

## OVERSEAS TRAVEL RISK ASSESSMENT FORM

**TEMPLATE ONLY – PLEASE EDIT FOR EACH SPECIFIC TRIP.**



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**Note: Not all of the hazards or controls listed below will be relevant to your intended travel - delete as appropriate**

List significant hazards here:	List groups of people at risk:	List existing controls, or refer to safety procedures etc.	For risks, which are not adequately controlled, list actions needed.	Remaining level of risk: high, med or low
<p><b>Personal 'fitness' to travel – disabilities, pre-existing medical conditions</b></p> <p><i>Obtain details of any relevant disabilities or pre-existing medical conditions that may require additional controls to be put in place:</i></p>	ALL	<p><a href="#">Procedural Guidance for H&amp;S During Overseas Travel</a></p> <p>Traveller advised to see their GP and seek medical advice on their fitness to travel and vaccinations required for travel to Belgium</p> <p>No athlete is permitted to travel against advice of their GP.</p> <p>Travel advice from <a href="#">FCO</a></p> <p>Travel health advice from <a href="#">NHS Fitfortravel</a></p> <p>Traveller to declare any relevant pre-existing medical condition or disability that could be potentially worsened by the proposed overseas travel/activity;</p> <p>If travelling to an EU country, travellers should obtain a <a href="#">European Health Insurance Card</a> (EHIC) before leaving the UK.</p>	<p>Consult FCO: <a href="#">Your Trip Advice</a></p> <p><a href="#">Consult AonProtect Personal Accident &amp; Travel Assistance</a></p> <p>Consult FCO: <a href="#">Disabled Travellers</a></p>	LOW

<p><b>Accommodation</b> <i>Fire, personal security</i></p>	<p>ALL</p>	<p><a href="#">Specific safety advice from FCO to be included where relevant</a> <a href="#">Procedural Guidance for H&amp;S During Overseas Travel</a></p> <p>Personal Accident &amp; Travel Assistance required by each traveller Ikkaido approved hotels must be used Local security arrangements. Travellers advised to read the evacuation procedures in the accommodation and ensure they are familiar with the appropriate escape route from their rooms and how to raise the alarm should you see smoke or fire. Remember to lock your door at night and when you go out during the day, as you would at home. Obtain suitable electrical adapter for the <a href="#">local voltage/plug type</a>. <a href="#">Specific safety advice from FCO to be included where relevant</a></p>		
<p><b>General safety issues at locations being visited</b> <i>Fire, personal security</i></p>	<p>ALL</p>	<p>Premises / site / activity safety procedures / instructions to be followed at all times; Any safety equipment provided by staff at premises must be used as directed Attendees to familiarise themselves with the location of fire escape routes; Premises accident reporting procedures.</p>	<p>Any activities that are undertaken as an addition to those outlined before the trip begun, must be assessed prior to them starting.</p>	
<p><b>Weather</b> Possible extremes of hot cold or wet. <i>Hot – heatstroke, sunburn</i> <i>Cold – hypothermia.</i></p>	<p>ALL</p>	<p><a href="#">Research expected weather conditions prior to travel.</a></p> <p><u>For hot climates:</u> Drink lots of water at regular intervals throughout the day (3 litres per day). Take re-hydration sachets to replace lost salts. Wear a hat with a brim wide enough to shade your face. Wear loose-fitting clothes made of breathable fabrics such as linen or cotton. Light colours are reflective and therefore cooler than dark colours. Pack a variety of clothing in case of sudden weather changes. Protect yourself from sun and insects. Wear long-sleeved shirt and long skirt or trousers.</p>		

		<p>High alcohol consumption to be avoided.</p> <p>Exposure to extreme midday heat will be minimised.</p> <p>First aid kits available from University Occupational Health.</p> <p><u>For cold climates:</u></p> <p>Always wear warm, windproof and waterproof clothing including that that covers the ears.</p> <p>Dress in loose-fitting multiple layers to trap air and create an insulating effect. Add or take off a layer as needed.</p> <p>Protect extremities (such as fingers, toes, nose, and ear lobes).</p> <p>Wear warm socks and robust, waterproof shoes/boots.</p> <p>Avoid prolonged exposure and shelter from high winds.</p> <p>Always take a change of dry clothing.</p> <p>Avoid drinking alcohol when it is very cold.</p> <p><a href="#">Specific safety advice from FCO to be included where relevant</a></p>		
<p><b>Transportation</b></p> <p><i>Potential breakdown / accident, vehicle stationary for significant periods of time in areas without food or water.</i></p>	ALL	<p><a href="#">Procedural Guidance for H&amp;S During Overseas Travel</a></p> <p>Personal Accident &amp; Travel Assistance required</p> <p>Use hotel or other recommended taxi companies. Always pre-book taxis.</p> <p>Water and food will be carried on all lengthy trips in case of such scenarios.</p> <p>Any train safety information provided to be followed at all times.</p> <p>Ensure train sleeping compartment doors are locked when occupied.</p> <p>Hired vehicles - Assess vehicle suitability for basic safety features e.g. working brakes – many hire vehicles do not meet the standards of the UK.</p> <p>Roads may be in a poor state of repair, use recommended local guides/drivers where appropriate.</p> <p><a href="#">Specific safety advice from FCO to be included where relevant</a></p>	FCO - <a href="#">Driving abroad safety advice.</a>	

