

International Travel Risk Assessment Guidance

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Amendment Record

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0		Draft
1.0	05/08/2022	Final written guidance for international travel risk assessment.
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4		
5		

1. Introduction

International travel is a regular part of work and study at Swansea University (SU) so it is important all staff and students working and travelling internationally are aware of the potential risks and follow the required guidance and procedures to help keep themselves and those they may be travelling with safe. International travel can be anything from attending a conference, visiting an International University, to conducting fieldwork anywhere outside of United Kingdom (this includes travel to Ireland).

As with other types of travel, international travel comes with its own risks, therefore it is essential you follow the requirements of the University's H&S International Travel Policy and plan your trip in a timely manner to ensure all risks have been considered and controls/arrangements, including emergency plans and plans for any form of disruption are in place, to allow the trip to go ahead safely.

This document provides guidance on how to complete a suitable and sufficient risk assessment for international travel, and the level of approval required.

There are three forms required are:

1. Request to Travel, this is an amalgamation of an existing faculty form and H&S form.
2. International Travel Risk Assessment.
3. Participant Declaration and Information (for group travel only).

To determine the level of international travel risk assessment required, you need to consider the Foreign, Commonwealth & Development Office (FCDO) Travel Advice and/or the Drum Cussac risk ratings, please see table below:

Form	Description
Green	Travel outside of United Kingdom (including destinations and transits) if: FCDO does not advise against travel and ALL Drum Cussac Risk Ratings are 3.0 and below .
Amber	Travel outside of United Kingdom (including destinations and transits) if: FCDO does not advise against travel and/or ANY Drum Cussac Risk Ratings are above 3.0 and are below 3.5 .
Red	Travel outside of United Kingdom (including destinations and transits) if: FCDO advises against all but essential travel / all travel and/or ANY Drum Cussac Risk Ratings are 3.5 and above .

The university has the right to refuse any proposal to travel internationally on grounds of health and safety or for other operational or academic reasons as appropriate. Any student or staff member who leaves the university without approval to travel, work, or study is unauthorised and not insured.

1.1 Risk Categories

International Travel		
<p>Travel outside of United Kingdom (including destinations and transits) if:</p> <ul style="list-style-type: none"> • FCDO does not advise against travel. • ALL Drum Cussac Risk Ratings are 3.0 and below. 	<p>Travel outside of United Kingdom (including destinations and transits) if:</p> <ul style="list-style-type: none"> • FCDO does not advise against travel. • ANY Drum Cussac Risk Rating is above 3.0 and are below 3.5. 	<p>Travel outside of United Kingdom (including destinations and transits) if:</p> <ul style="list-style-type: none"> • FCDO Advises against “all but essential travel/ “all travel” and/or • ANY Drum Cussac Risk Rating is 3.5 and above.
Documentation to be completed:		
<ul style="list-style-type: none"> • Solo traveller/Group leader completes the Request to travel form. • Solo traveller/Group leader completes the Green Risk Assessment form. • Moderate/high-risk field work risk assessment to be completed where required (see fieldwork guidance). • For a group of travellers, the group leader must ensure all participants sign and complete the Participant Declaration and Information form, prior to departure. Copy to be held by the Faculty/PSU. 	<ul style="list-style-type: none"> • Solo traveller/Group leader completes the Request to travel form. • Solo traveller/Group leader completes the Amber Risk Assessment form. • Moderate/high-risk field work risk assessment to be completed where required (see fieldwork guidance). • For a group of travellers, the group leader must ensure all participants sign and complete the Participant Declaration and Information form, prior to departure. Copy to be held by the Faculty/PSU. 	<ul style="list-style-type: none"> • Solo traveller/Group leader completes the Request to travel form. • Solo traveller/Group leader completes the Red Risk Assessment form. • Moderate/high-risk field work risk assessment to be completed where required (see fieldwork guidance). • For a group of travellers, the group leader must ensure all participants sign and complete the Participant Declaration and Information form, prior to departure. Copy to be held by the Faculty/PSU.
Authorisation required by:		
<ul style="list-style-type: none"> • Line Manager/ Supervisor 	<ul style="list-style-type: none"> • Line Manager/Supervisor • Faculty Review Panel advice maybe required 	<ul style="list-style-type: none"> • Line Manager/Supervisor • Head of School/Director of PSU • Exec. Dean of Faculty (for Faculty) and/or Registrar & Chief Operating Officer (for PSU) • Faculty Review Panel advice is required

The sections below provide guidance on the international travel process detailing what is required to be completed on the International Travel forms.

2.0 Request to Travel Form

The request to travel form is an amalgamation of a number of forms, the information below relates to the health and safety requirements of the form.

