|  |  |
| --- | --- |
| Prifysgol **BANGOR** University  EXAMPLE RISK ASSESSMENT |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Assessment (RA) Title**  **Remember to complete Footer details** | A Student Work Placement to a Conservation Group (Host) based in Tsavo National Park, Kenya |  | **Date RA Created and/or Reviewed** | Aug 2023 |  | **Version Number** | 2 |

|  |
| --- |
| **Summary of Activity RA Covers** |
| A three-month Work Placement with a Kenyan Government funded Conservation Group (Host). The student is a third year student currently studying with the School of Natural Sciences. The Host employs over 100 staff and Volunteers who undertake a range of conservation activities across the Tsavo National Park. The student will be going out in the field with staff as part of ongoing data gathering to monitor the impact of conservation initiatives put in place to protect and enhance flora and fauna across the Park. The student will help analyse the data gathered and undertake desktop exercises and some basic laboratory work in the Host’s HQ, also based in the Park. Accommodation for the first two weeks is at a Hotel-Lodge and thereafter accommodation is provided at the Host’s premises.  **Always Download and review the Bangor University** [**Overseas Travel Handbook**](https://my.bangor.ac.uk/hss/inflink/overseas.php.en) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Location(s) RA Covers** | Kenya, Tsavo East and West National Park | **Person(s) RA Covers** | T Bamba (student) |
| **College / Service** | College of Environmental Sciences & Engineering | **School / Section** | School of Natural Sciences |
| **RA Assessor(s)** | Academic Supervisor / Placement Coordinator /  T Bamba | **Contact Details** | 044 (0)776555555 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Actions to be Reviewed By** | Academic Supervisor / Placement Coordinator |  | **Next RA Review Date** | Review before further similar trips and / or if the work activity or destination changes during the Placement |

**NOTE: Arrangements must be in place to communicate new and / or revised Risk Assessments to relevant persons.**

**Older versions to be removed from use (e.g. Folders, Website, My Bangor, Blackboard, Notice Boards) and filed for future reference.**

