of SoSS –travel can impact on existing personal health issues including mental health considerations | * It is the responsibility of the individual to contact Occupational health if they have pre-existing health problems or other relevant conditions such as mental health considerations, prior to travel in consultation with Occupational Health: <http://www.occhealth.manchester.ac.uk/services-overview/travel-health/> * Member of SoSS to consider increased vulnerability to Covid-19 and other infectious diseases * Any accidents or incidents must be reported using the [Accident/incident/near-miss/illness report form](http://www.healthandsafety.manchester.ac.uk/) | Low | A |
| Off Campus working in UK | Transmission of COVID-19 and other respiratory infections | Member of SoSS and others | For respiratory infections including Covid-19:   * Check latest government advice on travel and working in the UK: <https://www.gov.uk/coronavirus> (note different restrictions may apply for England, Wales, Scotland and Northern Ireland and also across regions.) * Consider face masks when moving indoors or in crowded multi-user spaces * Use hand sanitiser and wash your hands frequently * Use sanitising wipes to clean down communal items * Follow [University guidance on reporting and managing sickness](https://www.staffnet.manchester.ac.uk/people-and-od/current-staff/employee-self-service/leave/) | Medium | A |
| Off Campus working in UK | Food poisoning | Member of SoSS | * Avoid food prepared by unlicensed vendors at all times. * Wash hands before eating, preferably using antiseptic medical wipes. * Avoid food prepared by unlicensed vendors at all times. * Carry anti-diarrhoeal medication or similar medication and rehydration sachets. | Low | A |

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| **5. Security Measures** | | | | | |
| Off Campus working in UK | Interview/meeting with strangers | Member of SoSS | * Plan journeys in advance. * Inform colleagues/University where you are going and who you are going to meet. * Carry a mobile phone where possible. * Obtain advice about local conditions from local people. * Do not enter people's homes or areas they may regard as "their space" unless invited. * Conduct all meetings/interviews in public spaces or with a trusted observer present. | Medium | A |
| Off Campus working in UK | Working Alone in remote/isolated area | Member of SoSS | * If working alone (except in neutral locations or public spaces), ensure somebody reliable knows your location and there is an agreed rendezvous (e.g. by phone, email or face-to-face), which if not met will trigger a safe-guarding response. * If you cannot meet these conditions, you must complete a separate Risk Assessment for this activity. * Inform a reliable person as to your whereabouts and expected time of return. * Leave details of your whereabouts at the accommodation. * Lone working should be avoided where possible. * Ensure mobile phones are functional in the area. Save the emergency services contact number on the phone. * Walking alone at night is avoided and kept to well-lit streets. Areas are immediately left if a feeling of unease is experienced. | Medium | A |
| Off Campus working in UK | Terrorist Attack | Member of SoSS | * **RUN** to a place of safety. This is a far better option than to   surrender or negotiate. If there is nowhere to go, then   * **HIDE**. It is better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so * **TELL** the police (e.g calling 999 in the UK) * Check out the local advice procedures in the event of a terrorist attack. * National news is listened to for any possible terrorist activity in the UK * Staffnet news is checked for any travel advice announcements. | Low | A |
| Off Campus working in UK | Causing harm to people | Member of SoSS | * All research involving human subjects requires ethical clearance. You should undertake training in the use of questionnaire and interview-based qualitative research methods. Where research involves confidential or sensitive issues, or contact with subjects who might be regarded as dependent, such as children (under 18 years) which may cause harm this will require a *Full Risk Assessment* to be completed and may have to be referred to the University's Ethics Committee. | Medium | A |
| Off campus working in UK | Alcohol abuse | Member of SoSS | * Avoid or consume only small quantities of alcohol on fieldwork and avoid or exercise great caution with people who are obviously drunk. | Medium | A |
| Off campus working in UK | Dangerous animals | Member of SoSS | * Exercise caution when around animals and be aware that not all animals are friendly. | Low | A |
| **6. Particular Features of Country** | | | | | |
| Off Campus working in UK | Local culture  Causing Offence to People | Member of SoSS | * Seek training in good interview techniques. * Where possible, "vet" interviewees first over the phone and cancel if you feel uneasy. * Behave inconspicuously and avoid aggressive behaviour. * Don't behave or speak in an officious way, and don't pass comments on the peoples and environments you encounter. * Be aware of any sensitive issues involved in discussions or interviews. * Be prepared to explain who you are and what you are doing. * Research and accommodate cultural norms * Be aware of causing offence to people when taking photographs, videos or using binoculars | Medium | A |
| Off campus working in UK | Extreme weather | Member of SoSS | * Listen to weather forecasts and plan work accordingly, including appropriate clothing. | Low | A |

