| Date: (1)  10/11/2021 | Assessed by: (2)  Heather Richards (School Safety Advisor) | Validated by: (3)  Brian Heaphy | Location: (4)Low risk/moderate risk travel and fieldwork to overseas destinations including conferences and consultancy.  For use only for travel to countries rated as low/moderate by AIG’s infrastructure risk rating (University’s Insurance company) | Assessment ref no (5)  SoSS Generic Risk Assessment B | Review date: (6)  To be reviewed following UK Government and University Covid Updates |
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| **Background:**  COVID restrictions have eased in England following the government’s COVID-19 roadmap. This risk assessment aligns with guidance from the government, the Department of Further Education and the University. To reflect the dynamic nature of the pandemic, this assessment will be reviewed regularly and revised accordingly, with decisions being managed appropriately by senior leaders.  This risk assessment includes risks of COVID-19 when travelling and working in low/moderate risk rated countries and control measures to manage that risk. The assessment will be regularly checked, revised and updated, where required, especially when new government advice and guidance are issued.  This risk assessment template is suitable for use for most conferences and academic business travel to overseas destinations which meet the following criteria:   1. Travel is essential – there must be no virtual-based alternative form of contact/research/experience available 2. Where travel is essential, the route and means of travel have been carefully considered to reduce the carbon footprint 3. The traveller carefully considers personal health risk, local Covid risks, health care infrastructure as well as restrictions for entry in country 4. The AIG Infrastructure risk rating for the destination country is “low” or “moderate”   It is not suitable   * Where an alternative virtual-based form of contact/research/experience is available * Where entry/exit to the country is not permitted for a non-national (depending on member of SoSS’s nationality) * For areas that have been designated by the UK Foreign and Commonwealth Office and AIG as being high risk for which a full risk assessment should be prepared. * For area that require an export control check: [University list of high risk countries (The University of Manchester](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=42983) * For travel to Iran, Syria, Cuba, Sudan, North Korea and the Crimea Region of Ukraine. * For areas that the University’s Key Travel booking website flags as requiring a full risk assessment. * For activities in recognised hazardous areas, e.g. factories, quarries, high crime neighbourhoods and regions of known political instability and warfare for which a full risk assessment should be prepared * For field research in hostile environments, e.g. large rivers, lakes, the sea or in wild areas * If research with children, animals, illegal substances or illegal activities * If you are engaged in work/activities more than 18 hours from proposed medical help. You must complete a separate Risk Assessment. * If the work requires a high standard of physical fitness and/or exposure to specific hazards (e.g. climbing at altitude). You must complete a separate Risk Assessment * If the visit is likely to be more than 12 months   This generic risk assessment must be reviewed by the member of SoSS who is travelling and travel plans confirmed with their line manager before permission to proceed is granted. No work may be carried out without Permission to Proceed.  Research Postgraduates should discuss the suitability of this risk assessment with their supervisor before embarking upon fieldwork or period of absence greater than threedays and complete a full risk assessment if necessary.  Taught Postgraduates and Undergraduates should consult with their dissertation supervisor or programme advisor as appropriate. Note that risk assessments for courses involving fieldwork are the responsibility of the member of staff organising the course.  If undertaking fieldwork make sure that a responsible person knows where you are and when you may be expected to return and what action should be taken if you do not return at an agreed time/dat**e**. Carry an appropriate ID and be ready to identify yourself to the authorities  All research with human subjects requires separate ethical clearance: see the School’s ethical procedures. | | | | | |

| Activity (8) | Hazard (9) | Who might be harmed and how (10) | Existing measures to control risk (11) | Risk rating (12) | Result (13) |
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| 1. **Covid precautions** | | | | | |
