




## 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.

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. Queries on the completion of this assessment should be directed to [HealthSafetyHelpdesk@warwick.ac.uk](mailto:HealthSafetyHelpdesk@warwick.ac.uk).

**Please consider when completing this form how the country you intend to visit is managing the Covid-19 outbreak. In particular, it may be helpful to consider access to local medical facilities, how local transport is being managed and any local guidelines and social behaviours you may need to adopt**

Department:	Physics
Location(s) to be visited:	 Beamline,
Purpose of journey: (personal travel is not permitted)	Experiment
Name and role of traveller(s):	
Name of line manager or supervisor:	
Dates of proposed travel:	28 <sup>th</sup> February through 7 <sup>th</sup> March 2022


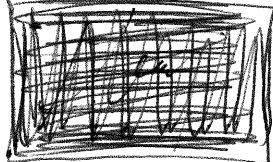
Hazard/Consideration	Risk (High / Medium / Low)	Mitigating Actions (please add to or amend as appropriate)	Items to Consider when considering control measures
Social/Political Unrest or Terrorism:	Low	<p>No evidence of risk in central Grenoble.</p> <p>Stay alert and keep up to date with local situation</p>	<ul style="list-style-type: none"> <li>• Check the Foreign Commonwealth and Development Office (FCDO) website for up-to-date advice.</li> <li>• 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.</li> <li>• Consider not just the country in question but also any territories as identified in FCDO pages to include reference to volatility in neighbouring countries</li> <li>• Reschedule visit or modify itinerary if at all feasible.</li> <li>• Review current impact of Covid-19 on civil disorder</li> </ul>
Personal attack / kidnap:	Low	Stay in well lighted areas, frequent visitor	<ul style="list-style-type: none"> <li>• Precautionary measures should be taken to protect personal safety.</li> <li>• Inform hosts of itinerary.</li> <li>• Be aware of specific local risks.</li> <li>• Travel during daylight hours if possible.</li> <li>• Amadeus App use mandatory for fieldwork and lone working</li> </ul>
Local knowledge, understanding of customs and conditions:	Low	Frequent visitor to Grenoble	<ul style="list-style-type: none"> <li>• Experience of travel to, or working in, the region before</li> <li>• Obtain guidance and information from the host organisation</li> <li>• Research via relevant web-sites</li> <li>• Consider dress, behaviours and sensitivities</li> <li>• Local laws, customs, fees or levies.</li> <li>• Reference to customs checks</li> <li>• Are prescribed drugs legal in the country to be visited</li> </ul>
Crime:	Low	Stay in main areas of town	<ul style="list-style-type: none"> <li>• Awareness of risk of theft or pickpockets</li> <li>• Awareness of local scams or hotspots</li> <li>• Cash and card security/awareness</li> <li>• Consult FCDO website for the latest advice</li> </ul>

Accommodation	Low	Pre-booked accommodation at ESRF guesthouse	<ul style="list-style-type: none"> <li>• Pre-book accommodation</li> <li>• Stay in recognised accommodation</li> <li>• Familiarise yourself with emergency exits</li> <li>• Security staff and arrangements</li> <li>• Secure storage/safes</li> </ul>
Transport	Low	Travel prebooked from airport	<ul style="list-style-type: none"> <li>• Use only registered taxis</li> <li>• Arrange airport collection where possible by your hosts</li> <li>• Check safety and road worthiness of any hire vehicle</li> <li>• Avoid driving at night</li> <li>• If possible, share long distance driving</li> <li>• Ensure all internal transfers are booked in advance of travel (where possible).</li> </ul>
Theft or loss of ID documents	Low	Frequent traveller.  Keep documents secure	<ul style="list-style-type: none"> <li>• Keep items secure. Keep copies with you if permitted by the local law to reduce theft risk.</li> <li>• Record details of numbers, issue dates, etc. and store separately both with you and at home.</li> <li>• Have emergency contact numbers.</li> <li>• Report to police if theft suspected. Minimise amount of cash carried.</li> </ul>
Communications	Low	Full access to facilities onsite	<ul style="list-style-type: none"> <li>• Consider access to landlines or alternative handsets if mobile phone is lost or stolen.</li> <li>• Back-up chargers or batteries for phones or electronic devices</li> <li>• 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.</li> </ul>
Utilities/Cyber Issues	Low	Using systems on a French nuclear site	<ul style="list-style-type: none"> <li>• Compatibility of equipment</li> <li>• Voltages and safety equipment</li> <li>• Power cuts or interruptions</li> <li>• Ensure IT equipment is encrypted</li> <li>• Comply with <a href="http://warwick.ac.uk">UK Export Controls (warwick.ac.uk)</a></li> <li>• Contact IT if secure IT and mobile telephone equipment is required</li> <li>• If data is to be transferred overseas refer to this link for guidance <a href="http://warwick.ac.uk">International Data Transfers (warwick.ac.uk)</a> and email <a href="mailto:gdpr@warwick.ac.uk">gdpr@warwick.ac.uk</a></li> </ul>

