**A picture containing text

Description automatically generatedTRA1 – International Travel Risk Assessment**

**This RA should be used as guidance for international travel. Use the risk profiling tool to determine risk level. If you propose to travel to a country where the FCDO advise against ALL TRAVEL this form must be approved by the Vice-Chancellor, or the delegated Responsible Officer (Deputy or Pro-Vice-Chancellor). \*\*Group leaders MUST communicate the findings of this risk assessment to all group participants.\*\* YOU MUST ENSURE YOU HAVE READ THE UNIVERSITY** [**SAFETY CODE OF PRACTICE 38 – OVERSEAS TRAVEL**](https://www.reading.ac.uk/health-safety-services/health-and-safety-resources/policies-guides-and-notes#Safety%20Codes%20of%20Practice) **and if relevant** [**CoP 32 Fieldwork**](https://www.reading.ac.uk/health-safety-services/health-and-safety-resources/policies-guides-and-notes#Safety%20Codes%20of%20Practice)

# International Travel: Risk Profiling Tool (PART A)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A tick in any box in the medium or high-risk columns means that the proposed travel is regarded as medium or high risk. | | | | | |
| LOW | | **MEDIUM** | | **HIGH** | |
| Personal Safety and Security | | | | | |
| No FCDO travel restrictions in force |  | **FCDO advises essential travel only** |  | **FCDO advises against all travel** |  |
| **World-wide Pandemic/ restrictions in place.** |
| A location where personal safety and security risks are broadly equivalent to the UK or known from previous recent experience to be safe |  | Higher than normal risk of civil disorder, political unrest, serious crime or other comparable danger but no FCDO restrictions |  | Significant and immediate risk of instability, disorder, crime against the traveller, conflict or similar danger than could threaten the traveller (either targeting them, or risk of being in the wrong place at the wrong time) |  |
| Any higher risk areas can be avoided |  | It is possible, but unlikely, that the traveller may be caught up in local disturbances |  | Contingency arrangements for foreseeable emergencies cannot be provided |  |
| Transport/Travel Safety | | | | | |
| A location with good safe transport systems |  | Modes of transport present risks greater than might be experienced in the UK, e.g. suspect road or air safety records, long haul travel without reasonable breaks or rest |  | Modes of travel or accommodation present a high risk of accident, injury, disease, UK, EC or US regulators consider the provider to be unsafe |  |
| Travel plans are commensurate with the risk and have reduced risks to as low as reasonably practicable |  |  |  |  |  |
| The mode of travel and accommodation are broadly equivalent to the standards that apply in the UK |  |  |  |  |  |
| Health Risks and Medical Infrastructure | | | | | |
| No vaccinations or precautionary health measures are recommended/required |  | Vaccinations and precautionary health measures are recommended/required, e.g. inoculations |  | Vaccinations and precautionary health measure are recommended/required, e.g. inoculations but there has been no assessment of health needs prior to travel and travellers may not have adequate health protections |  |
| If you choose not to follow the advice of the FCDO/medical practitioner regarding immunisations etc. |
| Good health/medical infrastructure |  | Health/medical standards are significantly lower than in the UK |  | Medical or rescue services not available quickly or locally or are below acceptable international standards. Repatriation is difficult, time-consuming, or impossible |  |
| Emergency medical support can be provided locally |  | Emergency medical support can be provided locally but may be difficult to access or may not be to an equivalent standard to the UK. This can be compensated for by availability of medical repatriation in extreme cases. |  |  |  |
| No reported issues of air pollution |  | An area where air pollution is uncharacteristically high and may aggravate bronchial, sinus or asthma condition and other pre-existing medical conditions |  |  |  |
| Good food/water safety and hygiene standards |  | Food/water safety and hygiene standards are significantly lower than in the UK but the traveller should be able to adopt good food, water and personal hygiene precautions |  | Food and water safety and hygiene standards are low, there is a serious disease that is not practicable to protect against. |  |
| Communications Infrastructure | | | | | |
| A location with a good communications infrastructure enabling contact with emergency assistance services and/or the University if necessary. |  | Two-way communications with the traveller are possible, but not reliable 24/7 |  | An area where communication in the country or to the UK may not be available and where this would prejudice the ability to provide essential emergency support |  |
| Contact details for the traveller are available |  |  |  |  |  |
| Individual Factors | | | | | |
| The traveller is experienced, understands the risks for the intended destination and has no known ill health or physical mobility issues |  | The traveller may be at greater risk due to inexperience/unfamiliarity with the destination or cultural differences. |  | Those with known health problems, or recovering from ill health or surgery, or who need regular prescribed medication, which cannot be given adequate support. |  |
| The proposed work is itself low risk, e.g. attendance at a conference, visit to an academic or business institute with no practical work hazards. |  | The traveller has significant health problems (e.g. heart, respiratory, diabetes etc.), or mobility limitations, or requires regular prescribed medication. Adequate support can be provided, or reasonable adjustments can be made. |  | Females where the University knows they are beyond 24 weeks pregnant. |  |
|  |  | The work is inherently hazardous, but safe working practices will reduce the risk as low as reasonably practicable. |  | Despite planning to reduce the risks, they remain substantial. |  |
|  |  | Travelers have not adequately risk assessed the trip or have previously failed to follow University/school procedures for overseas travel. |  |  |  |
|  |  | Risks are considered to be tolerable but higher than would be the case for equivalent work. in the UK. The travel plan reflects this. |  |  |  |
| Natural Disasters/Extremes of Weather | | | | | |
| No expected natural disasters and weather conditions broadly equivalent to the UK |  | Higher than normal risk of extreme weather particularly at certain times of the year, e.g. Monsoons |  | Threat of extreme weather. |  |
|  |  | Natural disasters can occur, but the likelihood is lower than expected due to time elapsed. |  | Natural disasters have occurred in the last five years and are likely to re-occur |  |
| Local Laws and Customs | | | | | |
| A location where local laws and customs are broadly equivalent to the UK or known from previous recent experience to be safe |  | Public attitudes towards LGBT+ issues are less tolerant than in the UK |  | Significant and immediate risk of a homophobic, biphobic or transphobic incident |  |
|  |  | There are restrictions on certain religious beliefs/activities |  | A location where no laws exist to protect LGBT+ people from discrimination on the grounds of sexual orientation and/or gender identity. |  |
|  |  |  |  | A location where homosexual acts are illegal. |  |
|  |  |  |  | Significant and immediate risks of hate crimes, discrimination and imprisonment based on religious beliefs. |  |

