**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, 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.

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. Queries on the completion of this assessment should be directed to 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**

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| **Department:** |  |
| **Location(s) to be visited:** |  |
| **Purpose of journey:** |  |
| **Name and role of traveller(s):** |  |
| **Name of line manager or supervisor:** |  |
| **Location and dates of proposed travel:** |  |

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| **Hazard/Consideration** | **Risk (High / Medium / Low)** | **Mitigating Actions (please add to or amend as appropriate)** | **Comments / Actions** |
| Social/Political Unrest or Terrorism:  |  | * Check the FCO website for up-to-date advice.
* If the FCO advises against travel to destination(s) on safety/security grounds then seek approval from HoD/Line Manager
* Consider not just the country in question but also any territories as identified in FCO pages
* Reschedule visit or modify itinerary if at all feasible.
 | State clearly the current FCO guidance as taken from the FCO webpage on the country or region in question.  |
| Personal attack / kidnap: Dangers associated with travelling alone; arriving at night, etc.: |  | * 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.
 | Obtain information from host.  |
| Local knowledge, understanding of customs and conditions:  |  | * 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, fees or levies.
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| Crime: |  | * Awareness of risk of theft or pickpockets
* Awareness of local scams or hotspots
* Cash and card security/awareness
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| Accommodation |  | * Pre-book accommodation
* Stay in recognised accommodation
* Familiarise yourself with emergency exits
* Security staff and arrangements
* Secure storage/safes
 |  |
| Transport |  | * Use only registered taxis
* Arrange airport collection where possible
* 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).
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| Theft or loss of ID documents and other belongings: passport, driving license, bank cards, travel tickets, laptop |  | * Keep items secure.
* 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.
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| Communications |  | * Consider access to landlines or alternative handsets if mobile phone is lost or stolen.
* Back-up chargers or batteries for phones or electronic devices
* Access to network or wi-fi
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| Utilities/Cyber Issues |  | * Compatibility of equipment
* Voltages and safety equipment
* Power cuts or interruptions
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| Pre-existing medical conditions |  | * Take medical advice.
* 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
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| Local medical facilities |  | * Hospital proximity and standards.
* Access to doctors/dentists.
* Payment methods for medical treatment.
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| Insect and animal bites |  | * 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) |  | * Take medical advice and arrange vaccination/inoculation/prophylaxis as appropriate
* Consider the following conditions in particular: Cholera, Diphtheria, Hepatitis B, Japanese Encephalitis, Malaria, Meningitis, Poliomyelitis, Tetanus, Tick-borne Encephalitis, Tuberculosis, Typhoid and Yellow Fever.
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| Contaminated water/food |  | * Avoid food or water which could be contaminated.
* Carry water sterilising tablets.
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| Minor injuries and ailments |  | * Carry basic First Aid kit.
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| Sunburn |  | * Avoid by prevention – hat, sunglasses, and sunblock.
* Carry appropriate treatment.
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| Natural disasters  |  | * Assessment of the risk of typhoons, earthquake, tsunami, avalanche, etc
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| Climate |  | * Consideration of extremes of heat or cold, high humidity or altitude.
* Consider day/night variations
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| Leisure activities |  | * Ensure you are adequately insured (the University insurance does not provide cover for non-business related activity)
* Skiing, white water, bungee jumping, diving. Etc.
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| Research or work activities |  | * Awareness of safe systems of work
* Awareness of local safety measures
* Remoteness of work sites
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| Insurance implications |  | * Up to date European Health Insurance Card
* Valid vehicle insurance (if relevant)
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| Cultural differences |  | * Awareness of attitudes towards protected characteristics, e.g. disability, sexual orientation, gender reassignment etc.
* Dress in accordance with local laws/customs
* Avoid behaviour that may fall foul of local customs/laws/cultures.
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| **Department:** |  |
| **Signature of traveller(s):** |  |
| **Signature of person authorising travel:** |  |
| **Date Risk Assessment Completed:** |  |