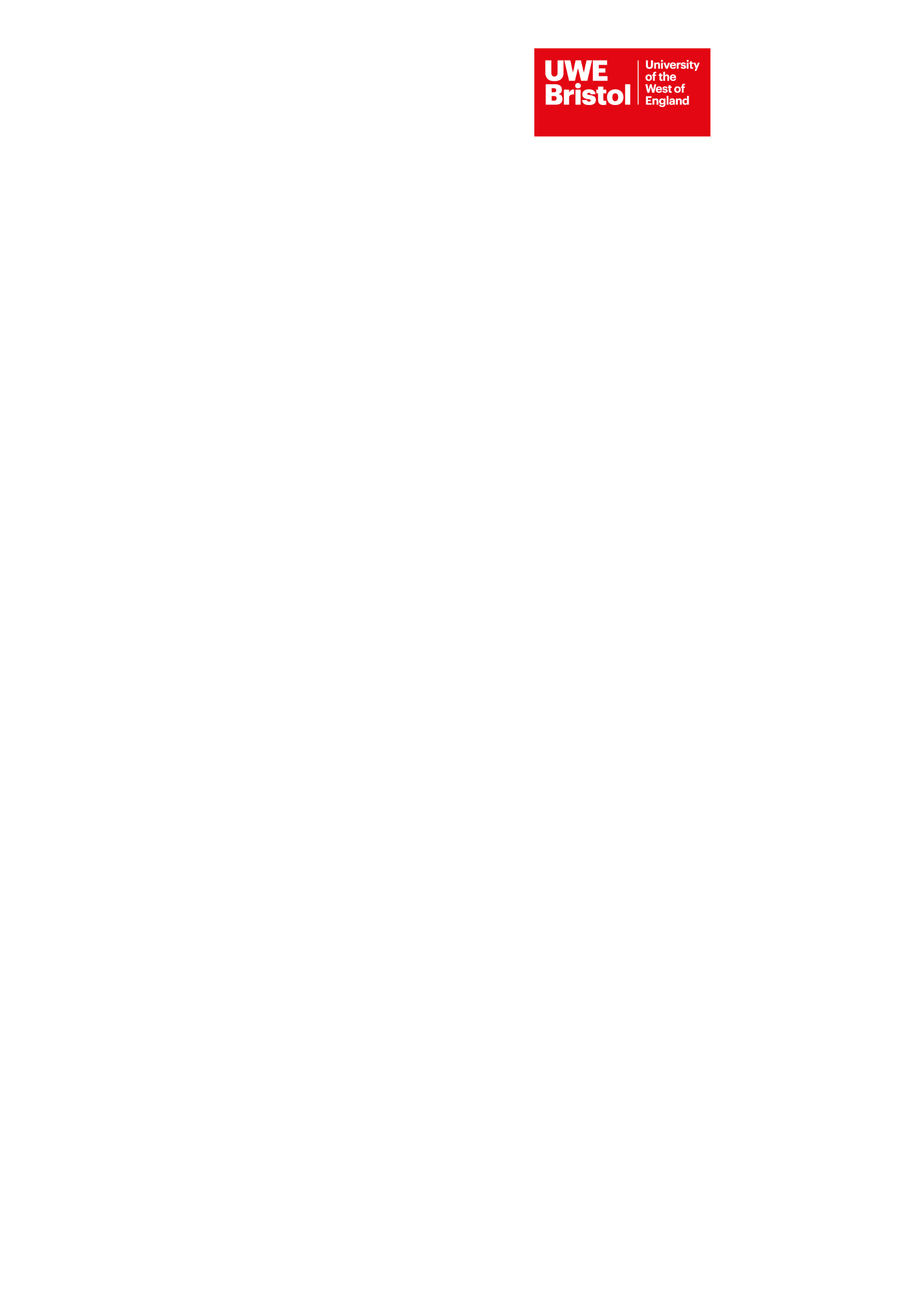
****

**Ref:**

|  |
| --- |
| **OVERSEAS TRAVEL RISK ASSESSMENT** |

|  |  |  |
| --- | --- | --- |
| **Describe the activity being assessed:**  ***THIS IS BOTH THE TRAVEL ASPECT AND THE ACTUAL ACTIVITY TAKING PLACE (GUIDANCE ON TRAVEL HAZARDS CAN BE FOUND ON PAGE 6*** | **Assessed by:** | **Endorsed by Line Manager:** |
| **Who might be harmed:**  **How many exposed to risk:** | **Date of Assessment:** | **Review date(s):** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazards Identified**  ***(state the potential harm)*** | **Existing Control Measures** | **S** | **L** | **Risk**  **Level** | **Additional Control Measures** | **S** | **L** | **Risk Level** | **By whom and by when** | **Date completed** |
|  |  |  |  |  |  |  |  |  |  |  |
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**RISK MATRIX: (To generate the risk level).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Very likely**  **5** | **5** | **10** | **15** | **20** | **25** |
| **Likely**  **4** | **4** | **8** | **12** | **16** | **20** |
| **Possible**  **3** | **3** | **6** | **9** | **12** | **15** |
| **Unlikely**  **2** | **2** | **4** | **6** | **8** | **10** |
| **Extremely unlikely**  **1** | **1** | **2** | **3** | **4** | **5** |
| **Likelihood (L)**  **Severity (S)** | **Minor injury – No first aid treatment required**  **1** | **Minor injury – Requires First Aid Treatment**  **2** | **Injury - requires GP treatment or Hospital attendance**  **3** | **Major Injury**  **4** | **Fatality**  **5** |

**ACTION LEVEL: (To identify what action needs to be taken).**

|  |  |  |
| --- | --- | --- |
| **POINTS:** | **RISK LEVEL:** | **ACTION:** |
| 1 – 2 | NEGLIGIBLE | No further action is necessary. |
| 3 – 5 | TOLERABLE | Where possible, reduce the risk further |
| 6 - 12 | MODERATE | Additional control measures are required |
| 15 – 16 | HIGH | Immediate action is necessary |
| 20 - 25 | INTOLERABLE | Stop the activity/ do not start the activity |

**Overseas Travel Information for Traveller and Local Retention**

**General Details to be completed by Activity/Travel Lead and to be retained locally in the Faculty / Service**

|  |  |  |
| --- | --- | --- |
| **General Details** |  | |
| Country and Cities to be visited: |  | |
| Date of Departure/Return: |  | |
| Name of lead person undertaking visit:  (if multiple people attending e.g. staff and students please provide their details in the table provided at the end of this form) |  | |
| Department: |  | |
| UK Address: |  | |
| Telephone contact number(s): |  | |
| Email: |  | |
| Have you travelled to this country before? |  | |
| Flight details (Date/Time/Flight No(s):  (Travel Agent contact details) If you are visiting multiple Countries/Cities do not complete and attach a visit schedule |  | |
| Accommodation details:  (Name/Address/Tel)  If you are visiting multiple Countries/Cities do not complete and attach a visit schedule |  | |
| Purpose of Visit: |  | |
| **Provisions Before Travelling** | | Yes/No Comments |
| Have you completed the online Travel Overseas booking form? Complete the [application for travel and bookings form](https://docs.uwe.ac.uk/ou/finance/_layouts/15/download.aspx?SourceUrl=https://docs.uwe.ac.uk/ou/finance/Faculty%20Finance%20Documents/Application%20for%20Travel%20and%20Bookings.xlsx) (Excel) and send it to the budget holder (along with any supporting documents). | |  |
| Have you read the travel advice and information from Global Response for the destination you are traveling? Please register online with your UWE email address by visiting the online platform <https://www.drum-cussac.net/login?next=/> | |  |
| **Have you completed the relevant e-Learning Training - Travel Prepare?** Thisfacility is to assist both staff and students prior to travel. To access this service:     * Visit <https://travelprepare.drum-cussac.net/login/self-registration.php> * Enter your ‘*.ac.uk*’ e-mail address and the re-captcha code and click ‘*submit*’ * A verification email will be sent. Click the link, add your details and create your password * Day to day log in to the platform (once self-registration is completed) is: <https://travelprepare.drum-cussac.net> | |  |
| Have you downloaded the Global Risk Manager app for travel advice, security information and to receive alerts for any incidents occurring in your destination country or region? | |  |
| Have you subscribed to the Government travel updates <https://www.gov.uk/foreign-travel-advice>? | |  |
| Have you provided copy of your passport to UWE/UK contact? | |  |
| Have you provided copy of your visit schedule to UWE/UK contact? | |  |
| Have you received copy of UWE business insurance document? | |  |
| Have you booked your flights? | |  |
| Have you booked your accommodation? | |  |
| Have you booked your transfers from hotel to accommodation? | |  |

