<u>**ITA02 - RISK ASSESSMENT PROFILING TOOL**</u>

How to use the Risk Assessment Profiling Tool

The aim of the risk assessment profiling tool is to identify any risk areas which pose a **significant risk** when travelling overseas. Any risk areas identified as medium or high should be considered as posing **significant risk** to the health and safety of the employee and will require further review to ensure adequate control measures are in place.

Employees are required to think carefully about specific risk areas which maybe applicable to the overseas trip and their personal health and safety - **suggestions** have been provided in the Risk Area column. Employees should consider if these are likely to pose a **significant risk** to the overseas trip. Please note these are suggestions, and there may be other factors to consider that are not specified in this document.

Should all identified risk areas be identified as low according to the risk profiling tool, the overseas trip can be considered as posing **insignificant risk**. In this instance this document can be considered as suitable and sufficient. A copy of this document should be kept with the Faculty / Service Department.

Only risk areas identified as high or medium in the Risk Profile (column 3) within the profiling tool will require further review to ensure adequate control measures are in place and a separate University Risk Assessment Form should be completed. The form can be downloaded as a Word Document via the Risk Assessments webpage at the link below:
http://www.wlv.ac.uk/staff/services/hsd/risk_assessments.aspx

How to complete the Risk Assessment Profiling Tool

Risk Areas
These have been categorised into the following areas:

- Travel and Transport
- Location and / or Region
- General / Environmental Health
- Individual Factors
- Tasks Required
- Insurance Limitations
- Other Factors

Indicators & Risk Profile
The Indicators give information relating to the Risk Areas category to which they are aligned according to the level of risk. There are 3 Risk Profiles for each Risk Area: High, Medium or Low. The Risk Profiles are aligned to the Indicators for each category.

How to Indicate which Risk Profile is most suitable
Employees should clearly indicate within with the shaded High, Medium or Low Risk Profile box either by highlighting or underlining the relevant risks what they consider the Risk Profile to be for each Risk Area. Employees should not delete rows or highlight entire sections as Red, Amber or Green, as this may lead to misinterpretation by the approver and hold up the approval process.

Users of this document should adjust the font scale / typeface as necessary. If completed electronically the sections will expand automatically as detail is added.

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Risk Area	Indicators	Risk Profile
Travel and Transport	• Significant travel to reach destination, prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards); • Demanding travel during the overseas visit; • Requirement to drive in unfamiliar vehicles.	**High**
	• Night travel; • Long daily commuting requirement; • Requirement to drive familiar vehicle in reasonable conditions.	**Medium**
	• Comfortable daily commute, no significant travel; • No driving associated with the overseas visit.	**Low**
Location and / or Regional	• Significant risk of civil disorder, crime, kidnap or similar danger; • Unavoidable lone or remote working in proximity to significant risk; • Medical and rescue services not available quickly or locally; • Means of communication likely to be difficult or compromised.	**High**
	• Higher than normal risk of civil disorder, crime, kidnap or similar danger; • Delays likely in communication; • Overseas trips to areas identified as low risk by the FCO / Stonewall.	**Medium**
	• Overseas visits in Europe with no further significant risks identified.	**Low**
General / Environmental Health	• Regional / local health risks which require mandatory and specific health protection measures e.g. inoculations; • Very hot or very cold working conditions.	**High**
	• Regional / local conditions require some precautionary measures, e.g. optional inoculations against diseases.	**Medium**
	• No significant environmental health risks.	**Low**
Individual Factors	• Personal factors (e.g. health, disability, sexual orientation, pregnancy, linguistic or cultural) which may increase the risk of illness or accident during work-related activity even following adjustments; • The knowledge, understanding, and skills of the individual are low for the type of overseas visit to be undertaken.	**High**

	• The individual has personal factors (e.g. health, disability, sexual orientation, pregnancy, linguistic or cultural) which may require specific adjustments or support during work, or in social interactions at work.	**Medium**
	• The individual has no long-term medical conditions or disability likely to cause episodes of illness or require specific support whilst overseas; • The individual has relevant knowledge, understanding and skills for the type of overseas visit.	**Low**
Tasks Required	• Undertaking tasks with hazards that have potential to cause permanent injury or fatalities, during the overseas trip including: · Construction site with work at height, dusts, moving machinery, electrical systems; · Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks; · Laboratory work with toxic/hazardous materials; · Work with animal bedding or large or dangerous animals. • Activities requiring specific licences or qualifications (e.g. diving, flying aircraft). • Individuals overseas who do not have access to professional health and safety advice.	**High**
	• Undertaking tasks in proximity of high risk factors (but not directly with them).	**Medium**
	• Office work or other low hazard environments and activities.	**Low**
Insurance limitations	• Locations, activities and / or circumstances that are excluded from the University of Wolverhampton travel and other insurance cover.	**High**
	• Locations, activities and / or circumstances that require prior acceptance from the University insurers before being covered.	**Medium**
	• Locations, activities and /or circumstances that are automatically included in the University's insurance cover.	**Low**
Other **(areas identified by the Faculty or Service**	• **UPDATE INDICATORS HERE**	**High**
	• **UPDATE INDICATORS HERE**	**Medium**

Department)	• **UPDATE INDICATORS HERE**	**Low**

Completed by *(To be signed by traveller / trip leader)*	Date completed
Approved by *(To be signed by appropriate line manager)*	Date approved
Review date *(If applicable)*	

This form does not need to be sent to the Dean or Service Director unless the employee's line manager requires further assistance in approving the visit.

If you require further assistance or advice, please refer to the contact information in the University's Policy on International Travel.

Failure to obtain approval prior to arranging travel is a serious breach of the policy and the employee may not be covered by the University's Travel Insurance provider.