Pre-existing medical conditions	Low	None  Next of kin updated on University HR	<ul style="list-style-type: none"> <li>• Take medical advice. Travel should not proceed if against the advice of a GP or clinician.</li> <li>• Consider the impact of any pre existing physical or mental health conditions on the safety of the trip.</li> <li>• Carry written details of medical condition, adequate supplies of prescribed medication, details of blood group, etc.</li> <li>• Consider translation of information into local language.</li> <li>• Share with colleagues where appropriate</li> <li>• Assess existing medical conditions to determine if they would have an impact on travel</li> <li>• Ensure next of kin details are up to date</li> </ul>
Local medical facilities	Low	Major hospitals in Grenoble with onsite medical teams	<ul style="list-style-type: none"> <li>• Hospital proximity and standards.</li> <li>• Access to doctors/dentists.</li> <li>• Payment methods for medical treatment.</li> <li>• Ensure you are aware of which is the nearest hospital that can treat Covid-19 infected patients.</li> <li>• Awareness of support for pre-existing medical conditions</li> </ul>
Covid-19 or similar viruses	Low	Local medical centre  Follow current guidelines on site and rules set by ESRF user office  Fully vaccinated	<ul style="list-style-type: none"> <li>• Consider PPE requirements for travel and local requirements e.g. face coverings, screens, gloves, sanitiser etc</li> <li>• Availability of local medical facilities. Is there adequate provision?</li> <li>• Check quarantine arrangements (upon arrival/return, or if the situation deteriorates).</li> <li>• Are there any local Covid-19 restrictions.</li> <li>• Detail repatriation arrangements should FCDO Covid-19 advice change. <b>Insurers no longer insure this.</b></li> <li>• What to do in the event of contracting Covid-19.</li> <li>• Monitor local media regarding potential civil unrest due to Covid-19 implications.</li> <li>• Vaccination status</li> </ul>
Insect and animal bites	Low	Working indoors	<ul style="list-style-type: none"> <li>• Consider likely insect/animal issues in particular area</li> <li>• Avoid by prevention – repellents, clothing, etc.</li> <li>• Consider use of nets in accommodation</li> <li>• Carry appropriate treatment</li> </ul>

Exposure to infection	Low	None	<ul style="list-style-type: none"> <li>• Take medical advice and arrange vaccination/inoculation/prophylaxis as appropriate</li> <li>• 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.</li> </ul>
Contaminated water/food	Low	None	<ul style="list-style-type: none"> <li>• Avoid food or water which could be contaminated.</li> <li>• Carry water sterilising tablets.</li> <li>• Drink spiking risk</li> <li>•</li> </ul>
Minor injuries and ailments	Low	Local medical system at EPN campus including nurses and doctors on call	<ul style="list-style-type: none"> <li>• Carry basic First Aid kit.</li> <li>• Avoid sun/heat related issues (such as heatstroke, sunburn, etc.) by prevention- clothing, sunglasses, and sunblock.</li> <li>• Carry appropriate treatment.</li> <li>• Insert names and address of local GP/surgery/medical centre</li> </ul>
Natural disasters	Low	Unlikely	<ul style="list-style-type: none"> <li>• Assessment of the risk of typhoons, earthquake, tsunami, hurricane, volcano, avalanche, etc</li> </ul>
Climate/Altitude	Low	Sensible clothing required	<ul style="list-style-type: none"> <li>• Consideration of extremes of heat or cold, high humidity or altitude.</li> <li>• Consider day/night variations</li> </ul>
Leisure activities	Low	N/A	<ul style="list-style-type: none"> <li>• Ensure you are adequately insured (the University insurance does <u>not</u> provide cover for non-business related activity)</li> <li>• Skiing, white water, bungee jumping, diving. Etc.</li> </ul>
Research or work activities	Low	Follow local H&S training	<ul style="list-style-type: none"> <li>• Awareness of safe systems of work</li> <li>• Awareness of local safety measures</li> <li>• Remoteness of work sites <ul style="list-style-type: none"> <li>• Ensure you have completed a work activity/fieldwork risk assessment found here <a href="http://warwick.ac.uk">Field Work (warwick.ac.uk)</a></li> </ul> </li> </ul>

Insurance implications	Low	Have Global Health Insurance Card (GHIC)	<ul style="list-style-type: none"> <li>• 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 <a href="#">here</a>. <ul style="list-style-type: none"> <li>• Check Insurance Services webpage to ensure there are no insurance restrictions <a href="https://warwick.ac.uk/services/finance/insurance/keypolicies/traveloverseas">https://warwick.ac.uk/services/finance/insurance/keypolicies/traveloverseas</a></li> </ul> </li> <li>• Valid vehicle insurance (if relevant)</li> <li>•</li> </ul>
Cultural differences	Low	Frequent visitor	<ul style="list-style-type: none"> <li>• Awareness of local laws and attitudes towards protected characteristics, e.g. disability, sexual orientation, gender reassignment, prescription drugs etc.</li> <li>• Dress in accordance with local laws/customs</li> <li>• Avoid behaviour that may fall foul of local customs/laws/cultures.</li> <li>• Reference to <a href="#">Safe Overseas Travel Guidance for staff with Protected Characteristics</a> with completion of bespoke RA if necessary</li> </ul>
Anti-bribery considerations	Low	N/A	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Sources of support	Low	ESRF User office used to dealing with visitors	<ul style="list-style-type: none"> <li>• 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</li> <li>•</li> </ul>
Minors (under 18)	Low	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to safeguarding policy</li> <li>•</li> </ul>

<b>Department:</b>	<b>PHYSICS</b>
<b>Signature of traveller(s):</b>	
<b>Signature of person authorising travel (Head of Department or authorised deputy):</b>	
<b>Date Risk Assessment Completed:</b>	<b>16<sup>th</sup> February 2022</b>