|  |  |
| --- | --- |
| **Emergency Details** |  |
| Are there any medical or mobility issues you think we should be aware of in the event of an incident or emergency? |  |
| Department contact  (name/extension number) |  |
| Embassy and in-country contact(s)  (Address/telephone number) |  |
| Emergency contact (in UK or elsewhere) in case of any incident  (Please give this person your in-country contact details) |  |
| Contact number(s) on which you can be contacted prior to the visit |  |
| In the event of an emergency whilst travelling, call Global Response for advice and assistance. Global Response will assist you with requirements and decide on the most appropriate course of action to help you through an emergency. Should you need to use this service whilst travelling, their contact details are :- | **Global Response Emergency**  **Tel: +44 (0)2920 662425**  **Email** [**UMAL@global-response.co.uk**](mailto:UMAL@global-response.co.uk)  **Reference UMAL/068** |
| Additional numbers for weekend working e.g. bank? |  |

**Where multiple persons travelling, the following details to be completed by the Activity/Travel Lead and to be retained locally in the Faculty / Service (this format may be modified or updated as is required)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Title / Purpose of Visit** | **Countries to be Visited** | **Travel dates (Departure and Return)** | **Names of Lead Person** | **Names of person attending/accompanying** | **UK Address** | **Contact Telephone Details** | **Email address** | **Passport Copy Provided with UWE/UK home contact** |
|  |  |  |  |  |  |  |  |  |
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**GUIDANCE ON OVERSEAS TRAVEL RISKS**

**Supporting Advice List of Hazards**

Guidance on the hazards of overseas travel and some of the measures to be taken to protect yourself can be found below:

| **Hazard** | **Measures to be taken** |
| --- | --- |
| **Current Country Risks** | - All persons traveling are advised to make themselves fully aware of the current security situation in the cities /country  being visited  - Before traveling you should seek prior advice on your travel destination from Global Response, register online with your UWE email address by visiting the online platform <https://www.drum-cussac.net/login?next=/>    Any travel to a destination that has been given a **MEDIUM/HIGH** or **EXTREME** rating should be avoided, cancelled or deferred.  - Ensure that you maintain up to date with any changes to country risks during your travel.  - Ensure that you have travel insurance |
| **Crime**  (Theft, hotel room security, street crime, local scams) | - Be aware of credit card fraud – do not allow waiters/shop assistants to take it out of your sight  - Never resist a mugger - Do not wear expensive jewellery  - Ensure that your office & emergency contact person have copies of your itinerary & passport/visa  - Make yourself aware of any common scams and think about how to react if you are approached  - Use the safe in your hotel room and use the security chain while you are in your room - Ensure you have the numbers required to cancel credit cards and travellers cheques  - Keep a credit card separate to your wallet in case this lost or stolen  - Carry a dummy wallet |
| **Terrorism**  (Bombings, terror attacks, security alerts) | - Be fully aware of the current security situation in the cities you are visiting  - Ensure you follow the recommendations for local transport (below) - Check dates of trip against public holidays or days of special recognition  - Avoid foreign Embassies and hotels next door/nearby |
| **Political**  (Strikes, political demonstrations, elections, events) | - Avoid all demonstrations/large gatherings  - Prepare an alternate travel plan if strikes are anticipated  - Check dates of trip against local elections, major sporting events and public holidays |
| **Kidnap** | - Maintain a low public profile - Do not publicise your itinerary, but notify your family and colleagues of your movements as much as possible - Employ a trained driver where possible - Be alert to suspicious persons, vehicles and activity, particularly in the vicinity of your accommodation  - Pre-programme your mobile phone to the emergency services |
| **Infrastructure Transportation**  **Medical capabilities**  (Hospital proximity, method of payment  for treatment, access to local doctor)  **Contaminated food**  (Allergies, severe stomach upset)  **Contaminated water & drinking water**  **Utilities** | - Ensure you have details of all flight bookings and emergency contact details of travel agent in case delay or cancellation  - Arrange a hotel transfer or reliable local contact to collect you from the airport on arrival. Regional offices and agents can be used where UWE presence. Contact IDO for further details.  - Use hotel cars or recommended taxi companies  - Be aware of road conditions, especially when travelling outside of main cities  - If driving yourself, ensure that you have the correct insurance, licence and permits and are fully aware of local driving regulations  - If using rickshaws/tuk-tuks/jeepneys, choose carefully and always agree a price before getting in  - If using local buses, be wary of the roadworthiness of the vehicle and safeguard your belongings  - wear your seat belt, even if the locals do not |
| - Check online for medical advice and capabilities overseas from our insurers. Further details on procedures in a medical emergency available on UWE insurance policy  - Ensure you pack a sufficient amount of any prescribed medication for your trip plus 7 days extra  - Do not engage in unsafe sexual activities or drug-taking  - Take a First Aid Kit  - Please ensure you have all relevant vaccinations prior to travel. Contact the IDO for advice |
| - Eat only recently prepared food that has been thoroughly cooked - Drink sufficient liquids to prevent dehydration  -- Busier restaurants may be safer as they are more likely to serve freshly cooked food - Be cautious with pork products, fish/seafood and dairy products - Be cautious of buffets (is the food properly covered & how long has it been standing?) |
| - Drink bottled water only. Check seal is still intact - Use bottled water to brush your teeth  - Avoid ice in drinks  - Check beaches/rivers for warning signs |
| - Check compatibility of all electrical equipment being taken  - Pack sufficient torches, batteries and travel plugs  - If a wall socket looks damaged or there is water damage nearby, DO NOT USE IT  - Charge your mobile phone DAILY |
| **Natural Risks Climate conditions**  (Extreme heat or cold, high humidity,  monsoon/storms, altitude)  **Natural disasters**  (Earthquakes, tsunami, typhoon, tornado, flood)  **Contact with insects**  (Bites/stings, malaria, allergies, asthma)  **Contact with animals** | - Be aware of the weather forecasts for the dates of your trip and pack appropriate clothing  - Use high-factor sunscreen and carry a bottle of water in hot conditions  - Avoid strenuous activity during the hottest part of the day |
| - Ask your hotel reception for emergency procedures  - Make a note of the contact details for the local British High Commission/Embassy  - Ensure that your office & emergency contact person have copies of your itinerary & passport/ visa |
| - Ensure that you have the required inoculations before travelling and tetanus & polio are up-to-date  - Consult your GP for malaria advice. Use insect repellents safely. Use insect repellent which contains deet  - Be aware of hotel medical provision |
| - Do not approach animals, even if they appear domesticated  - Avoid markets where live animals and poultry are sold |
| **Cultural Risks Local Culture**  (Customs, dress, religion, behaviour,  local/legal conduct)  **Legal differences** | - Ensure that you are aware of and respect local religious restrictions and festivals  - Dress appropriately at all times  - Be aware of causing offence when taking photographs of local people and DO NOT take photographs near police or military establishments  - Please contact the International Office for detailed advice on the country being visiting |
| - Be aware of any local laws that are different to the UK (see Local Culture section on FCO country page)  - Take a copy of your prescription in your hand luggage (some medications which are legal in the UK are not legal overseas – check the embassy website of the country being visited)  - Ensure that you have all the required up-to-date permits |
| **Hazardous activities Activities**  **Hazardous substances/chemicals**  (Spillage, available antidotes, transport requirements)  **Field work / research**  (Spillage, available antidotes,  transport requirements) | - Use recommended companies with fully-trained instructors  - Check UWE insurance policy coverage for the activity to be undertaken  - Check beaches/rivers for warning signs |
| - Check all safety procedures and legislation with the organisers in-country - Wear appropriate protective clothing |
| - Ensure that you have all the required up-to-date permits  - Check all safety procedures and legislation with the organisers in-country  - Be aware of the location of any man-made hazards (mine shafts etc)  - Make yourself aware of local animal/reptile species and the level of threat - Ensure that work sites have appropriate first-aid provision and evacuation procedures  - Wear appropriate protective clothing  - Be aware of hotel medical provision and check the Global Security Centre for the country you are travelling to  - Ensure you have good quality wet-weather gear and obtain tide tables |