| Details of Trip:  | Who is travelling and status (i.e. staff / student):  | Proposed date(s) of trip: |
| --- | --- | --- |
| Date assessment completed:  | Planned Review date: | Date Reviewed (prior to travel): |
| I have read, adapted where necessary, understood and will apply the controls in this risk assessment.Signature of traveller:*name and position:* | Risk assessment approved by (insert name and designation):Signature of approver*name and position:* | Assessment ref no: (local reference number where applicable)Date approved: |
| Guidance Notes:1. All overseas trips must be pre-approved by a designated senior manager in accordance with the University’s requirements in the [University's travel policy](https://documents.manchester.ac.uk/display.aspx?DocID=38313) before making any related travel arrangements or commitments.  All student trips must be pre-approved by their academic supervisor before making any related travel arrangements or commitments.
2. For first time traveller, or an infrequent traveller, please complete the [Pre-Travel Check List](http://documents.manchester.ac.uk/display.aspx?DocID=37546) and read the general travel advice for overseas travel.
3. This generic risk assessment should only be used for short term international business travel, such as a conference or meetings for a period of no longer than 7 days, in a low/moderate risk country. For longer period of travel, or for any other business purposes, complete a [risk assessment form for fieldwork](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=46176).
4. If the trip goes to a region or area within the country where the [Foreign, Commonwealth & Development Office](https://www.gov.uk/foreign-travel-advice) (FCDO) have issued warnings against travel, or to a country which is on University’s [list of high-risk countries](http://documents.manchester.ac.uk/display.aspx?DocID=42983), complete a [specific risk assessment](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=46070).
5. When using this assessment template, you should consider any advice given by the [Foreign, Commonwealth & Development Office](https://www.gov.uk/foreign-travel-advice) (FCDO) and by the University’s travel insurer ([AIG](https://travelguard.secure.force.com/TravelAssistance)) for the areas being visited. If there is any specific or additional controls necessary due to the specific high risk for the particular destination(s), you should adapt the form and complete the areas highlighted in purple. If necessary, the residual risk rating should be altered to reflect the specific circumstances and any additional control measures identified.
6. You should check if there is any special circumstances requiring further consideration, such as individual factors/personal characteristics; or health/disability. If there is any, please discuss it with line manager in advance of travel. In line with data protection requirements, any discussion should be recorded elsewhere, but it should be noted in the risk assessment that a discussion has taken place.
7. By booking or requesting a trip it is understood that you are fit to travel and that any medical needs have been taken into account. If circumstances change between booking and the travel, then you are expected to review their fitness to travel and take necessary actions. If in doubt please discuss the situation with [Occupational Health](http://www.occhealth.manchester.ac.uk/contact-us).
8. In signing this form the researcher/fieldwork organiser is acknowledging that they understand and will follow the control measures outlined in this risk assessment.
9. Following a submission/approval of the risk assessment, if there is any significant change in risks, the traveller should re-assess the risks involved and seek re-approval from their line manager or supervisor before travel. Such risks may include, but are not limited to, political/civil disorder, significant environmental health issues and natural disasters.
 |

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| --- | --- |
| Details of Proposed Travel | **To be completed by individual traveller**  |
| Name of traveller: |  |
| Name and contact details of line manager/academic supervisor: |  |
| Proposed dates of travel: |  |
| Purpose of trip:*i.e. what area of work you will be doing / presenting / discussing, etc.* |  |
| Nature of activities being undertaken: *e.g. conference, project meeting, teaching*  | *NB If you plan to undertake any hazardous work/activities, you should complete a risk assessment form for fieldwork.* |
| Have you self-assessed your research against [export controls](https://www.staffnet.manchester.ac.uk/export-controls-info/explained/controlled/)? See further guidance for [Export Travel Risk Assessment](https://documents.manchester.ac.uk/protected/display.aspx?DocID=72221). | *Confirm if proposed research project is controlled or not controlled according to the UK consolidated export control list. If it is controlled, additionally indicate here which export code applies.* |
| Is the trip in line with the requirements of the University’s [travel policy](https://documents.manchester.ac.uk/display.aspx?DocID=38313): | Choose yes or no. |
| *If not, explain why the travel should go ahead* |
| Destination(s)/itinerary plan: | *Detail all areas being visited and dates of travel (including internal)* |
| Is there any FCDO advice against travel for any of the specific areas to be visited?  | *If ‘Yes’, then you need to complete a specific risk assessment* |
| Is the country on the University’s list of [high risk destinations](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=42983)?  | *If ‘Yes’, please state the level of risk and any requirements here.* |
| What is the [AIG country risk rating](https://travelguard.secure.force.com/TravelAssistance) for the country to be visited? | *State risk rating here.* *(NB For travel to* ***countries*** *classified as high or extreme risk by the University’s travel insurer (AIG), this form cannot be used and a specific risk assessment should be completed.)* |
| List any of the [AIG risk indicators](https://travelguard.secure.force.com/TravelAssistance) which are rated above moderate: i.e. high or extreme. | *List here and address them by adapting the risk assessment below, in line with AIGs advice.* |
| Specific details of where you will stay (booked through the University’s travel agent [Key Travel](https://www.staffnet.manchester.ac.uk/finance/travel-expenses/travel/)): | *If unable to book via Key Travel, please give reasons here.**(N.B. AirBnB or other unregulated accommodation will not be covered by the University’s travel insurance)* |
| Are you a current or former resident and/or a national of the country you’re travelling to?  | *(Please state your country of domicile and any dual nationality if this affects your answers)* |
| Name and contact details of relevant embassy (for your nationality/nationalities) in your destination |  |
| Do you need a visa?  | *Confirm entry/exit is permitted by destination(s):* [*https://www.gov.uk/foreign-travel-advice*](https://www.gov.uk/foreign-travel-advice)*(please state your nationality if this affects your answer)* |