| **Ref No** | **What are the  Considerations/Hazards?** | **Who/What  is at Risk?** | **Existing  Controls** | **Further  Controls** | **Action  By** | **Action Complete** |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | **As Applicable** | |
|  | **Selection of Suitable Host / Compliance with University Placement Procedures** | School / Student | * The Host has been selected and authorized in accordance with the University’s Procedure for Placement Learning * The Placement Form has been completed and signed by the Host, the Student and the School’s Placement Coordinator |  |  |  |
|  | **Placement Activities** - injuries, ill health if the Host’s facilities are unsuitable or if Placement activities are poorly managed placing student at risk, travelling to areas of conflict and / or undertaking contentious activities | Student | * Host staff and other Volunteers will be present at all times when the student is at the base performing office and lab tasks * No lone working, work with chemicals / hazardous biological agents or work on / near water undertaken * The student will be supervised and supported at all times by Host staff and the Host’s appointed Security Team (who will drive) when in the Park undertaking data gathering exercises * Data gathering will mainly consist of photography, filming, visually counting flora and fauna samples and laptop data entry * Some flora samples may be taken but this will be under direct supervision of Host staff * The Host has confirmed it will provide all equipment and personal protective equipment to perform sample taking and sample analysis safely * The Host has confirmed it will provide specific training and instruction on the procedures to be followed when taking and analyzing samples | 1. Request the Host provides a H&S Induction (to include relevant risk assessments, procedures, emergency arrangements) 2. During Placement request that the Host provides additional information, instruction, training and any personal protective equipment as needed when in the field and taking and analyzing samples 3. Always raise concerns immediately with Host or if not possible the University School contact | Student |  |
|  | **Destination –**unfamiliarity, not prepared for culture, environment | Student | ***See Welfare below***   * The Foreign and Commonwealth & Development Office (FCDO) Website checked and Kenya and Tsavo are based in a green, general FCDO travel advice area * No areas within 60km of the Kenya-Somali border to be entered which as an FCDOamber, *‘advise against all but essential travel’* area would require Senior Manager approval as per the Overseas Travel Policy * Passport to be valid for a minimum period of 6 months from the date of entry into Kenya with two blank pages in the passport * The Host to advise on Visa and Work Permit (E-Permits) requirements | ***See Welfare below***   1. Check passport will be valid for 6 months and has two blank pages 2. **Always** scan Passport and keep image/pdf version on personal email account and with a friend. This enables access to passport details if lost. *Similarly, if a medical certificate (e.g. yellow fever vaccination) is required, scan and send to own email address for easy recovery* 3. As advised by Host and in a timely manner before departure: 4. Register and arrange Work Permit 5. Arrange Visa 6. Arrange insurance | Student |  | |
|  | **Flights -** airline not operating, delays, or traveler is stranded, ill health e.g. DVT, due to length of flight | Student | * Direct flights booked with a reputable ATOL/ ABTA Protected travel agency / carrier * General guidance to be followed, move around during flight, remain hydrated | 1. Before departure check reservation and ticket details are correct 2. Seek medical advice if develop leg pain / shortness of breath after flying | Student |  | |
|  | **Travel (to airport / from airport / general travel once arrived) -** accidents/ break down/no show | Student | * Outgoing flight chosen which will arrive late morning during daylight hours * Arrival airport pick-up arranged in advance with the Host * The Host has confirmed they will provide daily secure transport / escorts between their base and accommodation and if the student needs to visit shops for supplies or other services (e.g. Medical Centre) * No driving overseas required / permitted | 1. Take contact details for Host in case not at airport on arrival 2. Seek Host’s advice about ongoing transport e.g. public transport, taxis | Student |  | |
|  | **Accommodation -** Ill health, injuries if poor standard of health and safety practiced and / or if unprepared for difference in standards | Student | * A Lodge room has been booked in the Tsavo National Park for the first two weeks through an established on-line travel provider and on advice from the Host. Travel between the Lodge and workplace is provided by Team Minibus transport * After the first two weeks, the Host has staff accommodation for use. If unsuitable the student has an option to continue with the Lodge-hotel, at own cost | 1. Seek alternative accommodation if concerned about standard e.g. cleanliness, health and safety standards 2. Prepare for electrical appliance arrangements (i.e. plugs, adaptors) which differ from the UK 3. Visit staff accommodation during first two weeks to assess standards and acclimatize / prepare for the difference in UK and overseas accommodation standards 4. On arrival at Lodge and then Staff Accommodation familiarize self with fire exits and sanitation/welfare arrangements | Student |  | |
|  | **Insurance (individual risk assessments) –** theft, injuries, ill health worsening if there is a delay in treatment | Student | * Before travel, University’s on-line Travel Insurance and Checklist completed * Host confirmed (via Placement Form) their insurance will cover student at their work. *(If not University Insurance Officer should be contacted and insurance confirmed)* * University Insurance Officer confirmed University Insurance covers the Placement * University Travel Insurance offers a 24/7 Specialist Emergency Support Service * Student instructed responsible for arranging Personal Travel Insurance | 1. Arrange Personal Travel Insurance to cover specific / on-going medical needs and activities and travel to be carried out in free time 2. Have Insurance and Emergency Support Service details available e.g. phone, cloud. **Insurance proof is often needed before medical treatment given** 3. Download [Overseas Travel Handbook](https://my.bangor.ac.uk/hss/inflink/overseas.php.en) and complete the Information Page with appropriate details. Have this available in Print and online | Student |  | |
|  | **Welfare** **/ Health /** **Inclusivity** – distress if access / travel arrangements unsuitable and individual excluded, general ill health whilst overseas, personal safety, unprepared for country e.g. culture, environment | Student | ***See Insurance and Emergencies***   * To be aware / understand working and living conditions speak (if possible) to other staff and students who have worked with the Host and been to the Park * Student to research Kenya, Tsavo Park and speak to Host before departure to ensure prepared, e.g. be aware of and understand cultural and religious expectations, expected behavior, dress codes, attitudes to alcohol, availability of food and water and standards, weather, places to avoid, transport, difference in living standards * The student to confirm they have no specific needs that require adjustments * ***If the student had specific needs e.g. allergens or other medical or health conditions then a separate detailed assessment of health and support needs should be undertaken with the student and in association / discussion with the Host*** * [Travel Health Pro](https://www.bangor.ac.uk/hss/inflink/TravelHealthEssentials.php.en) Website checked to confirm vaccination and prophylaxis requirements: **Yellow Fever and Tetanus** (as potential for contact with soil) vaccination and Malaria prophylaxis required. Student must confirm taken medication * Student must consider personal medical needs (e.g. prescription medication). If they have an underlining / pre-existing medical condition check insured before travel * Good hygiene principles to be practiced at all times i.e. cleanse hands regularly, and always before eating, drinking, smoking | ***See Insurance and Emergencies***   1. Contact GP and arrange Tetanus and Yellow Fever vaccinations and Malaria prophylaxis 2. Prepare for trip e.g. clothing, currency, medication, prescription medication, prophylaxis, contact lenses, glasses (spares), antibacterial hand gels / wipes 3. Confirm with Host specific requirements e.g. walking boots, long trousers, sun screen, insect repellant, mosquito nets and arrange as advised 4. Speak to University staff in confidence if concerned of anything that could affect health and safety during the Placement 5. Carry all medication in original packaging 6. Check specific medication entry / exit requirements (e.g. some countries require a written Doctor’s letter and even ban medicines used in the UK) 7. **Remember Yellow Fever Certificate** | Student |  | |
|  | **Personnel / Free Time – Travel, Activities –** ill health, injuries ifoutside of person’s abilities, services used not to a safe standard | Student | ***See Insurance***   * **Student is responsible for activities and travel undertaken during their own free time** | ***See Insurance***   1. Student to consider own abilities and seek advice from local sources (e.g. Host, Hotel) if planning to travel or undertake activities in free time | Student |  | |
|  | **Emergencies** – dealing with ill health, injuries, accidents / incidents | Student | ***See Insurance***   * University Travel Insurance is supported by a 24/7 Specialist Emergency Service * Host, Hotel will also be able to advise on local overseas medical arrangements * Emergency contact details collated: * UK i.e. Insurance and Emergency Support details, next of kin, School contact **and** University Security, 01248 38 2795 (available 24/7) * Overseas: Hotel, Host, British Consulate, Emergency Services * Emergency contact details to be accessible e.g. phone, cloud, email * Means to contact others to be available e.g. mobile phone, i-pad * All accidents and incidents to be reported in line with Host and University procedures | ***See Insurance***   1. Check overseas mobile phone provision. Arrange an extra phone, SIM card etc as required 2. Ensure phone charger taken 3. Check emergency contact details are correct and accessible 4. Leave relevant emergency contact numbers with UK contacts e.g. School, friends and family 5. Ensure Host covers emergency arrangements at Induction 6. Report all accidents and incidents to Host and to Bangor University | Student |  | |