

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).	<input type="checkbox"/> Participant information (including emergency contact details) <input type="checkbox"/> Communication plan and Itinerary (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 / No Has 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
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Level of risk – summary (drum cussac)

Country:	Overall Risk	Security	Environmental	Infrastructure	Medical	Political

[Drum cussac](#) – 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: <ul style="list-style-type: none"> <i>Terrorism</i> <i>Crime</i> <i>Conflict</i> <i>Unrest</i> 				
Environmental: <ul style="list-style-type: none"> <i>Seismic</i> <i>Storm</i> <i>Climate</i> <i>Man-made</i> <i>Remoteness</i> <i>Altitude</i> 				
Infrastructure: <ul style="list-style-type: none"> <i>Aviation</i> <i>Land / local travel</i> <i>Utilities</i> <i>Cyber</i> 				
Medical / Health: <ul style="list-style-type: none"> <i>Disease</i> <i>Facilities</i> <i>Pharmaceuticals</i> <i>Water</i> 			Nearest medical facility: Vaccinations:	

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?
Political: <ul style="list-style-type: none"> • <i>Political stability</i> • <i>Corruption</i> • <i>Rule of law</i> • <i>Sanctions</i> 				
Local laws and customs: <ul style="list-style-type: none"> • <i>Local customs</i> • <i>Dress code</i> • <i>Religious observances</i> • <i>Legal system</i> 				
Accommodation: <ul style="list-style-type: none"> • <i>Health & Safety Standards</i> • <i>Fire</i> • <i>Security</i> • <i>Hygiene standards</i> 				
Miscellaneous: <ul style="list-style-type: none"> • <i>Money / banking facilities</i> • <i>Enhanced communications – satellite phone</i> 				

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