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| **Contingency planning** |
| Your emergency contact details, such as personal mobile number, which the University can contact in case of emergency while you are away  |  |
| Give the name(s) and contact details of any local contacts in the country. | *(Please also detail what support they can provide you with here)* |
|  Give the name(s) and contact details of the person(s) at home whom the University of Manchester can contact in case of emergency while you are away.  |  |
| Give the name(s) and contact details of any other person(s) whom you will contact in case of emergency while you are away.  |  |
| Have you downloaded the AIG mobile app and requested a cover certificate on your trip? **or:** do you have your own insurance in place (if not covered by the University). | *NB you will be required to purchase your own insurance cover for any personal travel and high risk activities (e.g. dangerous sports) before/after/during the period of official business travel.* |
| If necessary, please confirm you have attached a contingency plan | *Contingency plan is ONLY required for specific risk scenarios in the country which are considered to be highly likely.*[*Guidance*](https://www.staffnet.manchester.ac.uk/compliance-and-risk/travel/support/) *is available.* |
| Have you downloaded the mobile apps for Key Travel? Google store (Android)[Key Travel Mobile - Apps on Google Play [play.google.com]](https://urldefense.com/v3/__https%3A/play.google.com/store/apps/details?id=com.keytravel.tripconcierge__;!!PDiH4ENfjr2_Jw!BIwkvVxKCYXntPoywQNPsDT3Qo-cN_w1nAuxYpGmAxoG7B-kZqrJksuMRu-dYAc5H2AZXe9m9Kb_eyXqZknK6_J6_X3SDaKmR517kw$) Apple Store[Key Travel Mobile on the App Store (apple.com) [apps.apple.com]](https://urldefense.com/v3/__https%3A/apps.apple.com/gb/app/key-travel-mobile/id944977013?ls=1__;!!PDiH4ENfjr2_Jw!BIwkvVxKCYXntPoywQNPsDT3Qo-cN_w1nAuxYpGmAxoG7B-kZqrJksuMRu-dYAc5H2AZXe9m9Kb_eyXqZknK6_J6_X3SDaKq4RRd4A$) |  |

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| **DECLARATION (must be completed by individual traveller)****Please check all which are applicable:**​​[ ]  I declare that this travel is essential and I have provided robust justification as to why a virtual option is not appropriate ​​​​[ ]  I have provided a detailed itinerary and will limit travel to the places/areas listed ​​[ ]  I have provided a detailed contingency plan **OR** [ ]  a contingency plan is not required ​​[ ]  I have provided a detailed list of all the activities I plan to undertake ​​​​[ ]  I have downloaded the mobile apps for Key Travel / AIG Travel Assistance​​[ ]  I have read, understood and adapted this risk assessment to address any country specific concerns highlighted by [Foreign Commonwealth & Development Office advice](https://www.gov.uk/foreign-travel-advice)​​[ ]  I have read, understood and adapted this risk assessment to address any country specific concerns highlighted by [AIG Travel Assistance](https://travelguard.secure.force.com/TravelAssistance/). ​​[ ]  I will keep this Risk Assessment under constant review both prior to travel being undertaken and once overseas  ​​[ ]  I will check the [FCDO advice](https://www.gov.uk/foreign-travel-advice) and [AIG Travel Assistance](https://travelguard.secure.force.com/TravelAssistance/) immediately prior to travel. If the risk associated with any element of my travels increases, I will flag this immediately with my Head of School or School Safety Advisor  [ ]  I am a citizen / national / former resident of the country I am travelling to **OR** [ ]  I need a visa and will obtain this prior to travel​​[ ]  I am an experienced traveler to the country I am travelling to **OR** [ ]  I am a first-time traveller to the country [ ]  I declare that I have insured or have sufficient travel funds to cover any expenses not covered by the University travel insurance (e.g. food, drink, tuition/subscription fees, etc.[ ]  I have provided a self-assessment of my general health, fitness and wellbeing and any personal characteristics which may increase my risk and adequately addressed any risks identified to my line manager/academic supervisor[ ]  I have self-assessed my research against [export control](https://www.staffnet.manchester.ac.uk/export-controls-info/explained/controlled/) and: [ ]  No aspect is controlled as per UK consolidated export control list **OR**  [ ]  I have addressed these below[ ]  I am fit to travel **OR** [ ]  will seek further advice from Occupational Health.[ ]  I will follow the control measures outlined in this risk assessment. |

| **RISK ASSESSMENT** |
| --- |
| **Hazard**  | **Who might be harmed and how**  | **Existing measures to control risk**  | **Additional specific measures required for this trip *taking into account*** [***FCDO***](https://www.gov.uk/foreign-travel-advice) ***&*** [***AIG***](https://travelguard.secure.force.com/TravelAssistance) ***advice*** **(click links below to see points to consider)** | [**Residual Risk Rating**](#RiskRating) | [**Result**](#RiskResult) |
| [Specific work / activities](#activity) being undertaken during travel | *tbc* | If none, indicate “not applicable” here. |  | *Tbc* | *Tbc* |
| **Planned activities and contingencies** |
| Planning for dealing with emergencies: Due to terrorist attack or civil unrest, getting lost, sudden illness etc. | Staff and students could be injured or traumatised and may not receive adequate or timely assistance  | * Where necessary produce a bespoke [contingency plan](https://documents.manchester.ac.uk/display.aspx?DocID=56164)
* Make travel arrangements via the University’s appointed travel booking agent [Key Travel](http://www.finance.manchester.ac.uk/buyingexpenses/buyinggoodsandservices/bookingtravel/), who can advise individuals directly in an emergency
* set up arrangement to contact supervisor or colleague by text, phone or email at an agreed frequency during the trip
* Download and use mobile apps for Key Travel or for AIG Travel Assistance, which can notify key contacts of their itinerary
* have adequate means of communicating in an emergency i.e. Mobile phone with adequate coverage and charge or, where necessary, a satellite telephone
* Provide travel itinerary and individual's contact details with school/UK contact prior to departure
* Provide travel itinerary and individual's contact details with an “in country” contact prior to departure, if travelling within the country
* keep emergency contact details for the University’s travel insurer (AIG) and the local embassy in person
* provide family members with University contact details and the telephone number for University Security (+44 161 3069966) in case of an emergency
* have adequate first-aid training and equipment
 |  | Low | A |
| **Personal safety and Security** |
| Muggings (robbery) and personal attack while travelling around | Staff / students could be personally attacked while travelling around at location | * Follow available advice regarding safest form of transport
* Remain vigilant when on public transport or walking and are advised to read the [pre-travel checklist](https://www.staffnet.manchester.ac.uk/compliance-and-risk/travel/support/) which contains advice on personal safety
* Select location of accommodation in relation to the location of the work, to ensure they can travel safely between venues
* Not to resist handing over valuables if this increases the risk to their personal safety
* Carry as little money and as few documents as possible on person
* Ensure that possessions and/or valuables are not visible and personal stereos/headphones are not worn
* Be wary of socialising with strangers and of spiked drinks
* Try and avoid empty carriages on trains and move near to other passengers
* Avoid walking alone at night, especially in quiet or unsafe areas
* Avoid entering known unsafe and unfamiliar neighbourhoods
* Keep to well-lit streets and check with locals which areas are to be avoided
* If necessary, inform a “reliable” person of plans and location and to arrange a rendezvous (e.g. by phone, email or face-to-face) and a response trigger if this is not met
 |  | Low | A |
| [Muggings, kidnap and robbery](#security)  | Staff / students could be attacked while travelling around at location | *Any specific considerations taking into account* [*FCDO*](https://www.gov.uk/foreign-travel-advice) *&* [*AIG*](https://travelguard.secure.force.com/TravelAssistance) *advice for this trip, to be specified here.*If none, indicate “none” here*.* |  | Choose an Item | *Tbc* |
| Terrorist attack or civil unrest | Staff / students could be injured or traumatised  | * Watch the short [government video](https://www.gov.uk/government/publications/stay-safe-film) on their “run, hide, tell” campaign which gives advice on how to respond if caught up in a suspected act of terrorism prior to travel
* Use [mobile apps for Key Travel](https://www.keytravel.com/uk/travel-toolkit/key-travel-mobile-app/) or for [AIG Travel Assistance](https://travelguard.secure.force.com/TravelAssistance) to keep up-to-date with any potential incidents or threats
