**Risk Assessment**

**Details of Travel:**

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| Complete **ALL** of the details |

**Signatures:**

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| You |
| Your departmental Student Mobility Co-ordinator/personal tutor (mentor) |



**Student Mobility Placement Risk Assessment**

**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.

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| **Department:** |  |
| **Location(s) to be visited:** |  |
| **Purpose of journey:****(Personal travel is not permitted or insured)** |  |
| **Name and role of traveller(s)**  |  |
| **Dates of proposed travel:** |  |

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| **Hazard/Consideration** | **Risk (High/Medium /Low)** | **Control Measures** | **Items to Consider when considering control measures** |
| Social/Political Unrest or Terrorism:  |  |  | * 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
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| 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.
* Amadeus App use mandatory for fieldwork and lone working
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| 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, customs, fees or levies.
* Reference to customs checks
* Are prescribed drugs legal in the country to be visited
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| Crime: |  |  | * 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
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| **Hazard/Consideration** | **Risk (High/Medium /Low)** | **Control Measures** | **Items to Consider when considering control measures** |
| 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 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).
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| Theft or loss of ID documents and other belongings: passport, driving license, bank cards, travel tickets, laptop |  |  | * 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.
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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. Ensure you have a mobile phone that is capable of making calls in the country visited as well as a device with internet accessibility.
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| Utilities/Cyber Issues |  |  | * Compatibility of equipment
* Voltages and safety equipment
* Power cuts or interruptions
* Ensure IT equipment is encrypted
* Comply with [UK Export Controls (warwick.ac.uk)](https://warwick.ac.uk/services/ris/export-controls/)
* Contact IT if secure IT and mobile telephone equipment is required
* If data is to be transferred overseas refer to this link for guidance [International Data Transfers (warwick.ac.uk)](https://warwick.ac.uk/services/legalandcomplianceservices/dataprotection/internationaldatatransfers/) and email gdpr@warwick.ac.uk
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| **Hazard/Consideration** | **Risk (High/Medium /Low)** | **Control Measures** | **Items to Consider when considering control measures** |
| Pre-existing medical conditions |  |  | * 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
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| Local medical facilities |  |  | * Hospital proximity and standards.
* Access to doctors/dentists.
* Payment methods for medical treatment.
* 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
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| Covid-19 or similar viruses  |  |  | * 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
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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
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| **Hazard/Consideration** | **Risk (High/Medium /Low)** | **Control Measures** | **Items to Consider when considering control measures** |
| Exposure to infection: Known endemic illnesses in destination(s) |  |  | * 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.
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| Contaminated water/food |  |  | * Avoid food or water which could be contaminated.
* Carry water sterilising tablets.
* Drink spiking risk
 |
| Minor injuries and ailments |  |  | * 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
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| Natural disasters  |  |  | * Assessment of the risk of typhoons, earthquake, tsunami, hurricane, volcano, avalanche, etc
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| Climate/Altitude |  |  | * Consideration of extremes of heat or cold, high humidity or altitude.
* Consider day/night variations
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| **Hazard/Consideration** | **Risk (High/Medium /Low)** | **Control Measures** | **Items to Consider when considering control measures** |
| 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
* Ensure you have completed a work activity/fieldwork risk assessment found here [Field Work (warwick.ac.uk)](https://warwick.ac.uk/services/healthsafetywellbeing/guidance/field_work/)
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| Insurance implications |  |  | * 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](https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/).
* 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)
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| Cultural differences |  |  | * 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](https://warwick.ac.uk/services/equalops/getinvolved/initiatives/travellingabroad/print_version__-_61256_diversity-safe_travel-a4-24pp-final.pdf) with completion of bespoke RA if necessary
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| Anti-bribery considerations |  |  | * 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.
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| **Hazard/Consideration** | **Risk (High/Medium /Low)** | **Control Measures** | **Items to Consider when considering control measures** |
| Sources of support  |  |  | * 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
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| Minors (under 18) |  |  | * Refer to safeguarding policy
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| **Department:** |  |
| **Signature of traveller(s):** |  |
| **Signature of person authorising travel:** |  |
| **Date Risk Assessment Completed:** |  |