SHWW Regulations and UCC Safety Policy require Risk assessments and adequate risk controls /preventative measures to be applied, by department management, to all work activities conducted by employees. This includes work related travel. Regular / infrequent work travel journeys on behalf of UCC to locations within/ outside of the Campus, within Ireland or outside of Ireland need to be considered and risk assessed by the staff member’s superior.  If the residual risks are other than low risk, (after the application of risk mitigation controls), then the RA  should be approved  by Head of Department or his/her nominee.

The regulatory risk control emphasis is on having an adequate RA for the work/work travel mode involved, work environs, and impact on the personnel involved. Then deploying adequate risk controls including prevention as necessary. As in all RA, it is not necessary to repeat the same assessment for the same circumstances -provided the original RA is adequate/current and the circumstances remain relevant. The University Occupational Health Physician advises that foreign travel is of particular risk. (World events of recent years and ongoing refer.)

Consideration must be given in advance as to whether the staff member is familiar with the area and route and if the travel include overseas travel within the European Economic Area, North America, Ireland/UK travel, Asia or to developing Countries?

Where UCC transport or self transport is utilised or unregulated transporters are utilized appropriate specific or universal risk controls need to be applied as appropriate to the risk and risk context and time of travel and season/weather conditions. The personal health of the person travelling must also be considered (See advice note from the OHP at the end of this document), including the need for travel vaccination advice from an experienced Medical Practitioner and consideration of vulnerable persons w.r.t Covid 19 [ including those at high risk or very high risk per HSE.ie criteria].

The appropriateness of travel and travel modes/ durations during pregnancy must also be considered in the case of female staff. (Their GP should advise and such travel should be included in the pregnancy job risk assessment).

Department management need to apply separate considerations or existing processes need to be applied to work related travel that is solely for staff or staff accompanying students, involving:

* One-off travel or repeat travel
* To known “safe” destinations e.g. other institutions and established hosts
* Into the unknown, e.g. travel associated with expedition work, marketing, business contacts or new research in remote areas, urban areas with social issues, work travel in developing countries or those with political instability and or risk of kidnapping.
* Travel as a precursor to contracts or partnerships that will result in regular travel requirements
* To regular destinations, e.g. research centres and field bases; or pursuant to contract
* Involves recreation and stopovers. ( risks arising).

***The OHP recommends that departments require staff members planning to travel overseas to sign a document to acknowledge that they have read and understand the information in the Travel RA (when completed) and the Health advisory note as provided in the final page below****.*

NOTE:

The Occupational Health Physician can advise further on related travel and staff foreign travel RA to developing areas and to areas with disease epidemics and areas with risks associated with the consumption of biologically contaminated food/water supplies. The risk of travel related travellers’ thrombosis VTE (DVT) should be considered in long haul air flights, for multiple air flights over a short space of time and for journeys in other forms of transport where persons will be seated and immobile for lengthy periods of time. Guidance on VTE measures for travellers is available on the web site of the UK National Travel health Centre and Network.

Where other risks are associated with the purpose of the work travel these must be risk assessed separately. If these activities involve Field work then the guidance on Field work on the UCC H&S Office web page should be applied in advance.

Where the travel is for fieldwork within the scope of UCCs Fieldwork Health and Safety Policy, (available on the H&S office web page), it is useful to adopt a documented risk analysis and management system which includes the following:

* Risk assessment for the fieldwork ( all elements).
* Threat analysis for the destination and travel.
* Incident management and emergency response plans.
* Accident, incident and near miss reporting.
* Competency and training
* Robust authorisation and approval processes
* A review process after fieldwork is completed including the actions in response to review outcomes.

**GUIDELINES FOR COMPLETING RISK ASSESSMENT FORM**

Ensure that staff authorised to drive for work have valid driving licences and are in good medical health.

Ensure such staff comply with UCC transport and driving policies, insurance and with legislative requirements, including driver training and licensing in force within the counties where a driver may be driving a vehicle as part of work activities. (Contact OCLA for further details).

Ensure that adequate insurance cover which meets local legal requirements is provided for the type of transport used.

Ensure that all modes of transport to be used are assessed for their suitability, including the consideration of available public transport options.

Evaluate the competence of independently chartered third party transport providers to ensure that appropriate precautions and safeguards are in place. Considerations should include the safety record of the provider, particularly in developing countries.

Drivers for minibuses or vehicles with trailers should be experienced in the use of such vehicles in addition to holding the appropriate licence.

Where transport is critical to the project, plan for the possibility of transport arrangements failing or being assessed in situ as unsuitable.

Consider the potential security threats associated with different forms and modes of transport. This applies particularly in areas with a history of kidnap or ambush.

Ensure that the details of the travel arrangements are available well in advance of departure and is communicated to all staff travelling at a face-to-face meeting prior to the leaving. Additional guidance should be made available for any transport that is expected to be beyond the participants’ experience, for example some forms of public transport overseas.

Ensure any fieldwork with gaps in insurance cover, or with exclusions related to transport, is approved in accordance with the OCLA’s authorisation policy.

Consider any significant weather conditions that may be encountered and the clothing required for adverse conditions.