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| **Action plan** (14) | | | | |
| **Ref No** | **Further action required of traveller:** | **Action by whom** | **Action by when** | **Done** |
|  | Staff to complete SoSS [Pre-Travel Risk Assessment Declaration](https://www.qualtrics.manchester.ac.uk/jfe/form/SV_3TQUcQka3AiNj3U) and seek Line Manager approval before travel. | Traveller | Before booking travel |  |
|  | Ensure that prior to travel they have mobile phone network coverage and modes and frequency of communication have been agreed with line manager/supervisor and if using a reliable contact to keep in touch with during lone working | Traveller | Before travel |  |
|  | Contingency planning measures to be considered in case of travel disruption prior to travel. Stay alert to sudden changes in government restrictions issued by any of the countries in the UK | Traveller | Before travel |  |
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**Notes to accompany General Risk Assessment Form**

This form is the one recommended by Safety Services, and used on the University’s risk assessment training courses.

1. **Date** : Insert date that assessment form is completed. The assessment must be valid on that day, and subsequent days, unless circumstances change and amendments are necessary.
2. **Assessed by** : Insert the name and signature of the assessor. It is recommended that the assessor attend the University course on risk assessments (THS 15 Principles of Risk Assessment)
3. **Checked / Validated\* by** : delete one.

**Checked by** : Insert the name and signature of someone in a position to check that the assessment has been carried out by a competent person who can identify hazards and assess risk, and that the control measures are reasonable and in place. The checker will normally be a line manager, supervisor, principal investigator, etc. Checking will be appropriate for most risk assessments.

**Validated by** : Use this for higher risk scenarios, eg where complex calculations have to be validated by another “independent” person who is competent to do so, or where the control measure is a strict permit-to-work procedure requiring thorough preparation of a workplace. The validator should also have attended the University’s risk assessment course or equivalent, and will probably be a chartered engineer or professional with expertise in the task being considered. Examples of where validation is required include designs for pressure vessels, load-bearing equipment, lifting equipment carrying personnel or items over populated areas, and similar situations.

1. **Location** : insert details of the exact location, ie building, floor, room or laboratory etc. If off-campus, provide information about expected location(s) or attach itinerary.
2. **Assessment ref no** : use this to insert any local tracking references used by the school or administrative directorate.
3. **Review date** : insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 year’s time, at the end of a short programme of work, or longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc
4. **Task / premises** : insert a brief summary of the task, eg typical office activities such as filing, DSE work, lifting and moving small objects, use of misc electrical equipment. Or, research project [title] involving the use of typical laboratory hardware, including fume cupboards, hot plates, ovens, analysis equipment, flammable solvents, etc.
5. **Activity** : use the column to describe each separate activity covered by the assessment. The number of rows is unlimited, although how many are used for one assessment will depend on how the task / premises is sub-divided. For laboratory work, activities in one particular lab or for one particular project might include: use of gas cylinders, use of fume cupboard, use of computer or other electrical equipment, use of lab ovens, hot plates or heaters, use of substances hazardous to health, etc
6. **Hazard** : for each activity, list the hazards. Remember to look at hazards that are not immediately obvious. For example, use of a lathe will require identification of the machine hazards, but also identification of hazards associated with the use of cutting oils (dermatitis), poor lighting, slipping on oil leaks, repetitive actions, etc. The same activity might well have several hazards associated with it. Assessment of simple chemical risks (eg use of cleaning chemicals in accordance with the instructions on the bottle) may be recorded here. More complex COSHH assessments eg for laboratory processes, should be recorded on the specific COSHH forms.
7. **Who might be harmed and how** : insert everyone who might be affected by the activity and specify groups particularly at risk. Remember those who are not immediately involved in the work, including cleaners, young persons on work experience, maintenance contractors, Estates personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary. Eg someone who needs to repair a laser may need to expose the beam path more than users of the laser would do. Vulnerable groups could include children on organised visits, someone who is pregnant, or employees and students with known disabilities or health conditions (this is not a definitive list).