* set up arrangement to contact a colleague by text, phone or email at an agreed frequency during the trip
* Provide family members with University contact details and telephone number for University Security (0161 3069966) in case of an emergency
 |  | Low |  |
| [Terrorist attack or civil unrest](#security) | Staff / students could be injured or traumatised  | *Any specific considerations taking into account* [*FCDO*](https://www.gov.uk/foreign-travel-advice) *&* [*AIG*](https://travelguard.secure.force.com/TravelAssistance) *advice for this trip, to be specified here.*If none, indicate “not applicable” here. |  | Choose an Item | *Tbc* |
| Theft/loss of money and personal possessions and data security | Staff / students, and the University (if a data breach) | * Use the hotel safe to store money, when available
* Ensure that laptops and smartphones are encrypted
* Ensure the University’s GDPR guidelines are followed and to be aware of what personal and University data is on laptops / smartphones
* Take photocopies of all travel / insurance / health related documents on the trip
* Prior to travel, check that credit cards are generally accepted in country and that cash is available via ATMs etc and personal credit card providers and banks are advised prior to travel
* Keep information separate from the cards themselves
* Take emergency numbers for contacting bank / credit card company and [AIG Travel Assistance](http://travelguard.secure.force.com/TravelAssistance/) (who can arrange emergency cash transfers)
 |  | Low | A |
| Lone working (including working out of sight of other colleagues) | Staff / students may be attacked, be injured or fall ill and not received treatment quickly | * avoid lone working where possible
* carry a means of contacting others in an emergency e.g. a fully charged mobile phone
* prior to travel, who ensure their mobile phones will work in the country and they have sufficient data and ensure they take a means of charging their mobile phone
* if necessary, inform a “reliable” person of plans and location and to arrange a rendezvous (e.g. by phone, email or face-to-face) and a response trigger if this is not met
 |  | Low | A |
| [Lone working](#supervision) (including working out of sight of other colleagues) | Staff and students may be attacked, be injured or fall ill and not received treatment quickly | *Any specific considerations taking into account* [*FCDO*](https://www.gov.uk/foreign-travel-advice) *&* [*AIG*](https://travelguard.secure.force.com/TravelAssistance) *advice for this trip, to be specified here.*If none, indicate “not applicable” here. |  | Choose an Item | *tbc* |
| Risk of attack/abuse of traveller with protected characteristics | Staff / students at risk of attack/abuse  | * read the University [guidance](http://documents.manchester.ac.uk/display.aspx?DocID=23673) on Protected Characteristics on [Equality, Diversity and Inclusion](https://www.staffnet.manchester.ac.uk/equality-diversity-inclusion/equality-groups/disability/support/), and discuss any personal characteristics which may elevate the risk during travel with line manager or academic supervisor; including how to reduce the risk of attack or abuse
 |  | Low | A |
| [Risk of attack/abuse](#customs) of traveller with [protected characteristics](#individualPersonal) | Staff / students who are at risk of attack/abuse due to their gender, race, sexual orientation or other characteristic | *Any specific considerations taking into account* [*FCDO*](https://www.gov.uk/foreign-travel-advice) *&* [*AIG*](https://travelguard.secure.force.com/TravelAssistance) *advice for this trip, OR (if confidential) confirm that discussions have taken place and measures introduced to protect individuals*If none, indicate “not applicable” hereIf confidential discussions have been held individually record that here |  | Choose an Item | *Tbc* |
| **Health and environment** |
| Ill health | Staff / students: Impact of travel on existing personal health issues or disability | * Travellers to ensure that they take any relevant medication with them
* Travellers to discuss with line manager any potential implications, including adjustments that will need to be made, and to ensure these are implemented
* Travellers to discuss with organiser any specific requirements in advance about the work location and their accommodation where relevant
* Where necessary, a referral is made to the University’s [Occupational Health Service](http://www.occhealth.manchester.ac.uk/services-overview/health-referrals/) who can advise on travel health in relation to pre-existing health problems

