**RA1(a) – Generic risk assessment for Category 1a**

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| **Traveller’s Name:** |  | **Date of Departure:** |  |
| **Department:** |  | **Date of Return:** |  |
| **Line manager/Supervisor:** |  | **Destination:** |  |
| **Purpose of Travel:** |  | | |

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| **No** | **Risk** | **Controls** | **Sufficient?** |
| 1 | Slips, trips or falls on walking surfaces leading to a minor injury | Locations in the UK can be assumed to have reasonable flooring with markings on any slippery areas or trip hazards  Travellers can reasonably be expected to walk around buildings and pavements without additional controls, unless there is a specific issue  Travellers should consider the weather conditions prior to the trip and adjust the itinerary as required if walking outdoors in inclement weather.  Travellers to remain on pathways / walkways when practicable  Travellers reminded to wear suitable footwear. On field trips, if someone is wearing unsuitable footwear then they should be advised to change them |  |
| 2 | Fire at the location leading to the group being split up | UK buildings can reasonably be assumed to have fire detection and alarm equipment and functional, marked, fire exits.  On field trips, fieldwork leader to ensure they set a meeting point for each location and that they have the contact details of all attendees |  |
| 3 | Inclement weather leading to hypothermia or hyperthermia | Travellers can reasonably be expected to dress for the weather conditions and are reminded to wear suitable clothing. On a field trip, if someone is wearing unsuitable clothing then they should be advised to change them |  |
| 4 | Travellers are fit and healthy to complete the trip | Travellers have reviewed any ill-health, health conditions (including mental health), disabilities and any other relevant protected characteristics in relation to the travel and where they choose to, have liaised with line manager, supervisor or fieldwork lead as applicable so that reasonable adjustments can be explored and implemented. |  |
| 5 | Minor injury escalating due to lack of first aid | Either there must be at least one first aider within the members of staff travelling or it must be reasonably assumed that first aiders are present at the event location |  |
| 6 | Outside event causing disruption, such as a protest or terrorism | Traveller or fieldwork leader to check 24 hours prior to departure that no disruption is likely and have RH Security number so that they can inform them in the event of disruption to allow them to support  On fieldtrips, fieldwork leader to have set a meeting point and obtained contact details for all travellers |  |
| 7 | Vehicle breakdown leading to a risk of vehicle collision | If applicable, traveller or fieldwork leader to ensure that there is a means of vehicle recovery, including for private vehicles, and they can summon it if required  In the event of a breakdown on a dual carriageway or motorway then all personnel must exit the vehicle and stand off the hard shoulder |  |
| 8 | Vehicle collision leading to minor injury | Traveller or fieldwork leader to ensure that they / any personnel driving vehicles have the appropriate licence and authorisation  All travellers to wear seatbelts while travelling, including in buses and mini buses |  |
| 9 | Lone working | Travellers can reasonably be expected to work in a public area of the UK |  |

Any additional controls required, above those outlined above, to be filled in below:

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| **Ser** | **Additional Controls** | **Completed** |
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