For each group, describe how harm might come about, eg an obstruction or wet patch on an exit route is a hazard that might cause a trip and fall; use of electrical equipment might give rise to a risk of electric shock; use of a ultraviolet light source could burn eyes or skin.

1. **Existing measures to control the risk** : list all measures that already mitigate the risk. Many of these will have been implemented for other reasons, but should nevertheless be recognised as means of controlling risk. For example, restricting access to laboratories or machine rooms for security reasons also controls the risk of unauthorised and unskilled access to dangerous equipment. A standard operating procedure or local rules (eg for work with ionising radiation, lasers or biological hazards) will often address risks. Some specific hazards may require detailed assessments in accordance with specific legislation (eg COSHH, DSEAR, manual handling, DSE work). Where this is the case, and a detailed assessment has already been done in another format, the master risk assessment can simply cross-reference to other documentation. For example, the activity might be use of a carcinogen, the hazard might be exposure to hazardous substances, the existing control measures might all be listed in a COSHH assessment. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.
2. **Risk Rating** : the simplest form of risk assessment is to rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.

The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (eg some time off work, or a minor physical injury.

The risk is **HIGH** - if injury is likely to arise (eg there have been previous incidents, the situation “looks like an accident waiting to happen”) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

Schools or administrative directorates may choose to use other rating systems. Typical amongst these are matrices (of 3x3, 4x4, 5x5 or even more complex) which require the assessor to select a numerical rating for both “likelihood that harm will arise” and “severity of that harm”. These may give a spurious sense of accuracy and reliability – none are based on quantitative methods. There are methods of estimating risk quantitatively, and these may be appropriate for complex design of load bearing structures and the like. Advice on methods of risk assessment is available from Safety Services. Whatever system of assessment is adopted, it is **essential** that the assessor has received suitable training and is familiar with the meaning of the terms (or numbers) used.

1. **Result** : this stage of assessment is often overlooked, but is probably the most important. Assigning a number or rating to a risk does not mean that the risk is necessarily adequately controlled. The options for this column are:

**T = trivial risk**. Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

**A = adequately controlled, no further action necessary.** If your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met (and University policies complied with), then insert A in this column.

**N = not adequately controlled, actions required**. Sometimes, particularly when setting up new procedures or adapting existing processes, the risk assessment might identify that the risk is high or medium when it is capable of being reduced by methods that are reasonably practicable. In these cases, an action plan is required. The plan should list the actions necessary, who they are to be carried out by, a date for completing the actions, and a signature box for the assessor to sign off that the action(s) has been satisfactorily completed. Some action plans will be complex documents; others may be one or two actions that can be completed with a short timescale.

**U = unable to decide. Further information required.** Use this designation if the assessor is unable to complete any of the boxes, for any reason. Sometimes, additional information can be obtained readily (eg from equipment or chemicals suppliers, specialist University advisors) but sometimes detailed and prolonged enquiries might be required. Eg is someone is moving a research programme from a research establishment overseas where health and safety legislation is very different from that in the UK.

**For T and A results**, the assessment is complete.

**For N or U results**, more work is required before the assessment can be signed off.

(14) **Action Plan**. Include details of any actions necessary in order to meet the requirements of the information in Section 11 ‘Existing measures to control the risk’. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.