|  |
| --- |
| APPENDIX 2 - International Travel Risk Assessment |
| College/PSU: |  | Assessment Date: |  |
| Location(s):Countries (including transit) |  | Assessor:(Line manager / academic supervisor / traveller) |  |
| Departure Date: |  | Return Date: |  |
| Approx. number of participants: | Staff:Students:Others: | Associated documents(The following documents will be held by the College / PSU and will be readily available in an emergency). | [ ]  Participant information (including emergency contact details) [ ] Communication plan and Itinary (including flight details / accomodation) |
| Purpose of the visit. Benefit to the participants / University: |  |
| <https://www.gov.uk/foreign-travel-advice/>Has the foreign office advised against all travel to the region(s)? Yes / NoHas the foreign office advised against all but essential travel to the region(s)? Yes / No |
| Approver declaration (below): I have read the risk assessment and am satisfied that the proposed visit is necessary and that the traveller(s) are taking reasonable precautions. |
| Line Manager / Supervisor / Field Leader: | Name / signature: | Approval to travel to countries with any moderate / high risk: Head of College / DPSU | Name / signature: * Not applicable
 |
| Copy of approved document to be forwarded to:  | Name / e-mail address: | Additional approval to travel to countries with any high-extreme risk: Registrar | Name / signature:* Not applicable
 |

|  |
| --- |
| **Level of risk – summary (drum cussac)** |
| **Country:** | **Overall Risk** | **Security** | **Environmental** | **Infrastructure** | **Medical** | **Political** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

[Drum cussac](https://drum-cussac.com/) – Negligible (1), Low (2), Moderate (3), High (4), Extreme (5). Any risk **3.0** or above requires approval from the HoC / DPSU. Any risk **4.5** or above requires approval from the HoC / DPSU and Registrar.

|  |
| --- |
| **Entry requirements:** <https://www.gov.uk/foreign-travel-advice/> |
|  |
| **Headlines Up Front:** |
| Point brief executive summary |

*Italic type is not prescriptive it is simply guidance, the factors will be drawn out from the country intelligence (e.g. Drum Cussac / FCO advice). Consider factors* ***relevant*** *to your travel / stay.*

| **Country:** |
| --- |
| **What are the hazards?** | **Who may be harmed ?** | **How may they be harmed?** | **What are you already doing?****Controls / Mitigation** | **Do you need to do anything else to manage this risk?** |
| **Security:*** *Terrorism*
* *Crime*
* *Conflict*
* *Unrest*
 |  |  |  |  |
| **Environmental:*** *Seismic*
* *Storm*
* *Climate*
* *Man-made*
* *Remoteness*
* *Altitude*
 |  |  |  |  |
| ***Infrastructure:**** *Aviation*
* *Land / local travel*
* *Utilities*
* *Cyber*
 |  |  |  |  |
| **Medical / Health:*** *Disease*
* *Facilities*
* *Pharmaceuticals*
* *Water*
 |  |  | Nearest medical facility:Vaccinations: |  |
| **Political:*** *Political stability*
* *Corruption*
* *Rule of law*
* *Sanctions*
 |  |  |  |  |
| **Local laws and customs:*** *Local customs*
* *Dress code*
* *Religious observances*
* *Legal system*
 |  |  |  |  |
| ***Accomodation:**** *Health & Safety Standards*
* *Fire*
* *Security*
* *Hygiene standards*
 |  |  |  |  |
| **Miscellaneous:*** *Money / banking facilities*
* *Enhanced communications – satellite phone*
 |  |  |  |  |
| **This risk assessment relates to the countries you are visiting, a separate risk assessment is required for the *activities* you are carrying out.** |

**Actions arising from risk assessment**

| **Actions** | **Lead** | **Target Date** | **Done Yes/No** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |