



Risk Assessment

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Risk Assessment

The normal commute to UCL offices is not covered by this workplace risk assessment. However, staff are routinely expected to travel between sites in London and the South East where LCCOS activity is based.

Travel disruption to work because of illness, personal reasons, disruption to travel routes or means of travel, or events such as strikes, disasters, extreme weather will increase the hazards for travel due to their non-routine natures or potential changes to routes and means of travel, overcrowding, or risks from the weather.

Contact your line manager or a colleague to relay a message if unexpectedly not at work when expected to be. Use a phone where possible or text or email, but if no response is received, contact colleagues so that your whereabouts and safety are known.

The line manager is responsible for ensuring a welfare check is carried out if an individual is more than 30 mins late and the individual has not made contact with UCL about an unexpected delay.

Line managers should bring it to the attention of Senior Managers that unplanned staff shortages may affect their team's ability to provide the service expected or if providing that service results in an increased risk to staff.

LCCOS staff may be exposed to increased risk of injury and accidents from hazards that are associated with travel. They include but not limited to:?
- Travel disruption can result in being in an unfamiliar environment without support or without assistance from UCL. Hazards are to well being, stress and potential accidents through crowds and rushing to keep time.?
- Hazards are increased by the conditions that may cause being stranded or enclosed in environmental conditions such as severe rainfall, heat and humidity, ice and snow, and severe winds. These can lead to being wet (hypothermia), hot (dehydration and heatstroke), ice and snow causing slips, trips, falls or hypothermia, and winds causing objects to strike and injure a person.
?- Lone working

Staff members should ensure that UCL (or their line manager) is aware of their movements for work.
- Share details of itinerary and contact information while travelling with a Departmental contact (e.g. Line Manager, Supervisor, local Administrator).

- Ensure your contact details are up to date in UCL database.
Email can be used as a back up but when ever possible contact to inform of absence from the office should be a phone call or face-to-face. If the line manager is not contactable by phone, an email must be sent and a phone call to another member of the team. Repeated attempts should be made if no response (text or email) is received by the individual.

If moving from place to place, work plans should be followed or changes communicated with line management.



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Musculoskeletal injuries, minor, severe or fatal.

Ensure there is plenty of time given for travel so that an accident is not caused by rushing or a lack of attention.

Follow the rules for pedestrians, particularly in unfamiliar areas where the presence of one way systems or light sequences are not known by the individual.

If driving, ensure the driver and vehicle has the correct documentation (driving license, MOT, insurance, occupancy and authorised for work travel). Obey the highway code and keep to speed limits

Members of the UCL community may contract COVID-19, as a result of contact with infected individuals and/or contaminated surfaces. In addition, you have the potential to transmit the virus yourself and pose a hazard to susceptible individuals you may encounter.

Staff should follow all control measures outlined within this risk assessment.

Staff should follow any additional control measures the may be in place in other UCL locations, such as NHS controlled space, and respect all signage.

Staff should be provided with the relevant information for that location prior to visiting by liaising with departmental contacts and undertaking induction for the location if necessary.

With Existing Controls:

Risk Level





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	<p>- All staff must follow the lone working activities guidance available from UCL Safety Services website https://www.ucl.ac.uk/safety-services/policies/2020/nov/lone-working#:~:text=Lone%20working%20is%20working%20without,floors%20in%20the%20same%20building and LibNet</p>



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Some basic precautions to avoid any increase in the level of risk are listed below:



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- For general safety it is recommended to be aware of the area, for example is it safe to walk in the area, are visitors are targets of crime or violence, how safe it is to go into areas by day or by night.
- Be aware of appropriate dress. For example are items of dress expected or not permitted, such as head scarves, shoes or clothing required in religious places, acceptance of exposed skin on parts of the body (vests and shorts).
- Be aware of local laws about consumption of alcohol in public or in private.
- Be aware of any local political disputes and tensions or protests that need to be avoided to prevent becoming involved and potentially generating political incidents.

During Trip

- When flying drink plenty of water and move about to reduce risk of DVT.
- Ensure you observe good personal hygiene, drink only safe or bottled water and avoid high risk foods.
- Where possible, organise and arrange to be met by your local contact, collaborator or maybe arrange airport pick-up from hotel. This also applies when travelling locally.
- If hiring a local car and driver make some basic checks like driver's licence, seat belts and the vehicle appears maintained.
- If driving yourself, ensure you're not overly tired from the travel and the time difference. Ensure you have correct paperwork and book the car via a reputable company.
- Check vehicle before setting off for its condition, correct equipment provided, adequate fuel. eg, hazard triangle, hi-viz jacket as required locally and for any vignette/motorway passes required.
- If you drive regularly during your travel, where possible consider asking for/offering the advanced driving course, preferably in the vehicle you will be driving, example of such course: <https://www.gov.uk/pass-plus>
- Where possible, only carry essential equipment, valuables and money and be inconspicuous where possible.
- Use hotel safes where available to secure valuable information and kit.
- Tuck a small amount of currency separately (in your wash bag or body belt) as an emergency backup.
- To mitigate consequences of theft, keep a photocopy of your passport/visa and any valuable contact details in case of loss of phone, and local addresses for your contacts and British Consulates.
- If hiring or purchasing equipment locally ensure you get it from a reputable supplier and undertake some basic visual checks.
- Be aware of any local safety and security issues.
- Line Managers/Supervisors should regularly discuss any local safety and security issues with the team

On Return

- Should you suffer any ill health, seek urgent medical advice via your local GP or A&E Department if required.
 - If you get a temperature on your return tell the person treating you where and when you travelled.
- Malaria can occur up to 12 months after you leave the last malaria area visited – even if you have taken your tablets.
- In general, the biggest infection risk is from food, water and insect bites. Staff are individually responsible for accepting their share of responsibility, including personal health and safety, and having access to relevant equipment, including mosquito nets & first aid kits.

Lone working

- All staff must follow the lone working activities guidance available from LibNet <https://liveuclac.sharepoint.com/:w:/r/sites/Library.LibNet/Team%20Documents/health-and-safety/docs/lone-working.doc> and UCL Safety Services website. Lone working must be considered in your local risk assessments.
- Safety Services guidance lists activities that can be carried out alone and activities where you must have someone else nearby to support you.
- Use a buddy system when in work. For lower risk activity, your buddy can be remote and contacted by phone (WhatsApp, MS Teams). For higher risk work, your buddy must be close.
- Teams should co-ordinate activities and attendance in advance of work taking place. Lone working contact is



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Air Travel

- Plan journey carefully e.g. transfers to hotel, car parking.
- Pre-plan safe parking locations e.g. secure parking, well lit, close to venue, park in direction of escape i.e. reverse into spaces.
- Observe all safety procedures & notices.
- Refer to Airline web sites for safety tips.

Motor Bikes & Cycles

- If staff wish to use (for University business) either motorbikes or cycles, due to the level of risk it is recommended that an individual risk assessment is completed and advice sought from the Departmental Safety Officer or UCL Safety Services before this is agreed as being a suitable method of transport.

Minibus



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Health

- Seek information on the environment through local people, local organisers or associates, travel guides, etc.
- Ensure you are fit to travel. People with pre-existing medical conditions or at risk from Deep Vein Thrombosis (DVT), should discuss any concerns with their GP or UCL Workplace Health and take sufficient medications for pre-existing conditions.
- Select an aisle seat for long distance flights make regular movements to reduce risk of DVT.
- Contact UCL Workplace Health in good time before travel for latest advice on health risks, malaria prevention and for any inoculations required.
- Review information on risks, for example from malaria, yellow fever and zika fever, if you are travelling to areas where these are endemic.
- In general, the biggest infection risk is from food, water and insect bites. Staff are individually responsible for accepting their share of responsibility, including personal health and safety, and having access to relevant equipment, including mosquito nets & first aid kits.
- Read guidance on Travel and Mental Health <https://www.gov.uk/guidance/foreign-travel-advice-for-people-with-mental-health-issues>
- If you are travelling within Europe (and are an EU citizen) ensure you have completed an European Health Insurance Card (EHIC).
- Ensure you have sufficient funds and resources for all likely outgoings including emergencies before departure.
- Ensure to take enough medication to cover your trip as it may be either difficult to find a vendor of medication, or someone to prescribe medication, or medication may be of a different type from that prescribed to you by your GP in the UK.
- Be aware that taking significant quantities of medication may break customs rules and if the medication is 'custo inced either difficult to ed medt icult to ed



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Whist on UCL business, all accidents, incidents or near-misses must be reported whether in UK or abroad. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 requires that certain accidents and dangerous occurrences must be reported to the Health and Safety Executive within seven days of the incident. Failure to do so is a criminal offence. Safety Services are responsible for reporting accidents or dangerous occurrences in the correct manner, and it is essential they are notified through the online report as quickly as possible after the accident.

- Ensure good posture and maintain the principles of Remote working and DSE assessment wherever the temporary workstation is.
- Use handrails and walk while moving around and staircases to reduce the likelihood of collisions, slips, trips and falls.
- Report any accidents, incidents or near misses to your line manager and via riskNET Report an Incident tool as soon as possible.
- Failure to report accidents may jeopardise any insurance claims.

With Existing Controls:

Risk
Level



Actions