2.1 International Travel Risk Assessor

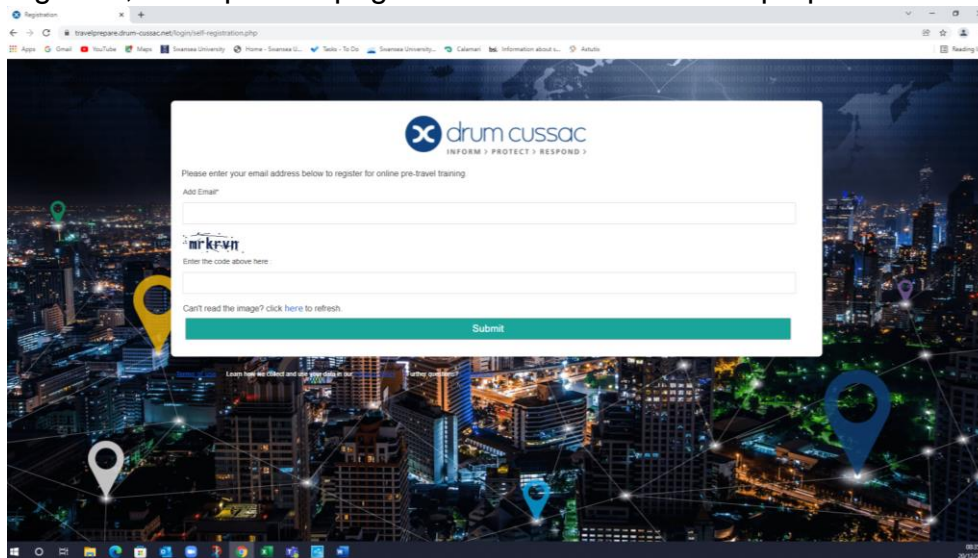
The information in this section is regarding the international travel risk assessor. As a minimum requirement **everyone** planning to travel internationally **must** complete the Drum Cussac - Basic Travel Security awareness module and must attach a copy of the digital certificate provided upon successful completion of the course to the request to travel form.

Drum Cussac Travel Prepare – e-learning

The university insurance providers UMAL, provide members with access to Travel Prepare, an expanded e-learning facility to assist both staff and students prior to travel. Please follow steps below on how to access this service:

1. Go to <https://travelprepare.drum-cussac.net/login/self-registration.php> where you will be directed to create an account.

Figure 1, Example webpage for Drum Cussac Travel prepare create an account page.

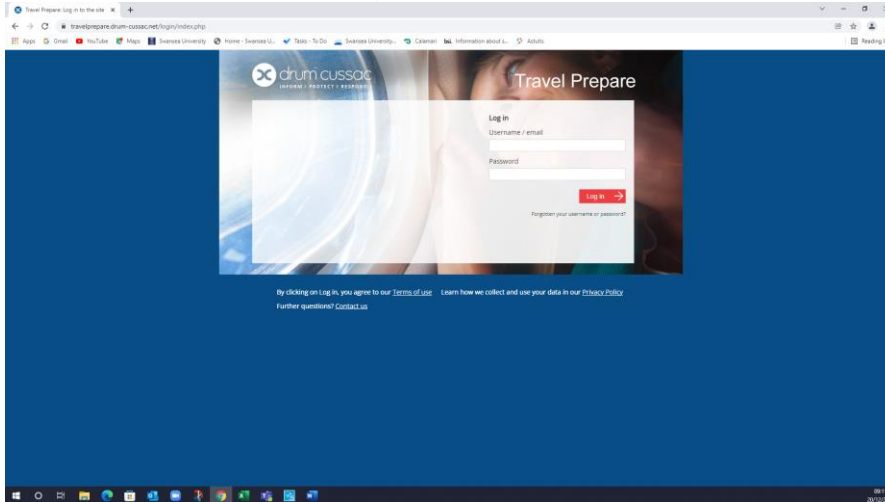


2. Enter your SU address ending @Swansea.ac.uk. and enter the code.
3. A verification email will be sent. Click the link and create a password.

Once registered

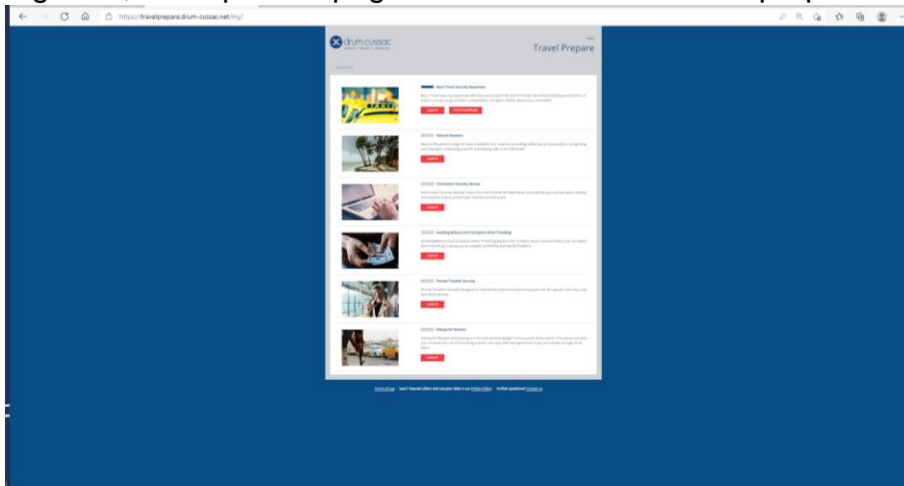
4. Day to day login to the platform (once self-registration is complete) is:
<https://travelprepare.drum-cussac.net/login/index.php>