<b>Manual handling (luggage)</b>  <i>Injuries arising from incorrect lifting techniques</i>	ALL	<u>Information provision:</u> Maintain good posture when lifting or lowering equipment, avoid twisting or bending to reduce the chance of back injury	Manual handling training available through SHE Section.	
<b>Medical emergency</b>	ALL	Ensure Medical and emergency insurance policy details are up to date and easily accessible. Personal Accident & Travel Assistance <u>Check availability of prescribed medication.</u> <u>Specific safety advice from FCO to be included where relevant</u>		
<b>Food Poisoning</b>	ALL	<u>Procedural Guidance for H&amp;S During Overseas Travel</u> Only drink water from bottled sources and avoid food prepared by unlicensed vendors at all times. Carry Imodium or similar medication and rehydration sachets. <u>Specific safety advice from FCO to be included where relevant</u>		
<b>Terrain - walking and trek-based activities</b>  <i>Slips, falls and trips</i>	ALL	Suitable footwear will be worn – staff/students are given a full briefing session and an equipment list prior to the trip commencing. Work will not be undertaken in poor light conditions where the ground is uneven. Trip instructors/guides have assessed the locations for activities on previous visits. <u>Procedural Guidance for Field Trips &amp; Field Work Activities</u>		
<b>Terrorism, personal security / safety</b>  Specific terrorism/security information from FCO to be included here	ALL	<u>Procedural Guidance for H&amp;S During Overseas Travel</u> Check <u>FCO website</u> and <u>AonProtect Personal Accident &amp; Travel Assistance</u> website prior to travel to ensure there are no restrictions - no member of staff/student permitted to travel to a country against advice from FCO. <b>Out of Hours:</b> <u>Security</u> (24-hour security lodge) holds a cascade list of senior staff within the University: (+44) 01772 892068. Personal attack alarms available from Security; Ensure mobile phones will operate within the country being visited; Traveller to register with FCO <u>LOCATE scheme</u>	Travellers strongly advised to research the county / specific area which they are visiting e.g. personal safety, areas to avoid, local customs, legislation, etc. FCO: <u>Your Trip Advice</u> Tailored Travel Briefings available via <u>AonProtect Personal Accident &amp; Travel Assistance</u> for travel to higher risk counties Any activities that are undertaken as an addition to	

		<p>Travellers should remain vigilant in all public places and take sensible precautions for personal safety and avoid public gatherings and demonstrations, which have the potential to turn violent.</p> <p>Only take with you the cash you will need for the day and leave valuables in a hotel safe / safety deposit box.</p> <p>Accident Reporting Procedures;</p> <p><a href="#">Specific safety advice from FCO to be included where relevant</a></p>	those outlined before the trip begun must be risk assessed prior to commencement.	
<p><b>Working in an isolated area</b></p> <p><i>Difficulty in summoning help</i></p>	ALL	<p>Details of the site and schedule will be left at the accommodation.</p> <p>Lone working should be avoided in remote or areas where summoning help is difficult.</p> <p>Mobile phones to contact emergency services.</p> <p>All party members will inform other party members as to their whereabouts and their expected time of return.</p> <p>Lone Worker Guidance for all Employees.</p>		
<p><b>Document Control</b></p> <p><i>Loss of passports, visas, insurance details, etc</i></p>	ALL	<p>Travellers advised to take photocopies of all important travel documents keeping them separate from originals;</p> <p>There is a requirement in many countries to carry your passport or a copy with you at all times.</p> <p>Accident emergency insurance and procedure.</p>	<a href="#">Assistance</a> from relevant <a href="#">Consulate.</a>	
<p><b>Additional specific risks related to your travel, work or intended leisure activities with inherent risks which are not covered above.</b></p>	Athletes	Attached Risk Assessment		

**Sources of information to assist you complete your travel risk assessment:**

UK Foreign & Commonwealth Office Country Specific Safety Advice: <http://www.fco.gov.uk/en/travel-and-living-abroad>

**Personal Accident & Travel Assistance .....**

**[The Foreign and Commonwealth Office LOCATE Scheme](#)**

The Foreign and Commonwealth Office's Online Registration module supports the registration of citizens living or visiting abroad. It allows individuals to register and manage their own travel details via the Internet both prior to and during a period abroad. This information can be used by FCO to alert citizens to relevant travel concerns as well as contact citizens in the event of an emergency.

Advice on completion of this form can be requested from Helen Stone Tel number: