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| Subject of risk assessment: | Travel and work abroad | | | | |
| Brief description of activity, location, feature, activity and equipment used. | All travel outwith the UK on LtL business  All working outwith the UK on LtL business | | | | |
| Type of assessment  (if play design process) | Designer | Provider | | | Post Installation Monitoring |
| Job title and name of person making assessment | Matt Robinson | | Signature of person making assessment |  | |
| Date of Assessment | 21 December 2021 | | Review Date | 15th January 2023 | |
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| Name of senior manager: | Carley Sefton | | Signature of senior manager: |  | |
| **Risk Management Statement**  LtL recognises that all risks cannot be reduced to nil, therefore this risk assessment prioritises the significant risks. Significant risks are those which pose risk of serious injury, chronic injury, disability or death, or risks that are overly common in interrupting our staff and clients normal work. For all activities, LtL staff will dynamically assesses risks and put in place control measures and record as required, but always within agreed and recorded RBAs.  Concerns, changes in risk management practice or minor injuries that are seen by LtL staff to be significant should be reported to the LtL manager who has signed off this RBA. The correct LtL Incident Report form should be used.  **This RBA should be read in conjunction with LtL’s Health and Safety Policy, other relevant LtL Risk Benefit Assessments and LtL Play Policy (as appropriate).** | | | | | |

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| Activity or feature: | Undertaking travel abroad on behalf of LtL. This includes air travel, public transport, driving rental cars and walking or cycling.  Work includes routine and expected as outlined in our existing RBA’s, just in an international location.  This work and travel may be alone. |
| How will participants benefit? | Participants will be able to undertake their work, to meet the charitable aims of Learning Through Landscapes. |
| Who will be at risk? | LtL staff. |
| Any local factors that may affect risks or controls: | Judgement will be made by LtL staff and managers at time of any work being booked and travel plans made, however indicating factors of increased risk includes:   * Foreign office advice for caution or not visiting * Countries requiring additional preventative health measures * Travel to only meet individual customers or unknown customers. * Countries or environments with fauna or flora that is dangerous or broadly different from UK * Long haul travel or total travel over 12 hours. * Lone travel or inexperience traveller * Lack of health cover, support from commissioning organisation or consulate. |
| Possible hazards and risks: | Motor accidents or accidents while using public transport that lead to serious injury or death.  Slips, trips or falls and medical emergencies that render employee immobile or unconscious, and in so doing, compounding injuries or situations through being abroad.  Abduction, personal attack or abuse, leading to physical or mental harm.  Fear for own wellbeing due to being lost, immobile, broken down, minor car accident and/or being out of contact with work and home.  Bad weather-related hazards such as extreme heat, falling trees, flooding or becoming snow bound.  Dangerous fauna and flora  Excessive tiredness through travel or long hours.  Lower Health and Safety standards applying to the public environment, travel, hotels and accommodation, food and eating increasing possibility of routine activities becoming a hazard.  Lack of English speakers.  Not being able to contact LtL manager or colleague for support, advice or assistance.  Flight delays or cancelations leading to staff being stranded and/or stressed.  Excessive tiredness on return from international travel, through long journeys or jetlag.  LtL Guests not being able to contact LtL staff in an emergency, leading to additional issues. LtL not being able to contact guests next of kin in an emergency, leading to additional issues. |
| Precautions and control measures to reduce the risk severity or likelihood: | **This RBA should be read alongside our LtL Travel Policy.**  **This RBA should also be supplemented by the IOSH guide ‘Safety Without Borders’.**  **LtL Lone Working Procedures RBA shall always apply to staff abroad, even when working with a colleague.**  These include:   * Electronic diary to be used and up to date including who, what, where, when and why. * LtL Foreign travel form to be filled in and sent to Line Manager and LtL HR manager, along with photocopy of passport and any travel documents. * Collaboration with commissioning customer or partner organisations to also put in place care for LtL staff and LtL staff to make partners or guests aware of their contact information and LtL management contacts. * Suitable care when attending new or unfamiliar location, taking account of local advice. * Staff member’s family AND LtL ‘buddy’ (likely manager) to know expected return time. * Fully working Mobile phones always issued to staff and turned on abroad. Regular ‘checking in’ by staff to appointed manager by text, call or email. * LtL Management team to ensure that a member of management team is always available to answer calls when staff are abroad. * LtL managers to have access to individual’s family contact information and access to electronic diary. * A late back / unusual response procedure is in place, possibly in conjunction with the commissioning client in the country of work. * Staff to have taken advice and medical preventative treatment such as vaccinations before travel. * Suitable insurances in place from LtL to ensure staff will be transported home at earliest opportunity in the event of a medical emergency. * Staff members to have access to emergency funds, in the case of delayed flights or similar. This will be significant credit available on personal credit card or work credit card. |
| Precedents or comparisons: | International travel is a necessary part of many jobs and has been within LtL for over the years without serious incident.  Working abroad is a common theme in many businesses.  International travel is generally well organised and efficient.  UK has diplomatic presence in most countries around the world. |
| Judgement: | International travel does increase the number and diversity of hazards our staff face. It requires thought on behalf of the staff member, and support from management when staff are abroad.  With thought and planning, International work is safe enough for our staff to undertake on a regular basis.  Staff and managers should never feel pressured into a journey or work they are uncomfortable with and should have support from managers should they find themselves unhappy while abroad. |