  |  | Low  | A |
| Ill-health due to disease contracted in location | Staff / students catching diseases due to airborne virus or vector- borne disease (e.g. from biting insects or animals)  | * read the health [travel advice](http://documents.manchester.ac.uk/display.aspx?DocID=9778) on the University’s Occupational Health website prior to travel
* check for the requirements for any [vaccinations](https://www.nhs.uk/conditions/travel-vaccinations/), or prophylactics required in good time prior to travel
* If travelling in Europe, obtain a UK Global Health Insurance Card (UK GHIC) (previously European Health Insurance Card) prior to travel) which provides the right to access state-provided healthcare
* ensure that basic medication and first-aid materials are available
* If necessary, take further advice or make a referral to Occupational Health prior to travel
 |  | Low | A |
| [Environmental](#environment) factors: extremes of temperature, humidity and altitude | Staff / student ill-health, such as heatstroke, hypothermia or altitude sickness | *Any specific considerations taking into account* [*FCDO*](https://www.gov.uk/foreign-travel-advice) *&* [*AIG*](https://travelguard.secure.force.com/TravelAssistance) *advice for this trip, to be specified here.*If none, indicate “none” here. |  | *Tbc* | *Tbc* |
| Environmental factors: extremes of weather or other natural phenomena | Personal injury to staff / studentsdue to flooding, earthquake, volcanic eruption, landslide etc. | *Any specific considerations taking into account* [*FCDO*](https://www.gov.uk/foreign-travel-advice) *&* [*AIG*](https://travelguard.secure.force.com/TravelAssistance) *advice for this trip.*(*Include the likelihood of such incidents occurring during the trip and information about any warning systems/emergency plans in place)*If none, indicate “none” here. |  | *Tbc* | *Tbc* |
| [Ill-health](#individualHealth) due to endemic disease in location | Staff / students catching an endemic disease | *Any specific considerations taking into account* [*FCDO*](https://www.gov.uk/foreign-travel-advice) *&* [*AIG*](https://travelguard.secure.force.com/TravelAssistance) *advice for this trip*If none, indicate “none” here*.* |  | *Tbc* | *Tbc* |
| **Travelling around at location** |
| Transporting luggage and equipment | Staff / students suffer personal Manual handling injury from carrying luggage or equipment | * keep the amount of baggage to a minimum and use wheeled cases or trolleys when required
 |  | Low | A |
| Self- driving overseas | Staff / students who are drivingPersonal injury- accidents from driving, the risk of kidnap or unexpected incident, accident or delay on the road, or ambush | * Avoid driving if possible
* Be aware of and follow the University’s [policy](http://www.healthandsafety.manchester.ac.uk/toolkits/driving/) and guidance on driving at work, if they drive on University business
* Be aware of the local driving laws and requirements for any equipment to be carried on the vehicle
* Undertake basic visual checks on the condition of the vehicle each time before use
* 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
* Ensure that 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 FCDO
* Carry a fully charged mobile phone, water and food on all lengthy trips, in case of incident or emergency scenarios.
* Keep to busy and well-lit roads.
 |  | Low | A |
| Self- driving overseas | Staff / students who are driving Personal injury- accidents from driving including the risk of kidnap or ambush | *Any specific considerations taking into account* [*FCDO*](https://www.gov.uk/foreign-travel-advice) *&* [*AIG*](https://travelguard.secure.force.com/TravelAssistance) *advice for this trip, to be specified here*If none, indicate “not applicable” here. |  | *Tbc* | *Tbc* |
| [Using public transport](#transport) /taxis to travel in country overseas | Staff / students:Personal injury through breakdown, accidents, attack or kidnap, mugging | *Any specific considerations taking into account* [*FCDO*](https://www.gov.uk/foreign-travel-advice) *&* [*AIG*](https://travelguard.secure.force.com/TravelAssistance) *advice for this trip, to be specified here.*If none, indicate “not applicable” here. |  | *Tbc* | *Tbc* |
| **Use of** [**equipment**](#equipment) |
| Electricity | Staff / students or others suffer personal injury – electric shock, burns | * All University issued portable electrical appliances are regularly Portable Appliance tested (PAT)
* Use travel adapters that meet BS 5733
* carry out checks on the condition of electrical equipment before use
 |  | Low | A |
| [**Accommodation**](#accommodation) **and food safety** |
| Food Safety | Staff / students may contract food poisoning or an allergic reaction to food | * Travellers to discuss any food allergies and specific requirements with the venue and accommodation in advance where possible, and to exercise vigilance during travel
* Travellers are advised to take general precautions in relation to food and drink, further information can be found on the [NHS website](https://www.nhs.uk/live-well/healthy-body/food-and-water-abroad/)
 |  | Medium | A |
| Food Safety | Staff / students may contract food poisoning or an allergic reaction to food | *Any specific considerations for this trip to be specified here.*If none, indicate “not applicable” here.  |  | *Tbc* | *Tbc* |
| Fire Safety | Staff / students may suffer injury or death through smoke inhalation or burns | * book accommodation via the University’s appointed travel booking agent [Key Travel](http://www.finance.manchester.ac.uk/buyingexpenses/buyinggoodsandservices/bookingtravel/), who undertake safety checks on the accommodation, including fire safety
* read any information regarding emergency procedures provided in the accommodation or other venues and familiarise themselves with the location of their nearest emergency exits immediately upon arrival
* Raise any concerns around emergency exits immediately with the accommodation provider
 |  | Low | A |
| Security and personal safety in accommodation | Staff / students may suffer personal attack or robbery | * Be aware of security arrangements and make a note of the security/reception telephone number, if available.
* Lock doors at night and when you go out during the day.
* In the event of a disturbance in accommodation, remain in the room and phone for help.
* Avoid letting strangers find out where they are staying
* Not to let unknown people into accommodation
* Not to enter into other people’s rooms unless it is known to be safe
 |  | Low | A |
| **Other aspects (including those identified by AIG as moderate, high or extreme risk)** |
| *State hazard and any specific considerations for this trip here* | *State aspect, e.g. cyber security, who might be harmed and how, poor internet signal, lost communication, etc* | * *Enter controls to reduce or mitigate risks*
 |  | *tbc* | *tbc* |
| *Export controlled research (data, information, physical items)* | *State aspect, e.g. export controls, who might be harmed and how* | Indicate here which mitigations you will apply: 1. usage of [blank laptop](https://www.staffnet.manchester.ac.uk/export-controls-info/travelling-abroad/email-abroad/) to not carry export controlled data or the export licence reference number and
2. ii) details of how you will / will not access controlled data remotely that is stored in UoM (via email, servers etc)
 |  |  |  |
| Any other hazards not covered above |  |  |  |  |  |