Figure 2, Example webpage for Drum Cussac Travel prepare login page.



5. Access the relevant courses

Figure 3, Example webpage for Drum Cussac Travel prepare course page.



The following courses are available:

- Basic Travel Security Awareness (**Mandatory**)
- Natural Disasters
- Information Security Abroad
- Avoiding Bribery and Corruption when Travelling
- Female Traveller Security
- Kidnap for Ransom

6. Once you have completed the mandatory course (and any other relevant courses) you will be issued with a digital certificate which should be saved and attached to your Request to Travel form when it is submitted.

2.2 Proposed Itinerary

Location (Country and region, including transits (airport only))

This should be the country and region of destination (this would include any stopover/ stay in the country) and all possible transit countries (stay in the airport) i.e., this may vary depending on flights booked following approval, so all options should be included.

Approx. numbers of travellers

In this section 'others' would be considered as those traveling on behalf of or with SU but are not employed or enrolled at the SU. You will need to check insurance status of 'others' by emailing insurance@swansea.ac.uk

2.3 Country status

As a member of staff or student travelling internationally on university related business, you have a responsibility to: Check, Monitor and follow FCDO and Drum Cussac advice EACH time you travel being aware that advice can change at short notice depending on emerging situation.

FCDO Advice

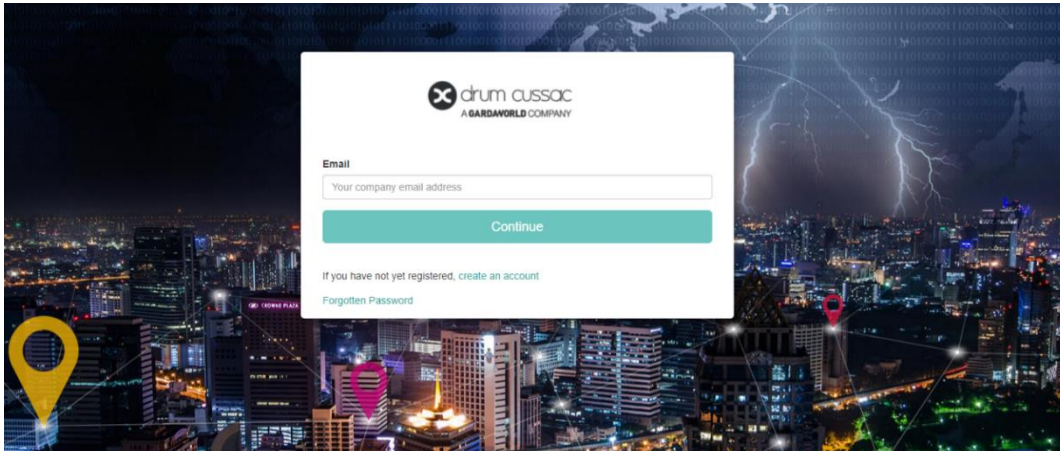
To complete this section, you will need to check the [FCDO Travel Advice](#) and search for the country of destination and any possible transit countries for any travel advisories, you will also have additional guidance that will assist you with your risk assessment. Even after you have completed the risk assessment you must check and continue to monitor the FDCO advice as close to your departure date as possible.

Drum Cussac – Travel Advice

In this section you are required to complete the Drum Cussac Risk Rating. Please see the steps below on how to access Drum Cussac -Travel advice

1. Go to <http://www.drum-cussac.net/> where you will be directed to log in (if you already have an account) or you can create an account from the same page.

Figure 4, example of registration page Drum Cussac Travel Advice webpage

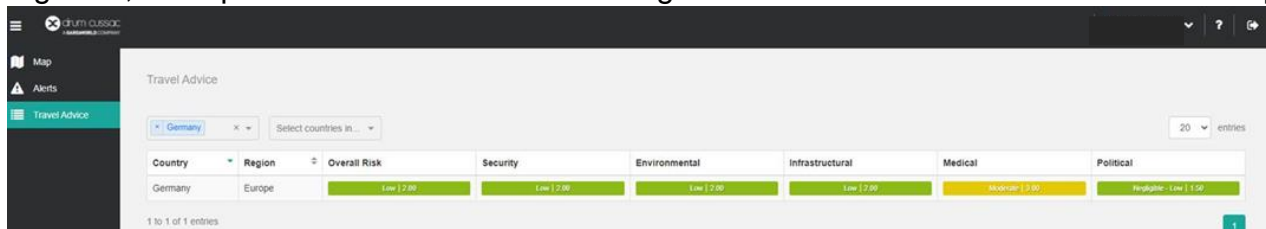


2. Enter your Swansea University address ending @Swansea.ac.uk.
3. If creating an account, a verification email will be sent. Click the link and create a password.