| Permission to undertake travel and research/  fieldwork etc during COVID-19 | Transfer of COVID-19 | Member of SoSS and others | * Travel is essential and alternative remote options have been explored and are not suitable * The University’s guidelines on international travel have been followed. * Permission has been given by line manager to attend the conference/undertake research work. * Activity should not proceed until permission has been given from line manager and pre-travel declaration form has been submitted. * Travel can be only be booked via approved KeyTravel requires confirmation of approval and pre-travel declaration form. | Moderate | A |
| Business travel overseas | Transmitting/  catching covid during travel and attendance at conference/fieldwork/offices | Member of SoSS and others | * Check latest UK government advice on travel: [*https://www.gov.uk/coronavirus*](https://www.gov.uk/coronavirus) * Check latest University guidance for staff*:* <https://www.manchester.ac.uk/coronavirus/> * Travel only if free from COVID-19 symptoms and not under any self-isolation or quarantine order. * University strongly encourages all personnel who are eligible to get vaccinated. Further information can be found here [FAQs on COVID-19 vaccination](https://www.staffnet.manchester.ac.uk/campus-management/faqs/#COVIDvaccination): * University strongly encourages all personnel to get tested twice a week, irrespective of whether they display COVID symptoms or not. Free rapid lateral flow home testing kits are available from campus catering outlets or from the NHS home test kits online. * If member of SoSS tests positive or has symptoms must isolate, according to guidance from host nation. Also consult the [Government COVID-19 pages](https://www.gov.uk/coronavirus) and [NHS COVID-19 pages](https://www.nhs.uk/conditions/coronavirus-covid-19/). Any staff or students who have had a positive Covid-19 test or are isolating/quarantining should report using this online form: <https://www.staffnet.manchester.ac.uk/coronavirus/report/> * All staff and students to follow latest advice and guidance on public transport found on the [safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) site and from host destination. * Follow host destination’s risk assessment or social distancing guidance for working/attendance during covid * Inform School Office +44 (0) 161-306-6900 of any problem ASAP and/or email alison.wilson@manchester.ac.uk. University Security (Tel 0161 3069966) can be contacted 24/7 in an emergency situation. | Moderate | A |
| Business travel overseas | Poor pre travel planning & Travel preparation | Member of SoSS | * Obtain Line Manager approval. * Postgraduate and undergraduate students should discuss the suitability of this Risk Assessment with their Supervisor before embarking upon fieldwork or period of absence greater than three days and complete a full Risk Assessment if necessary. * Carry your university ID card and be ready to identify yourself to the authorities. | Low | A |
| Business travel overseas | Emergency communication required | Member of SoSS | * Inform School Office +44 (0) 161-306-6900 of any problem ASAP and/or email [alison.wilson@manchester.ac.uk](mailto:alison.wilson@manchester.ac.uk) Note University Security (Tel 0161 3069966) can be contacted 24/7 in an emergency situation. | Low | A |
| Business travel overseas | Threats to personnel safety and disruption to plans | Member of SoSS | * Travel itinerary/contact details are left with School prior to departure. * Travel arrangements are made via the Universities Key Travel system. * A contingency plan is drawn up in the event of disruption to / Change in Business trip plans. * Communication is set up with accompanying colleague by text, phone or email prior to departure. * Family members given contact details and the telephone number for University Security (0161 3069966) in case of an emergency. * Travellers are recommended to download the free “AIG Travel Guard” mobile app prior to travelling. * University business travel policy number : 0010015245 • University Insurer: American International Group UK Ltd - Emergency contact details : tel: +44 (0) 1273 727416 or email: [UOM.travelclaims@aig.com](mailto:UOM.travelclaims@aig.com) | Low | A |
| Business travel overseas | Electricity | Member of SoSS suffers personal safety injury – burns | * All portable electrical devices are checked and PAT tested, prior to departure. In light of the Coronavirus pandemic, there is a chance that equipment may be outside of its inspection schedule. All staff are reminded to be vigilant in carrying out checks ahead of use and to cease use immediately if any potential hazards are identified. * Travel adaptors are selected to meet BS 5733 | Low | A |
| Business travel overseas | Manual handling | Member of SoSS suffers personal injury carrying luggage. | * The amount of baggage is kept to a minimum and trolleys etc used when available. | Low | A |
| Business travel overseas | Fire/flood | Member of SoSS | * Read the evacuation procedures in the accommodation and ensure you are familiar with the appropriate escape route from your room and how to raise the alarm should you see smoke or fire. | Low | A |
| Business travel overseas | Security | Member of SoSS | * Make yourself aware of existing hotel security arrangements. Make a note of the security telephone number of the hotel. * Lock you door at night and when you go out during the day, as you would at home. * In the event of a disturbance in the hotel, remain in the room and phone for help. * Make sure you avoid letting strangers find out where you are staying. Unknown people are not allowed into the hotel room and other people’s rooms are not entered unless it is known to be safe. | Low | A |
| Business travel overseas | Working at heights, use of ladders | Member of SoSS | * You must have attended the University’s Training Course for working at height before you are permitted to use ladders or any other device. Please see HSE guidance at <http://www.hse.gov.uk/falls/index.htm> | High | A |
| Business travel overseas | Permission required to work on site from relevant authorities | Member of SoSS | * Follow any health and safety rules in force at the work site. * Ask permission to visit private premises or field sites. | Low | A |

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| **2. Commuting** | | | | | |
| Business travel overseas | Disreputable of transport | Member of SoSS | * Use hotel or other recommended taxi companies. Do not hail taxis in the street. Use pre-booked taxis if possible. | Low | A |
| Business travel overseas | Self-driving (hire car) | Member of SoSS | * Avoid driving if possible. * When parking a car in daylight consider what the area will be like after dark. When returning to the car give due attention to surroundings to make sure it is safe. * Valuables are not left visible in any vehicle or within reach of open windows, even when the vehicle is occupied. * When driving, if the car is forced to stop by another car, stay in the car, lock the doors and speak through a slightly open window. * Know what to do in case of a breakdown. * Check and follow the Driving Abroad Safety Advice provided by FCO | Low | A |
| Business travel overseas | Unexpected incident/accident on the road  Traffic Hazards | Member of SoSS | * Carry water and food on all lengthy trips in case of incident or emergency scenarios. * Traffic hazards are normal hazards but people may act differently when in a group. Do not let group activity and/or discussion distract people from normal road safety. Beware of "follow the leader" without personally checking the traffic. * Walk facing incoming traffic in areas with possible kerb- crawling. * Keep to busy and well-lit roads. | Medium | A |
| Business travel overseas | Lone working - walking alone after dusk, working out of eyesight of other colleagues | Member of SoSS | * Avoid walking alone at night. If it is necessary to go out keep to well-lit streets and check with locals which areas are to be avoided. * Avoid entering known dubious and unfamiliar neighbourhoods alone, without informing a “reliable” person of your plans and location. Arrange a rendezvous (e.g. by phone, email or face-to-face) and a response trigger if this is not met. * Possessions and/or valuables are not visible and personal stereos are not worn. | Medium | A |

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| **3. Crime** | | | | | |
| Business travel overseas | Muggings/robbery (including crime) | Member of SoSS | * On trains try and avoid empty carriages – move near to other passengers if you feel uncomfortable. * As little money and as few documents as possible are carried on the person. * Ensure with IT that laptops and smartphones are encrypted. * Photocopies of all travel/insurance/health related documents are taken on the trip. * Be aware of what personal and University data you might have taken with you on the laptop/smartphone including email. Ensure you are following the University’s GDPR guidelines. * A copy of documents is held on an email account for easy access. * Personal credit card providers and banks are advised prior to travel. * Contact is maintained via email/phone/ social media with friends / family / colleagues. Due discretion is used when using social media. * Be wary of socialising with strangers. Avoid dubious clubs/bars and be wary of spike drinks. | Low | A |
| Business travel overseas | Lack of money (due to theft/unforeseen travel disruption etc.) | Member of SoSS | * Make advance travel claim for expenses if appropriate. * Hotel safe will be used to store money. * Keep information separate from the cards themselves. * If considered appropriate, give School/ Service or family credit card account details so that emergency cash can be credited to your account. * Have emergency number for contacting bank/credit card company and AIG Lifeline (who can arrange emergency cash transfers). * Check that credit cards are generally accepted in country and that cash is available via ATMs etc | Low | A |
| Business travel overseas | Civil unrest, kidnap. Terrorism | Member of SoSS | * StaffNet news is checked for any travel advice announcements: <http://www.staffnet.manchester.ac.uk/> * Reference is made to University of Manchester Safety Circular <http://documents.manchester.ac.uk/display.aspx?DocID=26552> includes general advice on reducing the risks from terrorism: <https://www.gov.uk/reduce-your-risk-from-terrorism-while-abroad> * The Foreign and Commonwealth Office is consulted <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/> * Local advice is sought from regional contact overseas prior to travel and as close to arrival date as practicable. * Check out the local news and police advice. * Avoid big crowds and do not engage in protests. * Alter routine including travel routes from time to time. * Contact the School or the Host Institution of your move status regularly. |  |  |

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| **4. Health** | | | | | |
| Business travel overseas | Ill- health and increased vulnerability to Covid-19 | Member of SoSS – the need to travel impacts on existing personal health issues. | * A health needs assessment is completed prior to travel in consultation with Occupational Health. <http://documents.manchester.ac.uk/display.aspx?DocID=9752> | Low | A |
| Business travel overseas | Travel related ill-Health | Member of SoSS falling ill during travel | * UoM Occupational Health advice is consulted as part of the planning process: <http://documents.manchester.ac.uk/display.aspx?DocID=9778> * AIG HELPLINE Service 24/7, telephone number: 01273727416. * Be in possession of EU medical card/insurance policy details. |  |  |
| Business travel overseas | Food poisoning | Member of SoSS | * Avoid food prepared by unlicensed vendors at all times. * Always wash hands before eating, preferably using antiseptic medical wipes. * Only drink water from bottled sources and avoid food prepared by unlicensed vendors at all times. * Carry anti-diarrhoeal medication or similar medication and rehydration sachets. | Low | A |
| Business travel overseas | Exposure infection; known endemic illnesses in destination | Member of SoSS | * Take medical advice and arrange vaccination/inoculation/prophylaxis as appropriate for e.g. Cholera, Diphtheria, Hepatitis B, Japanese Encephalitis, Malaria, Meningitis, Poliomyelitis, Tetanus, Tick-borne Encephalitis, Tuberculosis, Typhoid, Yellow Fever |  |  |

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| **5. Security Measures** | | | | | |
| Business travel overseas | Interview/meeting with strangers | Member of SoSS | * Journeys are planned in advance. Inform colleagues/University where you are going and who you are going to meet. A mobile phone is carried where possible. * Advice about local conditions is obtained from local people. * People's homes or areas they may regard as "their space" are not entered unless by specific invitation. * All meetings/interviews are undertaken in public spaces or with a trusted observer present. | Medium | A |
| Business travel overseas | Attacks on property and people | Member of SoSS working abroad | * Journeys are planned in advance. A mobile phone is carried where possible. * Advice about local conditions is obtained from local people. * Areas known to be "unpleasant" are avoided and unfamiliar neighbourhoods not entered alone, without informing a “reliable” person of plans and location and a rendezvous (e.g. by phone, email or face-to-face) has been agreed, which if not met will trigger a concerned response.. * Possessions and/or valuables are not flashed around. Personal stereos are not worn. * Ability to wipe stolen electronic devices remotely is understood. * Valuables are not left visible in any vehicle or within reach of open windows, even when the vehicle is occupied. * When parking a car in daylight, consideration is given as to what the area will be like after dark. When returning to the car, due attention to surroundings is given to be sure there is no one lurking around. * When driving, if the car is forced to stop by another car, the procedure is to stay in the car, lock the doors and speak through a slightly open window. It is known what to do in case of a breakdown. * When staying in a hotel, letting other people overhear name and room number is avoided. Unknown people are not allowed into the hotel room and other people's rooms are not entered unless it is known to be safe. * Hotel safe will be used. * If a disturbance is heard in the hotel, the procedure is to remain in the room and phone for help. The emergency procedures for the accommodation are checked on arrival. | Medium | A |
| Business Travel overseas | Working Alone in remote/isolated area | Member of SoSS working abroad | * If working alone (except in neutral locations or public spaces), ensure somebody reliable knows your location and there is an agreed rendezvous (e.g. by phone, email or face-to-face), which if not met will trigger a safe-guarding response. * If you cannot meet these conditions, you must complete a separate Risk Assessment for this activity. * Inform a reliable person as to your whereabouts and expected time of return. * Leave details of your whereabouts at the accommodation. * Lone working should be avoided where possible. * Ensure mobile phones are functional in the area. Save the emergency services contact number on the phone. * Walking alone at night is avoided and kept to well-lit streets. Areas are immediately left if a feeling of unease is experienced. | Medium | A |
| Off Campus working in UK | Terrorist Attack | Member of SoSS | * **RUN** to a place of safety. This is a far better option than to   surrender or negotiate. If there is nowhere to go, then   * **HIDE**. It is better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so * **TELL** the police (e.g calling 999 in the UK) * Check out the local advice procedures in the event of a terrorist attack. * National news is listed to for any possible terrorist activity in the UK * Staffnet news is checked for any travel advice announcements. | Low | A |
| Off Campus working in UK | Causing harm to people – conducting interviews | Member of SoSS working abroad | * Staff or students should undertake training in the use of questionnaire and interview-based qualitative research methods. * All research involving human subjects requires ethical clearance. You should undertake training in the use of questionnaire and interview-based qualitative research methods. Where research involves confidential or sensitive issues, or contact with subjects who might be regarded as dependent, such as children (under 18 years) which may cause harm this will require a *Full Risk Assessment* to be completed and may have to be referred to the University's Ethics Committee. The Head of School will not give permission for an undergraduate student to undertake a dissertation that raises such concerns. See * [UG Students](http://www.socialsciences.manchester.ac.uk/student-intranet/undergraduate/assessments/ethical-approval/) * [PGT Students](http://www.socialsciences.manchester.ac.uk/student-intranet/postgraduate/postgraduate-taught/) * [PGR Students](http://www.humanities.manchester.ac.uk/pgr-handbook-soss/) | Medium | A |
| Off campus working in UK | Alcohol abuse | Member of SoSS | * Avoid or consume only small quantities of alcohol on fieldwork and avoid or exercise great caution with people who are obviously drunk. | Medium | A |
| Off campus working in UK | Dangerous animals | Member of SoSS | * Exercise caution when around animals and be aware that not all pets and farm animals are friendly. | low | A |

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| **6. Particular Features of Country** | | | | | |
| Off Campus working in UK | Local laws and culture  Causing Offence to People  Risk of breaching local laws, arrest | Member of SoSS working abroad | * Seek training in good interview techniques. * Where possible, "vet" interviewees first over the phone and cancel if you feel uneasy. * Behave inconspicuously and avoid aggressive behaviour. Don't behave or speak in an officious way, and don't pass comments on the peoples and environments you encounter. * Be aware of any sensitive issues involved in discussions or interviews. Be prepared to explain who you are and what you are doing. * Cultural norms are researched and understood and can be accommodated. * Be aware of causing offence when taking photographs, videos or using binoculars of local people. | Medium | A |
| Off campus working in UK | Extreme weather  **Hot –** heatstroke, sunburn  **Cold -** hypothermia | Member of SoSS | * Listen to weather forecasts and plan work accordingly, including appropriate clothing. * **For hot climates** * Drink plenty of water at regular intervals throughout the 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 and cotton. Light colours are reflective and therefore cooler than dark colours. * Wear long-sleeved shirt and long skirt or trousers to protect you from sun burn. * Avoid extreme midday heat. * **For Cold climates:** * Always wear warm clothes and socks, wind/waterproof shoes/boots. * Protect extremities (such as fingers, toes, nose and ear lobes). | Medium | A |

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| **Action plan** (14) | | | | |
| **Ref No** | **Further action required of traveller** | **Action by whom** | **Action by when** | **Done** |
|  | Staff to complete SoSS Pre-Travel Risk Assessment Declaration and seek Line Manager approval before travel. |  |  |  |
|  | Ensure that prior to travel they have mobile phone network coverage and modes and frequency of communication to be agreed. |  |  |  |
|  | Contingency planning measures to be considered in case of travel disruption prior to travel due to covid and other reasons. Stay alert to sudden changes in coronavirus restrictions issued by either the UK government or destination country governments. |  |  |  |
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