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| **Title of off-site activity** | History Society’s Trip to Kiev | | | | | | | | **Proposed start date** | 25/03/2020 |
| **Type (research, teaching, etc)** | Cultural/Sightseeing/Educational | | | | | | | | **Proposed end date** | 28/03/2020 |
| **Brief description of off-site activity** | We will be visiting Kiev for four days, and during this time we will be visiting and viewing various attractions and points of interest that the city and the surrounding area has to offer. | | | | | | | | | |
| **Number of trips** | | 1 | | | **Duration of each trip** | | Four Days | | | |
| **Number of staff per trip** | |  | | | **Number and type of non-staff per trip (UG, PGT, PGR, visitor)** | | 40 - Undergraduates | | | |
| **Location of off-site activity** | **Country** | | | Ukraine | | **Region / City / Town** | | Kiev | | |
| **Address (if known)** | | |  | | | | | | |
| **Details of any other organisations involved** | | | DREAM Hostel Kiev | | | | | | | |
| **Describe their involvement** | | | Accommodation Provider | | | | | | | |

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| **Person directing work (Leader, Manager, etc)** | | Charles Vicente, Finlay Procter, Caitlin Hynd, Ben Brown, Alexander Welsh | | | **Position** | | Welfare Officer, Secretary, Social Secretary, President, Vice President, | |
| **Person conducting assessment** | | Charles Vicente | | | **Position** | | Welfare Officer | |
| **Academic unit / Team** | History Society | | **Faculty / Service** |  | | **Date of assessment** | | 03/02/20 |

**Off-site working risk assessment: A basic guide**

This risk assessment complements the management arrangements (policies, procedures, rules)  
of each Faculty/Service to manage activities that take place away from University sites.

There should be consideration of inherent risk, ie, the risk or threat intrinsically associated with the task and/or destination, and these are prompted in the risk assessment form, but may not applicable for some activities, in which case enter ‘N/A’. Residual risk should also be considered, ie, the risk that remains after reasonably practicable controls are implemented. This should take into account the likelihood of hazard event (incident leading to harm), the reasonably foreseeable hazard consequence (the harm caused) and the efficacy and resilience of risk control measures.  
Due to extrinsic factors beyond the University’s control, there may rarely be occasions where it is not acceptable to proceed with an activity, and thus a formal process of approval is required to evaluate such complex activities, which should always involve senior managers at University level.

There will often be occasions where ‘dynamic’ risk assessment is required. This is when there is  
a need for continuous assessment of risk in unforeseen or changing circumstances or threats,  
eg, security and political threats, significant natural hazards, and health risks possibly requiring new control measures. It is important to note that dynamic risk assessments are not a substitute for adequate emergency and contingency planning. If new types of hazard need to be assessed dynamically, these should be referred back via the above approval process before the activity proceeds again. Findings of such dynamic risk assessments must also be communicated and understood throughout the ‘activity team’.

Overall responsibility for the risk assessment lies with the Dean/Director of Faculty/Service and the person directing or leading the activity. This risk assessment should be carried out by a competent individual, usually the person directing or leading the activity, or other identified person as stated in local arrangements. They must ensure that supervisors are competent,  
and that there is clarity of roles and responsibilities. As a result of risk assessment, there must  
be safe systems of work established for all staff, students and other participants.

The activity leader, supervisor or other identified person is responsible for ensuring that all  
safety precautions are observed for the duration of the activity. The activity leader/supervisor  
is also responsible for ensuring that instructions issued to participants are comprehensible and appropriate, that control measures identified in risk assessments are implemented in practice,  
and for ensuring that dynamic risk assessments are carried out as necessary. This duty may be passed to other responsible persons (eg, boat skipper), but the overall duty to ensure safety of the activity remains with the activity leader. In high risk areas such as quarries, mines, cliffs,  
on water, or in situations with a foreseeable risk of violence, active monitoring may be needed.

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| **Modes of travel to and during activity (air, sea, rail, road, waterway, etc)** | Road, Air and Rail | | **Types of travel (car, 4x4, light aircraft, dinghy, etc)** | | Aircraft, Minibus, Bus, |
| **Commercial carrier or private hire?** | Private Hire and Commercial Carrier | **If commercial carrier, how will they be selected?** | | Availability and the most reliable and safest, in Kiev we will be using public transport and Uber/taxis. | |
| **If private hire, who will be driving / in control?** |  | **How frequently and at what stage of the activity will these be used?** | | Air – twice: at the start and end  Coach- an option will be made available for everyone coming on tour to travel via coach to the airport  Public Transport – daily throughout the trip | |

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| **Travel hazards** | **Yes/No/NA** | **Control measures** |
| **Navigation in remote areas** | N/A | N/A |
| **Unsafe or insecure regions** | N/A | N/A |
| **Off road or poor road conditions** | Yes | Possibility of snow, and if this occurs, we will take necessary control measures to ensure that the group do not use any dangerous transport or go to isolated locations. |
| **Lack of training in use of vehicle or equipment** | N/A | N/A |
| **Lone Travel** | Yes | Provide information and details of travelling alone, will encourage people to travel in groups of three or ideally more, personal safety precautions, ensure that everyone has contact details on the main supervisors on the trip and ensure everyone has the suitable navigation tools. |
| **Other (specify)** | Unfamiliar ticket system | Research ticket system for Kiev public transport beforehand and inform the group on the details. |

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| **Type of accommodation** | **Details** | **When to be used** | **Reliable information on suitability of accommodation** |
| **Private** | N/A | N/A | N/A |
| **Hotel/Motel** | Dream Hostel Kiev | Daily and nightly as a central base of operations for the group to meet, socialise and sleep. | Reviews on websites and extensive research on trip advisor, hostelworld and booking.com, proving that it is suitable for tourist and student groups. |
| **Camping** | N/A | N/A | N/A |
| **Other** | N/A | N/A | N/A |

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| **Accommodation hazards** | **Yes/No/NA** | **Control measures** |
| **Security** | Yes | Encourage the group to make use of the lockers located in the hostel. People advised to remain in groups throughout. |
| **Fire** | Yes | Locate nearest fire exits and safety precautions reducing the risk of a fire. |
| **Food / water quality** | Yes | Old system of pipes means that water is not suitable for consumption. We will ensure that the group purchase bottled water so that this is not an issue. |
| **Other (specify)** | N/A | N/A |

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| **For destinations outside the UK** | **Yes/No/NA** | **Details and control measures** |
| **Foreign & Commonwealth Office (FCO) country advice checked? Identify suitable controls** | Yes | Pickpocketing common, remind everyone of personal safety measures. Political situation in Ukraine is now calm, and the country has become increasingly popular with British tourists with 100,000 visiting in 2018. |
| **Does the FCO advise against travel to this country or regions within it? If Yes, then detail senior manager approval** | Yes | Far eastern regions of Ukraine and disputed Crimea advised against for travel. Kiev is far away from these regions and is deemed safe for travel. No chance or opportunity for tour members to visit these regions whilst on tour. |
| **Could the activity cause offence to or upset the local populace? If Yes, then describe measures to mitigate** | No |  |
| **Vaccinations required for this country or region? If Yes, detail and confirm carried out** | No | There are no high potential health risks, especially if proper safety precautions have been taken, required first aid given when needed and not engaging in unprotected sex. |
| **Malaria prophylaxis required? If Yes, confirm drugs have been obtained** | No | N/A |
| **Significant security or accident risks with this country or region, eg, kidnap, poor roads, lack of emergency services, etc? If Yes, identify suitable controls** | No | N/A |
| **Are personnel able to speak the local language? If No, describe how will they communicate** | No | One individual understands Cyrillic text. No-one can speak Ukrainian/Russian fluently, but we will communicate through other methods, most of the people we will encounter will have some understanding of English. We will encourage the group to learn some basic Ukrainian/Russian before we leave. Translating apps may be used to supplement language barrier also. |

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| **Terrain (all destinations)** | **Yes/No/NA** | **Details and control measures** |
| **Areas of high relief, altitude, mountains and cliffs** | No | N/A |
| **Agricultural land** | No | N/A |
| **Railways, motorways and roads** | Yes | Take basic health and safety as well as security precautions when using public transport. Ensure that the group has sufficient knowledge of the public transport and road system. |
| **Woods and forests** | No | N/A |
| **Coastlines, estuaries, mudflats and salt marshes** | No | N/A |
| **Tropical or hot climates** | No | N/A |
| **Deserts, uplands and arid zones** | No | N.A |
| **Cold climates** | Yes | Bar crawl set in the evening when temperatures are at their lowest, so we will warn all members of the potential snow and icy conditions so that are suitably dressed for the occasion. We have also collated information about repeated injuries from the members, as injuries are more likely to be sustained in icy weather and committee members are aware of high-risk injuries. Spring temperatures in Ukraine vary from 6 degrees to minus 2, and so everyone will be advised to bring warm clothing for the duration of the trip. |
| **Other (specify)** | N/A | N/A |

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| **Other factors (all destinations)** | **Yes/No/NA** | **Details and control measures** |
| **Will anyone be climbing, caving or diving? If Yes, identify suitable controls** | No | N/A |
| **Will there be unlimited supply of safe drinking water? If No, describe how safe drinking water will be obtained?** | No | It is not recommended to drink tap water in Ukraine. Bottled water is cheap and readily available at a variety of supermarkets and shops. |
| **Where will food be sourced? Describe how food will be prepared and outline any restrictions on what can be eaten** | Hostel and Local Restaurants | We have collated information about all members as to their allergies and food intolerances and what to do in the situation that they have a reaction. All members will also have the emergency number (112) saved in case they are not with a committee member when it happens. |
| **Is vector-borne or parasitic disease a hazard in the country or region? If Yes, identify suitable controls** | No | N/A |
| **Are there adequate hygiene facilities? If No, describe how this will be mitigated** | Yes | N/B: some public toilets can be unclean; they could lack soap and toilet paper. We have recommended that everyone carry hand sanitiser and tissue. |
| **Will the group split up at any stage? If Yes, identify suitable controls** | Yes | Ensure no individual is left on their own, ensure phone numbers are handed out, particularly those of the committee, and exchange and establish regular check in times. |
| **How will communications be maintained in the field, back to base, and back to the University?** | = | Mobile phone numbers will be exchanged between trip leaders and all attendees. Committee members back in the UK will be alert for emergency calls. |

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| **Activity hazards** | **Yes/No/NA** | **Details and control measures** |
| **Hazardous chemicals If Yes, then a further chemical (COSHH) risk assessment is required** | No | N/A |
| **Biological agents, human blood, body fluids, clinical samples, or GM If Yes, then a biological risk assessment is required, and possible HBV immunisation** | No | N/A |
| **Wild or domestic animals, or materials from these If Yes, consider zoonosis and injury risks** | No | N/A |
| **Sources of ionising radiation If yes, then contact University RPO or authorisation and assistance** | Yes | We will be visiting the Chernobyl Exclusion Zone with one of the popular Chernobyl tour companies. This area is safe and a popular tourist destination, the group will be on a guided tour. Area has a radiation count slightly higher than average, but is deemed perfectly safe for visiting |
| **Hazardous equipment If Yes, identify suitable controls** | No | N/A |
| **Lone working If Yes, identify suitable controls** | N/A | N/A |
| **Work in areas more than 24 hours travel from medical assistance If Yes, identify suitable controls** | No | N/A |
| **Work requiring a high standard of physical fitness If Yes, identify measures to address this** | No | N/A |
| **Chemical, biological, clinical, plant or food samples If Yes, consider transport of dangerous goods requirements and import permissions** | No | N/A |
| **Other (specify)** | N/A | N/A |

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| **Emergency Provision** | **Details and control measures** |
| **First aid kits and similar equipment** | Personal first aid kits will be carried by the trip leaders, and everyone will be encouraged to take or buy one. |
| **First aiders** | Alexander Welsh- St John’s Ambulance First Aid Qualification; Finn Procter – First Aid Qualification |
| **Getting suitable help in an emergency** | In the city centre of Kiev there should be plenty of help available from local officials such as security and police. The emergency number (112) will be given to the group. |
| **Evacuation arrangements** | N/A |

**NB Report all incidents via the University incident report online form on the SOH website**

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| **Training** | **Details and control measures** |
| **Personnel First Aid** | Alexander Welsh - St John’s Ambulance First Aid Qualification; Finn Procter – First Aid Qualification |
| **Fieldwork First Aid** | N/A |
| **Off-site activity safety management** | N/A |
| **Off-road driving** | N/A |

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| **Inherent overall risk (ie, with no controls) using University Health & Safety risk matrix (mark with x)** | **High** | **Medium** | **Low** |
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| **Residual overall risk (ie, with all of the above controls applied) using University Health & Safety risk matrix (mark with x)** | **High** | **Medium** | **Low** |
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| **Personnel conducting the fieldwork** | | | | | |
| **Family name** | **Initials** | **Position** | **Email** | **Telephone (work)** | **Telephone (off-site activity)** |
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| **Declaration by person directing work (Leader, Manager, etc)** I confirm that this is a suitable & sufficient risk assessment for the above off-site working. | | | | | |
| **Signed** |  | **Print name** |  | **Date** |  |

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| **Approval for off-site working should be obtained from the senior manager in the Faculty/Service identified as responsible for such approvals.** |  |
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| **The Dean/Director must also give approval to any off-site working that involves work in a country or region to which the FCO advises no travel or essential travel only; or any unsupervised undergraduate off-site working; or any work excluded from cover by the University Insurance Office** | N/A |