Once registered

4. Select the travel advice tab on the left-hand side.
5. Then find the appropriate country to access the Drum Cussac travel advice and country report.
6. Use these figures to fill in the Drum Cussac Risk Rating section on the risk assessment form.

Figure 5, example of Drum Cussac Risk Rating Section Drum Cussac Travel Advice webpage



7. By clicking on the country, you can get an overview that will assist with the risk assessment (you can download a pdf). There are different tabs related to the cities, emergency contact and Alerts.

Figure 6, example of specific country travel advice on Drum Cussac Travel Advice webpage

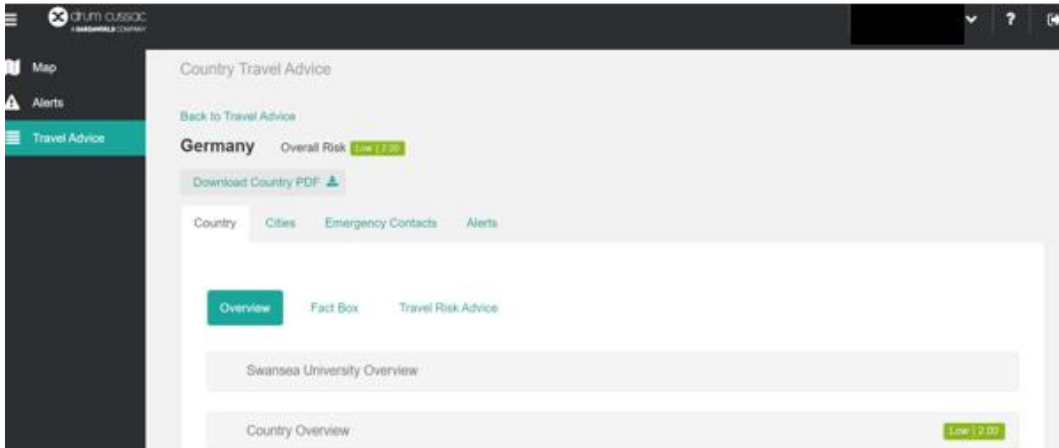


Figure 7, example of city travel advice tab for specific country on Drum Cussac Travel Advice webpage

City	Overall Risk	Security	Environmental	Infrastructural	Political	Medical
Berlin	Low (2.0)	Low (2.0)	Low (2.0)	Low (2.0)	Low (2.0)	Medium (3.0)
Cologne	Low (2.0)	Low (2.0)	Low (2.0)	Low (2.0)	Low (2.0)	Medium (3.0)
Frankfurt	Low (2.0)	Low (2.0)	Low (2.0)	Low (2.0)	Low (2.0)	Medium (3.0)
Hamburg	Low (2.0)	Low (2.0)	Low (2.0)	Low (2.0)	Low (2.0)	Medium (3.0)
Munich	Low (2.0)	Low (2.0)	Low (2.0)	Low (2.0)	Low (2.0)	Medium (3.0)
Stuttgart	Medium (3.0)	Medium (3.0)	Low (2.0)	Low (2.0)	Low (2.0)	Medium (3.0)

2.4 Estimated Costs

Contingency Costs

It is important to consider contingency costs to ensure funds are available to cover any additional costs, for example disruption of flights, accommodation, delayed travel, extended stays, reintroducing the need for quarantine hotels on return to the UK.

This could be from a grant, project, works budget, self-funded, or faculty/ PSU, etc. and needs to be confirmed for every individual who is travelling.

For up-to-date information on the insurance cover provided for disruption (including COVID-19) please check the policy summary or email insurance@swansea.ac.uk.

3.0 Risk Assessment Forms

Before completing this risk assessment, the international travel risk assessor must have received appropriate risk assessment training or have experience. They must also complete the Basic Travel Security Awareness module and should confirm their successful completion of the course. The risk assessment must be completed by the solo traveller/group leader and **cannot be delegated**.

The form to be completed depends on the FCDO advice and Drum Cussac risk rating as below:

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Amber	Travel outside of United Kingdom (including destinations and transits) if: FCDO does not advise against travel and/or ANY Drum Cussac Risk Ratings are above 3.0 and are below 3.5 .
Red	Travel outside of United Kingdom (including destinations and transits) if: FCDO advises against all but essential travel/all travel and/or ANY Drum Cussac Risk Ratings are 3.5 and above .