Consider environmental or climatic illnesses likely to be encountered whilst travelling (e.g. dehydration, heat related illness, acute mountain sickness).

Consider the impact of illness whilst travelling and any issues regarding distances from and travel times to medical facilities, which give rise to high residual risk in the event of accident or illness.

Use vehicles fitted with safety belts.

Ensure any vehicle used is fit for purpose to secure and carry the loads intended. Do not allow the vehicle to be loaded beyond the manufacturer’s recommended limits.

Consider restricting travel to daylight hours. The risks associated with travel can be greatly reduced by making arrangements that do not involve travel after dark. Also factor in the travel direction as travel into the rising sun/setting sun and in dusk greatly increase risks.

Drive vehicles with the lights on during dusks and the hours of darkness. Illuminate the vehicle on motorways during daylight hours.

Case study – Travel risk assessment and driving

A risk assessment of the use of minibuses in fieldwork prior to a UK fieldwork found that:

● The vehicles were large/heavy and required long stopping distances.

● A larger number of passengers can lead to increased stress on an inexperienced driver, e.g. extra responsibility, noise and distraction – particularly if the driver has other duties in the fieldwork team.

● Minibuses tend to be used for long distances and infrequently, which is not conducive to maintaining reliability.

It was concluded that a high level of competence is required to drive a minibus. Therefore, it was decided to use smaller, staff-driven people carriers on fieldwork replacing the traditional minibus. Staff found these much easier to handle and feel more confident in their own driving abilities.

Other control measures were considered that may be appropriate to other institutions or circumstances. These included i) having a number of relief drivers who were able to drive the minibus; therefore drivers felt fresh and more effective in the field ii) using coaches or public transport for long journeys.

**UCC Work related travel RISK ASSESSMENT FORM (staff)**

**Note: A separate RA is required for each journey unless the work-related travel is re-occurring and the same RA applies. The RA would however have to be revised if conditions or underlying assumptions change s. e.g weather conditions, route, inexperienced driver, etc..**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

|  |  |
| --- | --- |
| **DEPARTMENT:** | **DATE:** |
| **ASSESSOR** | **Position:** |

**Foreword.**

To avoid any duplications, where/if information is already provided , it will suffice to reference that section subsequently.

**A1. Journey/work travel details**

|  |  |
| --- | --- |
| 1. **Description of work travel task ( give date of travel at # j. below):**
2. **Travel In Ireland? ( state where and travel plan - including planned breaks/stop overs )**
3. **Overseas Travel? ( state where and travel plan)**
4. **Journey Duration and repeat frequency (if relevant)**
5. **Weather / environmental risks to safety at time of travel?**
6. **Work Travel Details:** *provide details of those travelling, the journey, all modes of transport to be used:*
7. **Who is undertaking the work travel task?**

**Name Job Title Staff # ID Duration**1. **Modes of transport**
2. **Where travelling to/from:**
3. **When – dates travelling:**
4. **What’s involved:** *e.g Road, Off –Road, Air, Sea ( off shore, inshore, lake river),*
5. **Travel Time and duration of each journey (overall and by mode of transport each day)**
6. ***Detail elements of Travel journey conducted via Regulated public / private transport carriers:***
7. ***Detail elements of Travel journey conducted via Self / Department transport or un- regulated transport carriers:***
8. **Planned rest and recovery ( overall and by mode of transport each day –** if driving *(self) apply a rubric of a maximum of 2 hours driving between rest periods per driver and a daily 6 hour driving time limit per driver per day unless alternate drivers involved. This to be adjusted downward in extreme weather conditions, hot and cold climates and depending on climate control features within vehicles and road/weather conditions).*
9. **Mode of transport type and reliability needed/relied upon for the safety of your work travel?:**
10. **Driver/operator competencies, experience and licencing approval relied upon for the safety of your journey?**
11. Is the driver(s) in good health and free of known allergies or medications that my impact on safe driving ( consider seasonal allergies such as hay fever etc or adverse reactions to insects/ foods)
12. **Details of Transport provided by Self or Department – (** also outlineMode of transport condition and daily pre-use checks prior to journey, insurance, car hands free communications kit, breakdown kit.)
13. **Any large vehicle reversing or trailered vehicle risk driving arising with this travel?**

**A2. Additional considerations for Overseas and Travel**1. **Any travel to areas, regions, cities or countries with significant public health issues, pandemics or outbreaks of infectious diseases with relevance to human health.**
2. **Visiting of Tropical regions or areas with parasites?**
3. **Inoculations – any recommended ? ( consult an experienced medical practitioner with experience in travel health risks for assistance with this element)**
4. **Is there any Geographical and Geo-Political route risks – terrain, remoteness, areas of social in-stability or areas prone to violence or kidnapping.**
5. **Has the Department of Foreign Affairs advised against All travel or all but essential travel to the area being visited?**
6. **Is there a level of in-country or local support available to the travellers in unstable destinations?**
7. **Is long haul air flights > 4 hours involved or multiple flights within a relatively short periods involved or lengthy car, train or boat journeys with staff seated and immobile for lengthy periods? If yes detail the precautions proposed for avoidance of VTE or travellers’ thrombosis precautions on long haul flights ( often referred to as DVT) risks?**
8. **Is the mode of transport a shared close proximity enclosed space which is unventilated or poorly ventilated enclosed spaces ?**
 |  |

**A3. Identify work travel Risk control measures that will be applied:**

(Has an Exposure Avoidance and the Risk Control Hierarchy been followed: Yes/No?

