

Standard Travel Risk Form

1. Contact details

Student Contact Details

Full name	CRSid	Contact number while away	Email address while away
REDACTED			

Emergency Contact

Please note that your emergency contact may be called or emailed if you do not respond to contact.

Name of emergency contact	Contact number (include local area code)	Email address	Language spoken
REDACTED			

Local Contact e.g. onsite Supervisor

Name	Contact number (include local area code)	Email address	Language spoken
REDACTED			

2. Travel Itinerary

If you are planning to visit more than one country then you should complete separate risk assessments

Travel start date	26/09/2017
Travel end date	30/09/2017
Location of working away (<i>town and country</i>)	West Midlands Safari Park, UK
Address	REDACTED

Type of working away	EMS
Detailed description of proposed activities including sites you will work across (if there are multiple)	General animal husbandry, cleaning animal areas, animal health care checks
Lone working	No
Supervised	Yes

3. Foreign and Commonwealth Office Travel advice rating

Please indicate below the FCO rating for the area that you will be **staying and working in**

No specific rating given	See our travel advice before travelling
X	
Please select the date that you checked the FCO rating	01/06/2017

You can sign up to Foreign and Commonwealth Office travel alerts by following the link below; select your destination and subscribe to the email alerts for the country you propose to visit.

<https://www.gov.uk/foreign-travel-advice>

By signing here I agree that I will subscribe to and monitor Foreign and Commonwealth Office travel alerts for my proposed destination

Sign	Date
	01/06/2017

4. Personal Vulnerabilities, Local Laws and Customs

Please sign here to indicate that you have read and understood advice about the local laws and customs of the area you are visiting and that you will seek advice on matters relating to your personal wellbeing from your Supervisor and/or College Tutor.

Sign	Date
	01/06/2017

5. Insurance

In order to ensure that your work away is fully authorised you MUST purchase travel insurance if leaving the UK (and not visiting your home country). Please agree that you will buy insurance if applicable and include details of policy e.g. University insurance	REDACTED
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6. Hazard Table

The table has been pre-filled with examples of hazards that may be present during your proposed working away – you must **amend**, **remove** or **add** hazards as appropriate. Control measures should be specific to you and the work you are proposing.

More detailed descriptions of the hazard and suggested control measures can be found through clicking on the hazard or through visiting the Safeguarding site at <https://www.safeguarding.admin.cam.ac.uk/>

Hazard specific factors in the environment which may cause you harm	Hazard Description and Personal Vulnerabilities If known: include frequency of such incidents, when the threat may occur, for example, when travelling, visiting a remote region, during religious festival, in a crowded space etc.	Control Measures (actions to reduce risk level) Include action that may be taken to eliminate risk entirely
Animals - Even usually placid animals may inflict injury if under stress or in pain. Animal behaviour is difficult to predict and may change without warning	Bites, mauling, scratches (smaller animals) <i>and</i> Impact injuries such as fractures, crushing, bruising (larger animals) Due to the work that I will be assisting with on a daily basis any of the above is possible. The most common of the hazards I have experienced is larger animals standing on feet.	Will receive comprehensive health and safety talk on arrival – details attached. Follow instructions from experienced and trained staff Will not handle animals unless tasked to do so and situation has been assessed by trained staff Avoid getting into a position where forced to restrain animals Will receive instruction in safe animal handling, including recognising ‘warning’ signs Will not approach any animal unless assured by trained staff that it’s safe Take note of labelled cages where an animal’s behaviour gives reason for concern – or if there are none I will ask about this on arrival. Never be in an enclosure at the same time as an animal that could pose a threat. When cleaning, ensure that enclosures are empty. Provide personal protective clothing will be worn, including steel toe capped boots. Follow advice from health and safety talk and from handbook. Ensure always working with at least one other fully trained member of staff. Will wear protective steel toe capped shoes and clothing that covers legs and arms.
Infectious disease	Diseases including hydatid disease, ringworm, Q fever	Will receive training

		Will always wash hands with antibacterial soap after eating and at end of the day and after direct contact with animals. Will not enter the workplace if Q fever has been reported. Will avoid contact with animals known to have disease.
Autoclaves / sterilisers	Burns, scalding from steam	Ensure that only trained and experienced staff operate autoclaves
Animal enclosures, stalls and cages	Cuts from metal edges, manual handling injury, risk of infection and disease if areas housing animals are not frequently cleaned and disinfected	Receive manual handling training Use washing facilities and receive personal hygiene training Don't open enclosures, stalls or cages for any purpose unless the task (and the animal) have been assessed by trained professional Wear gloves when cleaning
Hazardous substances (drugs used in treatment, anaesthetics, cleaning chemicals)	Cytotoxic (cancer treating) and other drugs can cause illness. Short-term effects can include nausea, headaches	Follow strict handling, labelling and storage procedures for all hazardous substances Use protective clothing (such as rubber gloves)
Hazardous waste (soiled towels, swabs, syringes etc.)	Infectious diseases, cuts or 'needle stick' injuries; irritation to skin, eyes, nose or throat	Wear rubber gloves when handling soiled material Don't handle syringes Adopt good hygiene practices
Accidents	Slips, trips and falls as a result of slippery surfaces or things left on the floor or on the ground	Follow procedures for cleaning up spills Report any spills or obstacles
Manual handling	Musculoskeletal injuries (sprains and strains)	Will not attempt tasks that may be difficult to complete safely – will always ask for help.
Cuts	Infection	Wear protective gloves Wash hands immediately Seek first aid immediately if needed
Allergies to animals or insects (or to animal feeds such as grasses)	Allergic reactions: asthma or other respiratory illness, skin reactions	Follow safe working procedures Will report any suspected allergic reaction to trained professional, without delay
Sexual harassment, work place bullying	Emotional stress, fear and anxiety, physical illness	Follow training, report any concerns immediately

Person working away: I am signing to indicate that I have read and will abide by the statements above and will carry out additional risk assessment where necessary.

Name: ██████████	Date: 05/09/2018	Signature: ██████████ ██████████
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Department/Faculty: I am signing to indicate that this constitutes a suitable and sufficient assessment of the level of risk identified.

Name: [REDACTED] Role: Clinical Supervisor	Signature: [REDACTED] Date: 25/09/2018
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