Note: Not all requirements detailed below are required on all forms.

3.1 Justification (Red form only)

In this section you will need to justify why the trip is essential, and the consequences if the travel cannot go ahead.

You should consider if the reason for the trip can be achieved by other means and if not, what can you do to mitigate any potential risks such as:

- Delaying the activity
- Travelling to a different lower risk country.

3.2 Travel Plan (Amber and Red form only)

To develop your travel plan, you should consider the points below.

Country Entry Requirements

This section needs to contain both regular and Covid vaccination requirements, this may be different for different groups e.g., covid vaccination status.

If travelling from United Kingdom, information and guidance on country entry requirements can be found on [FCDO Travel Advice](#) for the relevant country/countries. This should be reviewed prior to departure as circumstances and entry requirements can change. If travelling from outside United Kingdom, please contact international team and/or home consulate.

Visa Application and Proof of Insurance Cover

You may need proof of insurance cover to apply for a visa if travelling abroad on university business. A letter can be prepared for you for this. Please e-mail insurance@swansea.ac.uk at least 7 days before your Embassy appointment so that a letter can be prepared.

The information required is:

- The name of the member of staff/student authorised the travel.
- The reason for the international travel.
- The intended dates of travel.
- The intended country of destination.
- The date of your appointment at the embassy for your application.

Passport

Many countries require at least 6 months on your passport before it runs out and/or must be under 10 years old from issue date. Please see [Government Guidance - Passport rules for travel](#) . Advice can also be found on the FCDO website for the countries visiting.

Travelling in Europe

Apply for Global Health Care Insurance Card [Applying for healthcare cover abroad \(GHIC and EHIC\)](#). Please see [UMAL Travellers tips](#) for additional guidance.

Vaccinations Required/ Recommended

Information regarding vaccination requirements can be found on:

- <https://www.fitfortravel.nhs.uk/destinations>
 - <https://travelhealthpro.org.uk/countries>
 - <https://www.nhs.uk/conditions/travel-vaccinations/>.
 - Always follow advice from your personal GP or travel clinic.
- Ensure all travellers have sufficient time for vaccinations. If possible, see their GP or a private travel clinic at least 8 weeks before you are due to travel. Some vaccines need to be given well in advance to allow your body to develop immunity and may involve a number of doses spread over several weeks or months.
 - Some countries require proof of vaccination (for example, for polio or yellow fever vaccination), which must be documented on an International Certificate of Vaccination or Prophylaxis (ICVP) before you enter or when you leave a country.
 - Even if an ICVP is not required, it is still a good idea to take a record of the vaccinations you have had with you.
 - Ensure you have suitable proof of COVID vaccination if this is required. The NHS COVID Pass is usually suitable proof.

Return Requirements

Using the [International travel to and from Wales: coronavirus | GOV.WALES](#) link you will find the current information on returning to UK. This should be monitored and checked whilst travelling and prior to returning to the UK.

Travel Cover (All forms)

Swansea University Cover

In this section you will need to provide details of insurance required.

The university provides business travel insurance to all staff and students travelling internationally on university related work. All travellers should read and take with them a copy of the Summary of Travel Cover found on the [Staff - Insurance Page](#) or [Student - Insurance page](#).

Although the university travel insurance is suitable for most international work and study scenarios, you may sometimes need to check the cover is sufficient for the type of activities undertaken, if you are partaking in any non-university activities whilst abroad, or if you have any enhanced medical needs such as an ongoing medical prescription. Please contact insurance@swansea.ac.uk with any insurance queries.

You should also check that any personal equipment taken such as mobile phones are covered by the University Insurance.

You **must not** travel against medical advice, or travel to obtain medical treatment as this will invalidate your insurance.

Many countries do not provide medical treatment without proof of Insurance so all travellers should refer to: Summary of Travel Cover found on the [Staff - Insurance Page](#) or [Student - Insurance page](#) and should take a copy of it with them.

If travelling in Europe all travellers should apply for Global Health Care Insurance Card [Applying for healthcare cover abroad \(GHIC and EHIC\)](#)

For up-to-date information on the insurance cover provided for COVID-19 disruption please check the policy summary or email insurance@swansea.ac.uk.

Global response

The university's travel insurance provider, UMAL, are supported by <https://www.global-response.co.uk/>, a multinational specialist in travel medical assistance and claims management. Global Response have appointed Drum Cussac to act on their behalf and provide up to the minute travel advice, security information, etc.