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| **Additional Hazard and Action plan** |
| **Ref no.**  | **Further action required** | **Action by whom** | **Action by when** | **Done** |
| 1 | Contingency planning measures to be considered in case of travel disruption prior to travel |  |  |  |
| 2 | Staff and students to familiarise themselves with the University’s requirements for [Accident and incident reporting](https://www.healthandsafety.manchester.ac.uk/toolkits/accidents/) |  |  |  |
|  |  |  |  |  |
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**Notes on completing this form**

1. **Risk Rating**: rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

|  |
| --- |
| The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight. |
| The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (eg some time off work, or a minor physical injury. |
| The risk is **HIGH** - if injury is likely to arise (e.g. there have been previous incidents, the situation “looks like an accident waiting to happen”) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality. |

1. **Result**: this stage of assessment is often overlooked but is probably the most important. Assigning a number or rating to a risk does not mean that the risk is necessarily adequately controlled. The options for this column are:

|  |  |  |  |
| --- | --- | --- | --- |
| **T** | **Trivial risk**  | Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant | Assessment complete |
| **A** | **Adequately controlled, no further action necessary**  | Your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met (and University policies complied with) | Assessment complete |
| **N** | **Not adequately controlled, actions required** | Sometimes, particularly when setting up new procedures or adapting existing processes, the risk assessment might identify that the risk is high or medium, when it is capable of being reduced by methods that are reasonably practicable. An action plan is required (see below).  | More work is required |
| **U** | **Unable to decide, further information required.**  | Use this designation if the assessor is unable to complete any of the boxes, for any reason. Sometimes, additional information can be obtained readily (e.g. from school safety advisors or specialist University advisors) but sometimes detailed enquiries might be required (e.g. through the travel insurer.)  | More work is required  |

(3) **Action Plan**. Include details of any actions necessary in order to meet the requirements of the information in ‘Existing measures to control the risk’. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.

**Points to consider in adapting the generic risk assessment for business travel outside of the UK**

*N.B. Where relevant the headings are aligned to those in the travel advice given by the Foreign Commonwealth & Development Office (FCDO).*

**Nature of Activities being undertaken (business travel)**

* What activities are you planning to do as part of your visit?
* What are you planning to do in your free time?
* Are any of these activities inherently hazardous? e.g. diving, climbing, on or near water or unstable ground, at height, etc.
* Does your trip involve lone working or working in remote locations?
* Does your trip involve working with others or discussing sensitive questions which may elevate the risk of violence or aggression?
* Are you meeting anyone in hazardous areas, or discussing sensitive topics? Is there a risk of violating any local laws or being arrested for spying?
* Do travellers have the relevant competence, skills and/or qualifications?