**A4. Necessary preparation and Route planning for safety ( specific details)**

**A5. Emergency & first aid procedures:**

**A6. Information, instruction, training required:** Are there minimum levels of competency, experience, information, instruction or training necessary?

▪ ▪For broad classes of destination or risk prevalent in the institutions travel profile?

▪ ▪Location – Overseas; rural vs. urban; Departments of Foreign Affairs or Department of Health status rating?

▪ ▪Traveller – Novice; experienced; seasoned

▪ ▪Training – Briefing; security awareness; hostile environment; survival

▪ ▪ Communications:

|  |
| --- |
| **A7. Recommendations:****A8. Conclusions about work travel risks :** |
| a. Risks controlled |
| b. Risks not controlled |
| c. Risks controlled now, but could become higher |
| d. Uncertain about risks - hazard known |
| e. Cannot decide about risks |

**Resulting Risk Outcome? = Low Moderate High Significant -- please circle as appropriate**

**A9. Any other hazards associated with this travel which require investigation?:**

**Noise/ vibration: Vehicle Reversing: Thermal: Ergonomic:**

**Other:**

**Section (B) Other Risks arising:**

**Work TASKs associated with the work travel purpose - all need separate Risk assessments under SHWW law and UCC Safety Policy.**

**(***This includes the preparation work before journey e.g. risks in vehicle loading / un-loading, vehicle reversing. Risk associated with the purpose of the travel e.g. the work conducted on arrival/after the journey. e.g field work, sampling, surveying, diving, caving etc. etc., use of chemical, biological or physical agents, safety standards in accommodation).*

**Other:**

**(C ) Date when this Work Travel RA to be next reviewed:** \_\_\_\_\_\_\_\_\_\_\_\_ **(or earlier if the task changes)**

**Signature of assessor(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

**PI \ Research Director Authorisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Within this College/School/Department the person(s) responsible for this work and safety in this activity/work area including implementing all necessary controls is:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*\*\*\*\*\*\*\*

Please bring the advisory note to staff on health and Travel to the attention of the staff members involved and retain a copy of the signed receipt ( see next page # 11 of 11)

Pre-Existing Health Problems and Travel – especially overseas travel.

(Occupational Health Physician Advisory note for UCC Staff. March 2015 and Sept. 2020)

If you have a health condition that needs regular or intermittent treatment you should take a sufficient supply of your medicines to last for the length of your trip, including foreseeable delays. Be aware that, in some resource-poor countries, locally-purchased medicines may be counterfeit.

If any of the following apply, you should seek advice from the University Occupational Physician on whether any additional precautions are advised to prevent problems whist you are away:

* The amount of medicines you will need is more than that usually prescribed on a single prescription
* Your health problem requires regular medical assessment or monitoring (e.g. diabetes, anti-coagulant treatment, chemotherapy)
* Your problem can cause sudden incapacity e.g. epilepsy, diabetes, bleeding disorders, severe asthma
* You have impaired immunity e.g. HIV disease; treatment with high-dose steroids; treatment with immuno-suppressant drugs
* The health problem has been severe enough for you to have needed admission to hospital within the past year
* The medicines used in your treatment is novel
* Your health problem limits your ability to undertake physical exertion (e.g. heart disease, severe lung disease).

If your illness is considered rare or your treatment unusual, you should carry a letter from your doctor detailing the health problem and usual management of this. If you have a health problem that could cause sudden incapacity e.g. epilepsy, diabetes, bleeding disorders, brittle asthma then you should let at least one other person (usually the group leader or a first aider) know, so they can help you and make sure you get the right help, if needed.

**Recent major illness:** Anyone intending to travel within three months of a major illness, e.g. heart attack, stroke, any operation or treatment requiring an overnight stay in hospital should seek medical advice on their fitness to travel and work abroad.

**Travelling with medicines:** If you are taking medication you should, if airline regulations allow, carry your medicines with you in your hand luggage, to ensure they arrive at the same destination as you. If you take need to medicine by injection or in liquid form on a plane journey, carry a letter from your doctor confirming this.

**Controlled drugs:** If you are treated with controlled drugs (opiate pain-killers, some tranquillisers) you must carry a physician's letter authorising their use to avoid difficulties when entering countries.

Pregnancy: Whilst pregnancy is not an illness, the appropriateness of travel and travel modes/ durations during pregnancy must also be considered in the case of female staff. The staff members GP should advise in advance.

Travel related VTE or travellers’ thrombosis advice is available from NaTHNaC UK at https://www.nathnac.org/

Dept Record:

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(position)

Dept\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read and understood the above advice and have been given a copy of the Work Travel RA for my trip/trips on \_\_\_\_\_\_\_\_\_\_\_date(s).