Global Response has a single telephone number for when an emergency arises: medical, security and general travel related. Please be aware you may be forwarded to Drum Cussac dependent on the nature of the incident:

- +44 (0)2920 662425 / UMAL@global-response.co.uk
- Our certificate reference to quote on the form is UMAL/028

Claims

If you need to make a claim, you can download the necessary form [Travel Claims Forms - UMAL](#). The form needs to be completed in full, and then sent to insurance@swansea.ac.uk along with any relevant documents. Please do not send any claim directly to the insurers.

Injury and Illness

For serious injuries/illnesses you should contact Global Response immediately. Global response are UMAL's chosen emergency assistance provider and are there to help you 24 hours a day, 7 days a week. Medical costs can quickly rise beyond the ability of most travellers to meet, particularly in the USA and Canada. Global Response can take care of this for you, providing guarantees of payment to hospitals, doctors, etc. and consulting with medical advisors to ensure that you get the right treatment.

Contact Global Response before incurring any substantial medical expenses or being admitted as an in-patient at any hospital, clinic, or nursing home. Do not arrange repatriation without the prior approval of Global Response. Quite apart from the expense and difficulty of booking travel arrangements in a foreign country, there may be medical implications of which you are not aware. Certain conditions can be complicated seriously, even fatally, by air travel. Global Response can ensure that you are returned home safely and quickly if you need repatriation, and at no expense to you.

For minor ailments remember that the local pharmacy will often be able to assist without the inconvenience of having to see a doctor. Of course, if the pharmacy cannot help, or the problem persists, then you should consult the local doctor immediately or contact Global Response for advice.

Always retain invoices/receipts for all expenditure incurred. You will need to produce these to support your claim.

Losses and Thefts

Never pack money or valuables (cameras, watches, jewellery, etc.) in your checked-in suitcase when travelling. It is much safer to carry these items on your person or in hand luggage. Airlines do not accept any responsibility (and have no legal liability) for these items in your checked-in luggage. Remember that your luggage is in their control and out of your sight for the entire duration of your flight.

If you are unfortunate enough to suffer a loss or theft always report it to the local police or other appropriate authority. Make sure you get a written report to confirm that you have done this; you will need to produce this to support your claim. If the police will not issue a report obtain the full postal address and telephone/fax number of the police station, the name of the officer and the crime reference number allocated to the incident.

In the event of the loss or theft of your passport, you must contact the local police and the appropriate embassy/consulate. They will be able to assist you in obtaining the necessary documentation to enable you to return home.

Personal Liability

If you are responsible for injury to a third party or damage to a third party's property you must not admit any liability whatsoever without our prior written consent. If you do admit liability, our insurers may not be able to provide any cover for the expenses incurred.

If you are asked for payment by the third party, do not agree to any payment. This could constitute admission of liability and might mean that you end up paying much more. If you are under pressure to make a payment, contact Global response immediately. See the Global response section 4.8 below.

Legal Expenses

If you are injured during the journey and it is someone else's fault, the legal expenses section of the cover will provide for the cost of pursuing a claim against the responsible party to a fixed amount of costs. Please note however that this cover does not apply in USA/Canada.

Serious Incidents

Sometimes events occur that have a widespread effect, often reaching beyond those that are directly involved in the incident, tsunamis, hurricanes, volcanic ash clouds, terrorist attacks, etc. If you are directly involved in such an event, or if it indirectly affects your trip, you should contact Global Response immediately (see the Global response section above).

Other Insurance

Personal Insurance

You may need to consider Personal Travel Insurance if you have specific medical needs, including what you may consider ongoing routine needs such as regular blood tests or taking personal equipment such as mobile phones, (please refer to SU travel cover summary for details). You must arrange personal travel Insurance if you are planning to extend your travel or during any 'down time' conduct activities outside of the university organised trip or carry out higher risk activities. When arranging personal travel insurance, always confirm it covers repatriation from the country back to the UK.

Definitions

Personal Time is defined as time when programmed activities are not taking place but travellers/fieldworkers, etc. remain under the general jurisdiction of the university and therefore is covered by university insurance. It is unlikely that participants will be directly supervised during these periods. Common examples of personal time activities include organised sightseeing, social activities, outings, or volunteering.

Down Time is defined as a period of time, occurring before, after or within the overall duration of the activity/ fieldwork, but outside the jurisdiction of the university e.g., a personal trip to visit friends or relatives or site of interest to the individual not relevant to the international travel activity/fieldwork and not covered by university insurance.

Vehicle Insurance

If hiring/using vehicles, ensure you are appropriately insured for the vehicles to be used and have appropriate licences to use vehicles. You should carry your home driving licence alongside any license required by destination country.

3.3 Risk Assessment (All Forms)

All international travel should be risk assessed and must include all countries and regions of destinations (this would include any stopover/stay in the country) and all possible transit countries (stay in the airport) i.e., this may vary depending on flights booked following approval, so all options should be included.

Any low-risk activity such as attending a conference, museum or undertaking another low-risk activity can be included in this assessment as part of your submission, providing you add any additional risks and controls that are personal to your activity into the risk assessment.

