

Appendix 3 - CHECKLIST FOR OVERSEAS RISK ASSESSMENT

School/Centre/Unit.....

Place where work to be carried out.....

Description of Work Activity.....

Names of Staff/Students.....

Dates of Work Activity.....

HAZARD/FACTOR	YES	NO	N/A	COMMENT
1. Climatic extremes e.g. dry/desert, storms etc				
2. Contact with wild or domestic animals e.g. bites, dermatitis, rabies etc				
3. Contact with insects e.g. bites, stings				
4. Contact with reptiles e.g. bites				
5. Contaminated food and/or water				
6. Compatibility of electrical equipment – safety standards etc				
7. Emergencies – arrangements for first aid and other assistance including contact numbers				
8. Local environment e.g. culture, customs, religion				
9. Excavation/confined spaces – safe system of work				
10. Hazardous substances/chemicals				
11. Local laws/other standards				
12. Natural phenomena e.g. avalanche, volcano, earthquake				
13. Contaminated needles/sexual contact – HIV, Hepatitis B				
14. Stress – causing problems – accommodation, remoteness,				

<p>sickness, language, lack of support, vandalism and violence, crime, extremes of hot/cold, fatigue</p> <p>15. Transportation – competent drivers, suitable transport</p> <p>PERSONAL SAFETY <i>Out and About</i></p> <ol style="list-style-type: none"> 1. Does anyone know where you are? 2. If your travel plans change, have you told your supervisor or Placement/Work Organiser (in respect of students) or colleagues (in respect of staff)? 3. Have you made sure you can be contacted? 4. Do you know where you are going and how to get there? 5. If returning home after dark have you considered possible risk – where you parked car, availability of public transport? 6. Have you asked hosts for help and information? 7. Are you likely to carry valuable items? Are valuable easily stolen items too visible or accessible e.g. laptop, PC, mobile phone, briefcase, handbag etc 8. Do you carry a personal alarm? <p><i>When driving a vehicle</i></p> <p>Before setting off:</p> <ol style="list-style-type: none"> 1. make sure vehicle is regularly serviced – check tyres, oil, fuel etc 2. join a national breakdown organisation 3. plan route in advance 4. tell people at your destination what time you expect to arrive 5. Carry change and phone card for payphone in an 				
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<p>emergency. Carry a mobile phone.</p> <p>On the road:</p> <ol style="list-style-type: none"> 1. Keep bags, mobile phone etc out of sight 2. Keep doors locked and windows and sunroof closed as far as possible especially in stop go traffic 3. Do not pick up hitchhikers 4. Keep an up to date map handy so you will not have to stop and ask for directions <p>Leaving the vehicle:</p> <ol style="list-style-type: none"> 1. Always lock vehicle and put anything valuable in the boot. 2. If returning to the vehicle after dark park in a well lit place. Park as close to destination as possible. 3. In a multi-storey car park reverse vehicle and park as close to exit as possible, near ground level and away from pillars. 4. Have keys ready when returning to vehicle. Check back seat for intruders before getting in. <p><i>When taking a taxi</i></p> <ol style="list-style-type: none"> 1. If you cannot hail a taxi carry the telephone number of a reputable company or ask hosts for a recommendation. 2. Whenever possible book by telephone and ask for driver's name and make and colour of car. Do not get into any taxi you have not asked for. <p><i>Travel by train</i></p> <ol style="list-style-type: none"> 1. Wait where it is well lit and there are other people 2. Stand well back on the platform 3. Avoid compartments which have no access to corridors or other parts of the train 4. Try to sit with other people and avoid empty carriages 5. If you feel uneasy move to another seat or carriage or get off at the next stop 6. If the carriage is crowded and someone molests you make 			
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<p>a fuss straight away.</p> <p>7. If you feel threatened or there is an incident act immediately:</p> <ul style="list-style-type: none"> -alert the driver, guard or conductor by making as much noise as possible - pull the emergency alarm - look for station staff, transport police or a Help Point if there's an incident on the platform <p><i>Long haul travel e.g. outside Australia via air travel</i></p> <ol style="list-style-type: none"> 1. Inform your School/Centre/Unit of any medical conditions that may affect your ability to travel – consult GP if you have any doubts. All travel companies make arrangements if they are given adequate notice 2. Ensure appropriate vaccinations are organised well in advance 3. Check information regarding vaccinations, local politics, areas to avoid etc – see Sources of Information 4. Carry money and valuables safely 5. Carry following items separately: number for cancelling credit cards, phone card, travel card or small change, keys 6. Obtain copy of University corporate travel insurance policy and medical emergency number 7. Where there is a particular risk of infection in the event of injury a first aid kit should be available throughout the trip 8. When on a long haul flights try not to remain static in the seat for long periods. Stretch the legs by taking short walks to maintain good circulation. 9. When using public transport on landing <ul style="list-style-type: none"> -have small change ready for fare - know where you are going and which stop you need - when getting off public transport at night or in an 				
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Working Overseas Safety and Health

unfamiliar area attach yourself to groups of people and walk purposefully to your destination or arrange to meet someone				
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