

Overseas Travel Risk Assessment

The purpose of this Risk Assessment is to ensure that members of the University community are unlikely to be exposed to unacceptable risks which could affect their health, safety or security when travelling abroad on behalf of the University.

This form should be completed by the individual wishing to travel prior to making any firm arrangements to travel, following the guidance found here <https://warwick.ac.uk/services/finance/insurance/keypolicies/traveloverseas> and must be completed in discussion with the relevant line manager or supervisor, allowing sufficient time in advance of travelling for any issues to be addressed. It is important to monitor the situation in the destination country up to the date of travel and amend the risk assessment as necessary for unexpected events e.g. natural disasters, poor weather etc.

Before completing this form you should ensure that you (and your manager/supervisor) are familiar with the contents of the Health and Safety and Insurance webpages on travelling abroad.

When completed and approved this risk assessment and its associated itinerary should be carried by the traveller(s) and a copy retained by the Department and uploaded to SHE Assure. Queries on the completion of this assessment should be directed to HealthSafetyHelpdesk@warwick.ac.uk.

Department:	Physics
Location(s) to be visited:	[REDACTED] USA
Purpose of journey: (personal travel is not permitted or insured)	Attending and presenting at conference ([REDACTED] 2022)
Name and role of traveller(s)	[REDACTED]
Dates of proposed travel:	[REDACTED] March 2022

Hazard/Consideration		Risk (High / Medium / Low)	Control Measures	Items to Consider when considering control measures
Social/Political or Terrorism:	Unrest	Low	<p>FCDO advice: "Take sensible precautions to protect yourself and your property against petty crime.</p> <p>Terrorists are very likely to try to carry out attacks in the USA. Attacks could be indiscriminate, including in places visited by foreigners. You should monitor media reports and be vigilant at all times."</p> <p>FCO does not advise against travel to USA. I have noted and will follow all the FCO advice published.</p> <p>I will be in a hotel in the central city.</p>	<ul style="list-style-type: none"> • Check the Foreign Commonwealth and Development Office (FCDO) website for up-to-date advice. • If the FCDO advises against travel to destination(s) on safety/security grounds then seek approval from HoD/Line Manager and Insurance Services Insurance Manager before confirmed. • Consider not just the country in question but also any territories as identified in FCDO pages to include reference to volatility in neighbouring countries • Reschedule visit or modify itinerary if at all feasible. • Review current impact of Covid-19 on civil disorder
Personal attack / kidnap: Dangers associated with travelling alone; arriving at night, etc.:		Low	Solo night travel may prove unavoidable, but will be minimised, and will likely comprise driving/taking taxi to a restaurant from the conference centre then back to the hotel – no walking at night.	<ul style="list-style-type: none"> • Precautionary measures should be taken to protect personal safety. • Inform hosts of itinerary. • Be aware of specific local risks. • Travel during daylight hours if possible. • Amadeus App use mandatory for fieldwork and lone working
Local knowledge, understanding of customs and conditions:		Low	Aware. Have researched safer district and zones with in city.	<ul style="list-style-type: none"> • Experience of travel to, or working in, the region before • Obtain guidance and information from the host organisation • Research via relevant web-sites • Consider dress, behaviours and sensitivities • Local laws, customs, fees or levies. • Reference to customs checks • Are prescribed drugs legal in the country to be visited