An additional risk assessment will be required for any fieldwork or research activities you are conducting, that would be deemed moderate/high-risk (see fieldwork guidance).

If travelling as a group undertaking the same activity, only one risk assessment form needs to be completed along with the participant declaration and information form.

The three different international risk assessment form include:

Form	Details of requirements
Green	The form contains a list of precautions. Using the guidance below the solo traveller/ group leader must ensure they understand the nature of the risks and the potential impact(s), and that the precautions detailed on the form are suitable and sufficient to avoid putting themselves or anyone else at risk.
Amber	The form contains a pre-populated risk assessment. The solo traveller/group leader should conduct the appropriate travel research as detailed below to ensure they understand the nature of the risks and the potential impact(s) and provide additional information where required on the risk assessment to demonstrate that the appropriate controls are in place to avoid putting themselves or anyone else at risk.
Red	In this form the solo traveller/ group leader is required to complete a suitable and sufficient risk assessment by conducting the appropriate travel research as detailed below to demonstrate they understand the nature of the risks and the potential impact(s) and that the appropriate controls are in place to avoid putting themselves or anyone else at risk.

The risk assessment should be prepared and completed in a timely manner before leaving to ensure everything is in place prior to departure. This includes pre-trip requirements e.g., appropriate vaccinations, visas, or passport, etc. To complete the risk assessment, you will need to conduct research using webpages such as:

- [FCDO Travel Advice](#)
- Drum Cussac Travel advice (see section 2.3, please see Country Travel advice report, section travel risk advice)
- Drum Cussac Travel prepare, training courses (see section 2.1)
- [Government Travel Aware Campaign](#)
- [NHS - Travel Health Advice - Accident prevention](#)
- [Travel abroad - GOV.UK \(www.gov.uk\)](#)
- Talking to your local host
- Researching the area/ your hotel

Please see below a list of controls/considerations, but always follow the FCDO and Drum Cussac advice (this is not an exhaustive list).

International Travel Risk Assessor

This should include your name, faculty, etc. and should include contact details when travelling e.g., an alternative or additional phone number to be used in an emergency. If this is not known at the time of departure e.g., if planning to purchase a new SIM card in country of destination, your emergency contact number should be shared with your SU contact as soon as possible, you should also update your details in SafeZone (see section 3.4 Emergency Contact Information and Planning).

Security

When in the country you should keep up to date with local government advice, and prior to travel ensure you plan for emergencies and contingency plans, make sure the university has your contact number and you have a contact in the university, if possible, have local emergency contacts if visiting another university or institute (see section 3.4 Emergency Contact Information and Planning).

Personal Safety

- Agree check in procedure with your supervisor and share travel itinerary.
- Plan your routes ahead and travel in daylight hours where possible. Keep to well-lit areas when not possible.
- Avoid lone working where feasible (discuss with supervisor if unavoidable), please see SU lone working policy.
- Do not leave your food, drinks, or bags unattended.
- Always know where your nearest exits are.
- Take details of emergency numbers and keep emergency contact details in your phone (See section 3.4 Emergency Contact Information and Planning).

- If using a mobile phone ensure it is suitable for international roaming, the handset works in the relevant country, and there is sufficient credit on the phone to cover international calls, you have a backup communication plan if the phone is stolen, or if the network fails for example.
- Always keep your mobile charged so you can make a call or be contacted in an emergency.
- Have a power bank as a back up to charge your phone.
- Avoid handing your passport over to a 3rd party and in case of loss. Take several coloured photocopies of your Passport and appropriate visas where applicable.
- Scan a copy of your passport any essential travel documentation and save to an email account you can access abroad if it is stolen/lost. But remember to delete it on your return.
- In case you get lost, carry accommodation details: name, address, phone.
- Individual advice on personal safety can be sought from SU Security Manager.

Terrorism

The following websites provide information on how to stay safe abroad:

- <https://www.counterterrorism.police.uk/staysafe/>
- <https://www.gov.uk/guidance/reduce-your-risk-from-terrorism-while-abroad>
- <https://youtu.be/kzcldaLbYPA>

Petty Crime

- Be aware of specific local risks or hot spot crime areas to avoid additional vulnerability. Find out about local demonstrations (research areas of potential unrest before travel and avoid).
- Never leave your possessions unattended, even for a moment. Opportunist thieves thrive on such situations, and it only takes a second to steal your property. For example, leaving something on a table in a club or restaurant when you go to the bar. Handbags have been targets for 'snatch' type thefts.
- Take sensible precautions such as using the Hotel safe, do not carry valuables e.g., laptop, using your phone for directions.
- Do not carry too much cash and try to keep cash and credit cards separately. Consider taking a duplicate wallet or purse containing small denomination notes and coins and old (redundant) cards. This will be easier to hand over if threatened by robbers.
- Take copies of documents not actual documents.
- Leave anything of sentimental value at home.
- Try to avoid using ATM in outside areas/in the street. Where possible only use machines located inside banks or shopping centres.
- Record details of serial numbers, issue dates, etc. and store separately at work/home with a trusted contact. Do not carry unnecessary valuables and do not leave on show in vehicles.