**TRA1 International Travel Risk Assessment (PART B)**

**This RA should be used for international travel. Use the risk profiling tool to determine risk level. If you propose to travel to a country where the FCDO advise against ALL TRAVEL this form must be approved by the Vice-Chancellor, or the delegated Responsible Officer (Deputy or Pro-Vice-Chancellor). \*\*Group leaders MUST communicate the findings of this risk assessment to all group participants.\*\* YOU MUST ENSURE YOU HAVE READ THE UNIVERSITY** [**SAFETY CODE OF PRACTICE 38 – OVERSEAS TRAVEL**](https://www.reading.ac.uk/health-safety-services/health-and-safety-resources/policies-guides-and-notes#Safety%20Codes%20of%20Practice) **and if relevant** [**CoP 32 Fieldwork**](https://www.reading.ac.uk/health-safety-services/health-and-safety-resources/policies-guides-and-notes#Safety%20Codes%20of%20Practice)

**After using the risk profiling tool, please confirm: Low Risk Travel Medium Risk Travel High Risk Travel**

|  |  |  |
| --- | --- | --- |
| **Name(s) of Traveller and status (staff, PhD student etc):** *If student group leader is completing this form, please detail number of students travelling.* | Name: | Status: |
| **School or department:** |  | |
| **List all countries / regions to be visited:** |  | |
| **Are you travelling to a sanctioned country? If yes, have you completed** [Sanctioned Territories Travel Questionnaire](http://www.reading.ac.uk/internal/finance/Insurance/fcs-ins-business.aspx) **and notified Insurance team?** |  | |
| **Full description of study / work activity to be undertaken:** |  | |
| **Explain why other options of achieving the work objective e.g. not travelling, are not considered viable.** |  | |
| **Duration of trip:** | From: | To: |
| **Transport details e.g. flight details, vehicle, ferry booking etc.:** |  | |
| **Accommodation detail:** |  | |
| **Line Manager name and contact details:** |  | |
| **Emergency contact details at UoR (e.g. Line Manager (as above) or pre-agreed alternative):** |  | |
| **Overseas point of contact details:** |  | |
| **Next of kin (NOK) details:** |  | |
| **Travel insurance details (Provider name, emergency contact details and policy number):** |  | |

|  |  |
| --- | --- |
| **Appropriate Embassy Contact details in destination country:** |  |
| **First Aider name (if appropriate e.g. if group leader or travelling in remote location etc.):** |  |
| **Travel Itinerary (Include maps for specific regions):** |  |

|  |  |
| --- | --- |
| **Communications: What is the agreed mode and frequency of communication with UoR and/or NOK?**  *Failure to make contact will initiate emergency procedures.* |  |
| **Contingency Plans:**  *Your planned arrangements e.g. if someone is taken ill or injured/ issue with accommodation or transport / someone is arrested/someone goes missing/terrorist activity etc.*  *This list is not exhaustive.* |  |
| **Entry / Exit Requirements** (visas, passport validity, dual nationality detail) |  |
| **Relevant experience of traveller:** |  |
| **Travel vaccinations required (state where you obtained advice from) & dates received:** |  |
| **Medical restrictions / testing requirements (if applicable) e.g. HIV** (seecountries where restrictions or requirements for HIV testing are outlined at [Global Database](https://www.hivtravel.org/Default.aspx?PageId=143&Mode=list&StateId=1)). For advice on HepB see <https://www.hepb.org/resources-and-support/know-your-rights/immigration-and-international-issues/> |  |
| **Do you have any medical condition that could impair your ability to undertake the work activity safely or put other’s safety at risk?** *If yes, discuss with your line manager / supervisor prior to booking travel to decide if GP medical assessment / occupational health referral is required.* |  |
| **Do you have any known allergies?**  *If yes, can these be self-managed and is required medication authorised in country of travel?* |  |
| **Are you importing / exporting samples / dangerous goods or equipment? Or are you planning on using a drone for research purposes?**  *If yes, please detail.* |  |

| **What are the significant hazards / considerations?** | **Mitigating Actions**  **\*\*Below are example considerations for planning purposes (these are not exhaustive). You should expand the detail to develop your own mitigating actions, add additional mitigation or delete as appropriate for your specific work activity and travel\*\*** | **Do you need to do anything else to manage this risk?** | **Date completed** |
| --- | --- | --- | --- |
| Insurance implications | * Ensure University insurance cover is adequate for destination country and all activities being undertaken. Consider if additional insurance is required for any specific work activities, down-time adventurous activities / planned trips. | *Speak to Insurance Team before travel is booked*. |  |
| New or expectant mothers | * Ensure new / expectant mothers RA is reviewed with your line manager for travel * Contact your GP / Midwife for advice * Notify Insurance team to check cover |  |  |
| Personal safety, dangers associated with travelling / working alone; arriving at night, etc. | * Basic precautionary measures to be taken to protect [personal safety](https://travelhealthpro.org.uk/factsheet/25/personal-safety). * Arrange appropriate security / drivers * [Rape and sexual assault](https://www.gov.uk/government/publications/rape-and-sexual-assault-abroad-returning-to-the-uk) * Inform local contacts / hosts of itinerary. * Be aware of specific local risks to avoid additional vulnerability. * Travel during daylight hours if possible. * Travel in groups * Keep to well-lit and populated areas * Devise an escape plan * Don’t leave food / drinks unattended * Use competent personal security / local guides / drivers if appropriate. Maintain regular contact with local security personnel or appropriate sources to review arrangements * Regularly review international / local trusted news agency sources * If travelling for the first time, establish links with experienced colleagues with knowledge of the region. | *e.g. Obtain information from host. Fully research the location on* [*FCDO advice pages.*](https://www.gov.uk/browse/abroad) *and any other relevant local sources.* |  |
| Theft or loss of ID documents and other belongings e.g. passport, driving license, bank cards, travel tickets, laptop etc. | * Keep items secure. * Record details of numbers, issue dates, etc. and store separately both with you and at home with a trusted contact. * Have emergency contact numbers readily available. * Report to police if theft suspected (note local contact details). * Do not carry unnecessary valuables. * Arrangements for emergency cash in case a critical situation forces a rapid exit from your location. |  |  |
| Social/Political Unrest or Terrorism: | * Check the [Foreign Commonwealth and Development Office](https://www.gov.uk/foreign-travel-advice) for up-to-date advice. * Terrorism advice available at [Travel Advice | Counter Terrorism Policing](https://www.counterterrorism.police.uk/staysafe/) * Consider not just the country in question but also any territories as identified in FCDO pages. * Reschedule visit or modify itinerary if at all feasible. * Review current impact of Covid-19 on civil disorder |  |  |
| Cultural differences | * Awareness of local laws and attitudes towards protected characteristics, e.g. disability, sexual orientation, gender reassignment etc. * Dress in accordance with local laws/customs * Avoid behaviour that may fall foul of local customs/laws/cultures |  |  |
| Anti-bribery considerations | * Awareness of risk of theft or pickpockets * Awareness of local scams or hotspots * Cash and card security/awareness |  |  |
| Accommodation | * Pre-arrange accommodation * Stay in recognised accommodation or with trusted local contacts where necessary * Familiarise yourself with emergency exits * Secure storage/safes * [Carbon monoxide poisoning](https://www.nhs.uk/conditions/carbon-monoxide-poisoning/) |  |  |
| Transport (See also [further useful resources section for additional advice](#FurtherUsefulResources)) | * Consult with a reputable source (e.g. airport or hotel information, restaurant) for a reliable taxi service * Arrange airport collection where possible * Check safety, insurance and road worthiness of any hire vehicle * Avoid driving or being driven at night in areas with poor roads and lighting where possible * Avoid travelling alone at night unless you are sure of the area * If possible, share long distance driving * Ensure all internal transfers are booked in advance of travel (where possible). * Make sure a trusted contact is aware of your travel plans. * Consider obtaining safety statistics for your airline, cruise ship, or for driving in your destination country (see [Aviation Passenger Safety Information](https://aviation-safety.net/airlinesafety/paxsafety/paxsafety.php)) |  |  |
| Communications | * Consider access to landlines or alternative / multiple handsets or satellite phones where appropriate. * Back-up chargers or batteries for phones or electronic devices * Access to secure network or Wi-Fi. Ensure you have a mobile phone that is capable of making calls in the country visited as well as a device with internet accessibility. * Stay in regular contact (pre-arranged) with family, friends, agreed contact and School / Function and ensure they are aware of your emergency plans. |  |  |
| Utilities/Cyber Issues | * Compatibility of equipment * Voltages and safety equipment * Power cuts or interruptions * Ensure IT equipment is encrypted |  |  |
| Pre-existing medical conditions | * Take medical advice 6-8 weeks before travel, (particularly for those with immunosuppressant & chronic conditions). * Carry written details of medical condition, adequate supplies of prescribed medication, details of blood group, etc. * Consider translation of information into local language. * Share with colleagues where appropriate |  |  |
| Local medical facilities | * Hospital proximity and standards. * Emergency Telephone numbers * Access to doctors/dentists. * Payment methods for medical treatment. * Ensure you are aware of which is the nearest hospital that can treat emergencies. |  |  |
