**Travel Risk Assessment Guidance Note**

University of Manchester asks travellers to complete a travel risk assessment prior travelling. Careful planning and good preparation could reduce risks to a minimum.

Travel Risk Assessment should including the purpose of the trip and where possible a full itinerary of the trip including the locations. The focus of the assessment should be on the following three major areas:

1. Identify any general as well as specific risk associated with the country of destination, including travel thereto and therefrom the location being visited.
2. Identify any risk associated with the planned activities during the trip. If your project involves any potential high risk activity, provide a detailed description of the planned activities, i.e. what you are looking to do, and how you are looking to do it; what and where the risks may be; and what steps you will take to mitigate them. If your project develops or changes, a separate assessment may need to be completed.
3. Identify suitable local medical facilities in the event of injury and illness; also any emergency plans in

the event of something more serious depending on the activities or the visited country.

1. Identify suitable local medical facilities in the event of emergency illness in relation to pre-existing medical conditions (both physical and mental); and appropriate mitigation plans in relation to personal circumstances.

Specific risk information on countries can be found in the following sites:

• Foreign Commonwealth Office (FCO) Travel Advice

(<https://www.gov.uk/foreign-travel-advice>)

• AIG Travel Assistance (<https://travelguard.secure.force.com/TravelAssistance/>),

or mobile app “AIG Travel Assistance App”

All members of University staff and students can register themselves onto this site using the University policy number (0010015245).

First time travellers or inexperienced travellers are recommended to undertake the on-line modules on travel security awareness training under “Security” on AIG Travel Assistance site as part of their risk assessment and the preparation of their trip:

Module 1 – Business Travel, An Introduction

Module 2 – Getting Around While Aboard

Module 3 – Staying Healthy Abroad

Module 4 – Crime and Criminality

Module 5 – Kidnapping and Terrorism

Module 6 – Travel Safety for Women (Part1)

Module 7 – Travel Safety for Women (Part 2)

Module 8 – Travel Safety for the LGBTQ Community