Crime:	Low	Aware. Will be confined to only conference centre-hotel-restaurants in the main part of city.	<ul style="list-style-type: none"> • Awareness of risk of theft or pickpockets • Awareness of local scams or hotspots • Cash and card security/awareness • Consult FCDO website for the latest advice
Accommodation	Low	Accommodation booked through Key Travel. Will make myself aware of emergency exits and procedures.	<ul style="list-style-type: none"> • Pre-book accommodation • Stay in recognised accommodation • Familiarise yourself with emergency exits • Security staff and arrangements • Secure storage/safes
Transport	Low	Arranging travel with Key Travel. Will only use registered taxis.	<ul style="list-style-type: none"> • Use only registered taxis • Arrange airport collection where possible by your hosts • Check safety and road worthiness of any hire vehicle • Avoid driving at night • If possible, share long distance driving • Ensure all internal transfers are booked in advance of travel (where possible).
Theft or loss of ID documents and other belongings: passport, driving license, bank cards, travel tickets, laptop	Low	Items will be stored inside hotel safe if possible.	<ul style="list-style-type: none"> • Keep items secure. Keep copies with you if permitted by the local law to reduce theft risk. • Record details of numbers, issue dates, etc. and store separately both with you and at home. • Have emergency contact numbers. • Report to police if theft suspected. Minimise amount of cash carried.
Communications	Low	Communications all available via conference centre and hotel.	<ul style="list-style-type: none"> • Consider access to landlines or alternative handsets if mobile phone is lost or stolen. • Back-up chargers or batteries for phones or electronic devices



			<ul style="list-style-type: none"> • Access to network or Wi-Fi. Ensure you have a mobile phone that is capable of making calls in the country visited as well as a device with internet accessibility.
Utilities/Cyber Issues	Low	Only applies to my personal laptop and phone. Both compatible and locked.	<ul style="list-style-type: none"> • Compatibility of equipment • Voltages and safety equipment • Power cuts or interruptions • Ensure IT equipment is encrypted • Comply with <u>UK Export Controls</u> (warwick.ac.uk) • Contact IT if secure IT and mobile telephone equipment is required • If data is to be transferred overseas refer to this link for guidance <u>International Data Transfers</u> (warwick.ac.uk) and email gdpr@warwick.ac.uk
Pre-existing medical conditions	Low	Have taken advice from GP and will be meeting regulations as required for my prescriptions.	<ul style="list-style-type: none"> • Take medical advice. Travel should not proceed if against the advice of a GP or clinician. • Consider the impact of any pre existing physical or mental health conditions on the safety of the trip. • Carry written details of medical condition, adequate supplies of prescribed medication, details of blood group, etc. • Consider translation of information into local language. • Share with colleagues where appropriate • Assess existing medical conditions to determine if they would have an impact on travel • Ensure next of kin details are up to date
Local medical facilities	Low	Information has been research and noted.	<ul style="list-style-type: none"> • Hospital proximity and standards. • Access to doctors/dentists. • Payment methods for medical treatment.

			<ul style="list-style-type: none"> • Ensure you are aware of which is the nearest hospital that can treat Covid-19 infected patients. • Awareness of support for pre-existing medical conditions
Covid-19 or similar viruses	Low	<p>I am double vaccinated and have had a booster (more than 2 weeks before the travel dates). There are no lockdown or equivalent rules in the UK or my destination at time of writing.</p> <p>Daily flights from [redacted] to [redacted] are available and can be arranged if return travel suddenly required due to guidance changing. Department funds cover the expense of this contingency.</p> <p>Face coverings required on transport and at conference centre at time of writing – I will comply with all regulations.</p> <p>PCR test must be taken prior to travel and is needed for access to conference centre. I have booked these personally.</p> <p>No quarantine requirements unless I contact COVID or am in close contact with a positive case</p> <p>Daily self-assessment for symptoms and recommended testing (I will take lateral flow kits with me).</p>	<ul style="list-style-type: none"> • Consider PPE requirements for travel and local requirements e.g. face coverings, screens, gloves, sanitiser etc • Availability of local medical facilities. Is there adequate provision? • Check quarantine arrangements (upon arrival/return, or if the situation deteriorates). • Are there any local Covid-19 restrictions. • Detail repatriation arrangements should FCDO Covid-19 advice change. Insurers no longer insure this. • What to do in the event of contracting Covid-19. • Monitor local media regarding potential civil unrest due to Covid-19 implications. • Vaccination status
Insect and animal bites	Low	Risk very low in winter conditions	<ul style="list-style-type: none"> • Consider likely insect/animal issues in particular area • Avoid by prevention – repellents, clothing, etc. • Consider use of nets in accommodation • Carry appropriate treatment