**Location: Safety and security**

* What is the FCDO advice for the country of your trip? Are there any areas where travel is advised against?
* What does the FCDO or the University’s insurer say about the risk of terrorism, how can you avoid high risk areas and prepare to respond in an attack?
* Is there potential for political unrest or conflict in the area?
* What are crime rates like at your destination?
* What kinds of crimes are most common?
* What is the advice on avoiding these types of crime?
* Are there any no-go areas you need to visit, or near your accommodation?
* Do you need to travel to areas which are less safe to carry out your research, or meet with others?
* Is there a risk of kidnap or abduction? How can you avoid this? What would you do if this occurred?

**Resources**

* [FCDO – Country specific guidance](https://www.gov.uk/foreign-travel-advice)
* [Government video](https://www.gov.uk/government/publications/stay-safe-film) on their “run, hide, tell” campaign for responding to terrorist attack

**Location:** **Local laws and customs**

* What local laws and customs are there in the area that differ from the UK?
* What are the penalties for breaking these laws?
* How can you avoid becoming the victim of theft, such as burglary and pick-pocketing?
* What are the laws related to alcohol and/ or drug consumption in the country where you will be?
* Are there any cultural or religious sensitivities, including dress codes, you should be aware of?

**Resources**

[FCDO – Country specific guidance](https://www.gov.uk/foreign-travel-advice)

**Location: Environmental factors**

* What kind of natural disasters, if any, are prevalent in the country where your trip will take place?
* How would you be made aware of these? Are there any local protocols to be aware of for responding to natural disasters?
* How does the physical environment differ from the UK? Does the climate or natural environment differ significantly? Might there be extremes of weather, temperature, humidity, altitude?
* If the work location is in the field, is there a risk of drowning, landslide, flash flooding etc?

• Are there any warning systems/emergency plans in place, and the likelihood of such incidents occurring?

**Resources**

[FCDO – Country specific guidance](https://www.gov.uk/foreign-travel-advice)

[FCDO – Know Before You Go](https://www.gov.uk/knowbeforeyougo)

**Travel and transport**

* How will you travel to your trip destination?
* How will you travel around at your trip destination?
* Do you anticipate needing to use public transport that is less well-regulated than the UK?
* Are there types of transport that are riskier than others?
* What are road safety standards like in the country you are visiting?
* Will you be required to, or do you plan to drive yourself?
* Do you have the right licences and insurances for the vehicles you will drive?
* If driving, what precautions will you need to take in case of breakdown or accident?
* Consider any additional aspects of driving e.g. Night travel. Long daily commuting requirement, prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards), driving others, driving in unfamiliar vehicles or locations and relevant controls

**Resources**

[US Dept of State – Road Safety Overseas](https://travel.state.gov/content/passports/en/go/safety/road.html)

[UK Government – Driving Abroad](https://www.gov.uk/driving-abroad)

[AA – International Driving Permit](http://www.theaa.com/getaway/idp/)

**Health- individual factors**

* Do travellers have any pre-existing conditions? If so, have these been declared to your insurance provider? How will these be managed during the trip?
* Do travellers have any allergies (including food allergies)? How will these be managed during the trip?
* If travellers need ongoing medication or treatment, is it available in your host country and sold under the same name? Have you spoken to a healthcare professional about how you should manage this? Travellers may need to take a valid prescription
* What is the likelihood of existing mental health conditions recurring or new conditions arising in travellers and what options are there for responding to this?

**Health- general**

* Do aspects of your trip have the potential to increase the risk of an injury or an accident?
* What are the locations of local medical facilities? Will you have access to a good standard of medical treatment? If you are travelling to an area with limited medical resources, what steps can you take to deal with this?
* Is there any kind of disease, illness or virus prevalent in the area you are travelling to such as malaria or HIV? What are these and how can you reduce the chance of exposure to them?
* Are vaccinations or prophylactics required? If so how will you ensure that all travellers obtain these prior to travel?
* Have all travellers completed an Occupational Health Self-Assessment Health Checklist?
* Are there any dangerous animals or insects to be aware of?
* What is the quality of the drinking water?
* If there is a lack of access to clean drinking water, what adjustments will you make to avoid exposure to waterborne diseases?
* Does the trip need a higher standard of physical fitness and if so how will you ensure this?
* How will you ensure that any food you eat or provide is safe?