| Covid-19 or similar virus (For Avian and pandemic flu advice see [Safety Note 37](https://www.reading.ac.uk/health-safety-services/-/media/project/functions/health-and-safety-services/documents/sn37-avian-and-pandemic-flu.pdf?la=en&hash=6E477B45E5AE1F899C47FC076838D99A)) | * Consider requirements for travel and local requirements e.g. face coverings, face shields, gloves, sanitiser, entry testing etc. * Availability of local medical facilities. Is there adequate provision? * Check quarantine arrangements (upon arrival/return, or if the situation deteriorates). * Are there any local Covid-19 restrictions. * Detail repatriation arrangements should FCDO Covid-19 advice change. * Know what to do in the event of contracting Covid-19. * Monitor local media regarding potential civil unrest due to Covid-19 implications. |  |  |
| Insect, ticks and animal bites (see also [Travel Health Pro guidance](https://travelhealthpro.org.uk/factsheet/38/insect-and-tick-bite-avoidance)) | * Research likely insect / [ticks](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/694158/PHE_Tick_Leaflet.pdf) / animal issues in particular area. Vaccinations or malaria tablets may be advised. * Avoid by prevention – repellents, clothing, mosquito nets etc. * Consider use of nets in accommodation * Carry appropriate treatment |  |  |
| Exposure to infection: Known endemic illnesses in destination(s) | * Take medical advice and arrange vaccination/prophylaxis as appropriate * Consider the following conditions in particular: [Cholera](https://travelhealthpro.org.uk/disease/32/cholera), [Diphtheria](https://www.fitfortravel.nhs.uk/advice/disease-prevention-advice/diphtheria), [Hepatitis B](https://travelhealthpro.org.uk/disease/71/hepatitis-b), [Dengue](https://travelhealthpro.org.uk/factsheet/13/dengue), [Japanese Encephalitis](https://www.nhs.uk/conditions/japanese-encephalitis/), [Malaria](https://www.gov.uk/government/publications/malaria-prevention-guidelines-for-travellers-from-the-uk), [Meningitis](https://www.who.int/news-room/fact-sheets/detail/meningococcal-meningitis), [Polio](https://travelhealthpro.org.uk/news/584/polio-public-health-emergency-of-international-concern), [Tetanus](https://travelhealthpro.org.uk/disease/168/tetanus), [Tick-borne Encephalitis](https://www.nhs.uk/conditions/tick-borne-encephalitis/), [Tuberculosis](https://www.who.int/news-room/fact-sheets/detail/tuberculosis), [Typhoid / Paratyphoid](https://www.gov.uk/government/collections/typhoid-and-paratyphoid-guidance-data-and-analysis), [Rabies](https://travelhealthpro.org.uk/factsheet/20/rabies), [Zika Virus](https://travelhealthpro.org.uk/disease/196/zika-virus) and [Yellow Fever](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/857058/Greenbook_chapter_35_yellow_fever_January_2020.pdf). |  |  |
| [Poor outdoor air quality](https://travelhealthpro.org.uk/disease/219/outdoor-air-quality) | * Travellers with respiratory or cardiovascular conditions must consider if particular destination is appropriate for them. * Check local air quality data and adjust activities * Take note of any Health Advisories published by the Local Ministry of Health. |  |  |
| Contaminated water/food | * Avoid eating and drinking where food hygiene standards may be poor or [food or water which could be contaminated](https://www.who.int/foodsafety/publications/consumer/en/travellers_en.pdf). * Use sealed and bottled water or carry water sterilising tablets if appropriate. |  |  |
| Minor injuries and ailments | * Carry basic First Aid kit or fieldwork first aid kit if required (see CoP38 for further details). * Avoid sun/heat related issues (such as heatstroke, sunburn, etc.) by prevention - clothing, sunglasses, head covering, shade cover and sunblock. * Carry appropriate painkiller treatment such as paracetamol for minor ailments / low grade fever. |  |  |
| Natural disasters | * Assessment of the risk of typhoons, earthquake, tsunami, avalanche, etc. before travel. * Understand the local arrangements and alert systems in place in the event of the above occurring. |  |  |
| Climate/Altitude | * Consider and plan for extremes of heat or cold, high humidity or altitude. * Plan for day/night variations |  |  |
| Leisure activities | * Ensure you are adequately insured (the University insurance does not provide cover for non-business related activity) e.g. Skiing, white water rafting, bungee jumping, diving etc. |  |  |
| H&S implications of research or work activities | * Awareness of safe systems of work * Awareness of local safety measures * Remoteness of work sites * Ensure you have completed a work activity/fieldwork risk assessment (See [CoP32](https://www.reading.ac.uk/health-safety-services/health-and-safety-resources/policies-guides-and-notes#Safety%20Codes%20of%20Practice)). * Transporting hazardous samples * Safeguarding implications for local community |  |  |
| Anti-bribery considerations | * Awareness of potential risks in terms of receiving gifts, entertainment or hospitality in breach of the University’s [Anti-Bribery and Corruption Policy](https://www.reading.ac.uk/~/media/anti-bribery%20and%20corruption%20policy%20-%202020%20update.ashx?la=en), associated policies or Financial Procedures. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Traveller:** | **Name:** | **Signature:** | **Date:** |
| **\*Reviewer confirms risk assessment covers relevant hazards and appropriate controls (HSC, Manager or other):**  **\**Only complete where appropriate*** | **Name:** | **Comments for HoS/F to note:** | **Date:** |
| **Head of School:** Declaration by Head of School/Function I have reviewed this risk assessment for travel/work overseas and am content that suitable and sufficient arrangements have been put in place to minimise foreseeable risks as far as is reasonably possible. | **Name:** | **Signature:** | **Date:** |
| **Vice Chancellor (or delegated signatory):** | **Name:** | **Signature:** | **Date:** |

## **Repeat Visits (If applicable)**

This trip will be repeated on the dates shown below. The circumstances, guidance and information (e.g. FCDO web site information) have been reviewed, are as detailed above, and are unchanged.

|  |  |  |
| --- | --- | --- |
| **Signature** | **Date** | **Outward and return travel dates** |
|  |  |  |
|  |  |  |

***A copy of this risk assessment must be kept on file in the School/Function office for quick referral if so required and submitted via the*** [***staff travel process.***](https://stafftravel.reading.ac.uk/Account/Logon) ***The travelling employee/group leader should take a copy of this risk assessment with them.***