Exposure to infection: Known endemic illnesses in destination(s)	Low	N/A	<ul style="list-style-type: none"> • Take medical advice and arrange vaccination/inoculation/prophylaxis as appropriate • Consider the following conditions but not limited to: Cholera, Diphtheria, Hepatitis B, Japanese Encephalitis, Malaria, Meningitis, Poliomyelitis, Tetanus, Tick-borne Encephalitis, Tuberculosis, Typhoid and Yellow Fever.
Contaminated water/food	Low	█ mains water has a higher lead count. Will only use bottled and purified water.	<ul style="list-style-type: none"> • Avoid food or water which could be contaminated. • Carry water sterilising tablets. • Drink spiking risk
Minor injuries and ailments	Low	Access to first aid kits and medical help on conference centre and hotel, where I will be throughout.	<ul style="list-style-type: none"> • Carry basic First Aid kit. • Avoid sun/heat related issues (such as heatstroke, sunburn, etc.) by prevention- clothing, sunglasses, and sunblock. • Carry appropriate treatment. • Insert names and address of local GP/surgery/medical centre
Natural disasters	Low	Low temperature (snow) but no risk of avalanche	<ul style="list-style-type: none"> • Assessment of the risk of typhoons, earthquake, tsunami, hurricane, volcano, avalanche, etc
Climate/Altitude		Low temperature (snow) – packing warm clothing.	<ul style="list-style-type: none"> • Consideration of extremes of heat or cold, high humidity or altitude. • Consider day/night variations
Leisure activities	Low	Will not be taking part in any high risk leisure activities	<ul style="list-style-type: none"> • Ensure you are adequately insured (the University insurance does <u>not</u> provide cover for non-business related activity) • Skiing, white water, bungee jumping, diving. Etc.

Research or work activities	Low	Will be attending conference so will not have no interaction with dangerous systems.	<ul style="list-style-type: none"> • Awareness of safe systems of work • Awareness of local safety measures • Remoteness of work sites <ul style="list-style-type: none"> • Ensure you have completed a work activity/fieldwork risk assessment found here Field Work (warwick.ac.uk)
Insurance implications	Low	Done	<ul style="list-style-type: none"> • Up to date European Health Insurance Card (EHIC (if applicable)). Once your EHIC has expired, you'll be able to replace it with a Global Health Insurance Card (GHIC). Further information can be found here. <ul style="list-style-type: none"> • Check Insurance Services webpage to ensure there are no insurance restrictions https://warwick.ac.uk/services/finance/insurance/keypolicies/traveloverseas • Valid vehicle insurance (if relevant)
Cultural differences	Low	Have been America previously. Few significant differences.	<ul style="list-style-type: none"> • Awareness of local laws and attitudes towards protected characteristics, e.g. disability, sexual orientation, gender reassignment, prescription drugs etc. • Dress in accordance with local laws/customs • Avoid behaviour that may fall foul of local customs/laws/cultures. • Reference to Safe Overseas Travel Guidance for staff with Protected Characteristics with completion of bespoke RA if necessary
Anti-bribery considerations	Low	Will follow policy when applicable.	<ul style="list-style-type: none"> • Awareness of potential risks in terms of receiving gifts, entertainment or hospitality in breach of the University's

			Anti-Bribery Policy, associated policies or Financial Procedures.
Sources of support	Low	Noted. There is a British consulate at: 625 N Michigan Ave Suite 2200, Chicago, IL 60611, United States	<ul style="list-style-type: none"> Awareness of details of relevant British Embassy in case of the need for use for the purposes of support whilst overseas. Include details within risk assessment
Minors (under 18)	Low	No minors will be traveling.	<ul style="list-style-type: none"> Refer to safeguarding policy

Department:	Physics
Signature of traveller(s):	
Signature of person authorising travel (Head of Department or authorised deputy):	
Date Risk Assessment Completed:	15 Feb 2022