**Resources**

[University of Manchester Insurance](http://www.staffnet.manchester.ac.uk/services/insurance/travel/business-travel-insurance/)

[NHS – Fit For Travel](http://www.fitfortravel.nhs.uk/home.aspx)

[Travel Health Pro](http://www.travelhealthpro.org.uk/)

[Occupational Health Travel resources](http://www.occhealth.manchester.ac.uk/travel/)

[World Health Organisation (WHO) International Travel and Health](http://www.who.int/ith/en/)

[Mind How You Go (FCDO Advice for mental health issues)](https://www.gov.uk/guidance/foreign-travel-advice-for-people-with-mental-health-issues)

[University of Manchester Guidance on food safety and hygiene on fieldwork](https://login.manchester.ac.uk/cas/login?service=http://documents.manchester.ac.uk/login2.aspx?ReturnUrl=%2fprotected%2fdisplay.aspx%3fDocID%3d44372)

**Individual Factors**

* Have you travelled to the country where you will be before, or will you need to research it more?
* Do travellers or leaders have any personal factors that might increase their chance of accident, illness or personal attack?
* Might ethnicity, religion, sexual orientation, gender etc. need special consideration in the context of the country and your activities?
* What level of competence of travellers and leaders is required for the tasks being undertaken and is any information, instruction or training required?
* Is there a requirement for fitness of travellers?
* Could aspects of your trip, such as the lack of a support network, homesickness or the stress of being in an unfamiliar environment, be of concern? What can you do to minimise these this?

**Resources**

[Overseas travel guidance for staff and students with protected characteristics](http://documents.manchester.ac.uk/display.aspx?DocID=23673)
[Occupational Health](http://www.occhealth.manchester.ac.uk/travel/)

[Mind How You Go (FCDO Advice for mental health issues)](https://www.gov.uk/guidance/foreign-travel-advice-for-people-with-mental-health-issues)
[Ahead](http://www.ahead.ie/studyabroad) (Association for Higher Education Access and Disability guidance on studying abroad)

**Entry Requirements**

* Is your passport valid? Passport validity periods might differ depending on the country you are travelling to.
* Are there any visa requirements? Requirements for visas may differ depending on your nationality. Always check if there are any visa requirements before booking any travel and the [Foreign, Commonwealth & Development Office (FCDO) website](https://www.gov.uk/foreign-travel-advice) for political and security travel risks as there may be restrictions in place for travelling to certain destinations.
* If you have dual or multiple nationalities in addition to your British nationality, make sure you understand the extent of consular assistance that might be available. Please see [Who the FCDO can support abroad](https://www.gov.uk/guidance/who-the-fcdo-can-support-abroad).

**Supervision**

* What level of supervision is required; based upon the activities being undertaken, the experience, age and maturity of the travellers and the level of other environmental, safety and security risks?
* Are you likely to require travellers to work alone or late at night? What special considerations might you need to make in that case?
* Will there be any restrictions on, or arrangements for how free time can be used? Is a code of conduct required, to set out expectations for travellers?

**Accommodation**

* What plans do you have for finding accommodation? If possible you should book your accommodation through the University’s [travel agent](https://www.staffnet.manchester.ac.uk/finance/travel-expenses/travel/)
* Do you know what the laws and regulations are in your host country with regard to safety standards?
* Think about measures that you may need to enquire about/take in relation to fire safety (smoke alarms and carbon monoxide detectors)?

**Resources**

[University of Manchester Insurance](http://www.staffnet.manchester.ac.uk/services/insurance/travel/business-travel-insurance/)

**Equipment**

* What equipment you will need?
* How you will safely transport and use it, including manual handling aspects?
* Do you need to hire it?
* How will you ensure the equipment is safe and used safely?
* Is there any training or instruction required for users?
* Has electrical equipment been tested for safety, will it be compatible with the electrical system?

**Resources**

[UoM guidance on equipment safety](http://www.healthandsafety.manchester.ac.uk/toolkits/equipment/)

**Contingency planning**

* Do you know the contact details for emergency services in the country, as well as the emergency number for the University of Manchester?
* How might you prepare for an emergency situation?
* Do you know the advice for responding to potential emergencies (e.g. earthquakes, terrorist incidences etc.)?
* Do you need a contingency plan if your flight is delayed or cancelled?
* What would you do if you travellers or staff lose their passports? Could they scan copies of all important documents?
* Have you programmed important telephone numbers into your phone and checked that they work?
* Do you know how to report accidents to the University of Manchester?
* Do you know people from your trip destination who could advise you on safety and security in their home country?
* Do you know how often and when you are expected to communicate with the University of Manchester?
* Have you left details of your itinerary with the University?
* How will you communicate with your colleagues/supervisor while you are away? Will your mobile work, do you need a local SIM, do you need a satellite phone?

**Resources**

[UoM accident reporting](http://www.healthandsafety.manchester.ac.uk/toolkits/accidents/reporting/)