Kidnapping and Organised crime

Effective pre-planning

By meticulously planning your journey and mapping out travel routes in advance, you can be in better control of the amount of time you spend in certain environments. This can include:

- Planning what you intend to do.
- Planning where to go.
- Planning your point-to-point travel routes.
- Being selective about your hotel.
- Only using licensed travel providers.
- Having a person who knows where you will be and can check in with you periodically.

Disrupt the route - If you are staying longer than a night in a country that poses a potential kidnapping threat, make sure to switch your route and routine daily. This can also include changing the hotel that you stay in and visiting different restaurants.

Stay off social media - Social media platforms are terrific at connecting us – but, for kidnapers, it can allow them to connect your status updates to a location. This information can allow kidnapers with local knowledge to track your position and movements.

Low profile attire - Keep what you carry on your person to a minimum. Ditch the tailored suit, designer watch and smartphone; instead, dress down and try to blend in with the local populace. This can also include your travel arrangements as nothing screams ‘money’ more than being driven in an executive car.

Stick to crowded areas - Crowds not only act as a deterrent to potential kidnapers (due to the high number of witnesses), but they also allow you to blend in and lose any unwanted observers watching your activities. If you have to travel to a more rural area, make sure to travel with others, such as security officers.

Be aware of your surroundings - Make sure to keep an eye on what goes on around you. When arriving at a destination, make a mental note of the people in your vicinity. If you notice the same person in two separate places, move away from them to a safer location. Use your peripheral vision to establish if you are being watched.

Do not think you are above being kidnapped - A false sense of security and lax behaviour when it comes to your travel arrangements can put you, and even your loved ones, in danger. Kidnapers do not discriminate when it comes to the executives that they target – meaning that the most seasoned of travellers are just as at risk as those who are not.

For further information see:

- [National Crime Agency](#)

Conflict/ Unrest

- Keep up to date with FCDO website [FCDO Travel Advice](#).
- Keep up to date with live events and receive alerts (See section 3.4 Emergency Contact Information and Planning) by downloading:
 - SafeZone App.
 - Risk Monitor Traveller.

- Global Risk Manager App.
- Stay away/avoid protests/demonstrations.
- Local celebrations/festivals can lead to unrest and heightened emotions.

Lone Traveller

Avoid lone working where feasible (discuss with supervisor if unavoidable) See SU lone working policy on [Staff H&S Pages](#) or [Students H&S Pages](#)

- The following website for advice and training is available for lone female travellers:
 - <https://www.gov.uk/guidance/advice-for-women-travelling-abroad>,
 - <https://www.fitfortravel.nhs.uk/advice/general-travel-health-advice/female-travellers>
- Travel Prepare e-learning module (see section 2 for Drum Cussac Travel Prepare – e-learning).

Young or vulnerable

Identify potential participants including young persons (under the age of 18) or vulnerable participants' parents/carers as stakeholders and ensure any reasonable adjustments/controls are put in place where practicable. Contact your safeguarding lead for further advice.

Cyber

Depending on location of travel and sensitivity of information stored on laptops and IT equipment you should ensure any device/laptop has appropriate anti-viral software, you should only link to safe networks, use an encrypted laptop or back up encrypted USB drive may need to be encrypted. Contact ISS for support.

Environmental

Environmental factors that may add additional risk to your travel include the following, this is not an exhaustive list:

Climate - Consider appropriate clothing and supplies for weather conditions.

Extremes of weather - Too much rain (heavy downpours), causes floods and landslides. Too much heat and no rain (heatwave) drought and wildfires. Strong winds, such as hurricanes and tornadoes can damage manufactured structures.

Altitude - People can start to suffer from altitude sickness at around 2,000 metres if they are not used to being at that height. The problem is often worse if you fly into a high location than if you travel there by road or rail, where you can acclimatise as you go. Many people who ascend to moderate or high altitudes experience the effects of acute altitude sickness. Symptoms of this sickness typically begin 6-48 hours after the altitude exposure begins, and include headache, nausea, lethargy, dizziness, and disturbed sleep.

Storm season/ tornado, etc. - where possible travel outside of those times. high winds, torrential rain, hail, flooding, storm surge, rip currents and flying debris are all associated with storm seasons. Strong winds can knock down power lines and trees. During the strongest hurricanes, people may

have to take shelter in a fortified public building or hurricane shelter. Check with your local guide on where to go in an emergency.

Volcanic – any information/alerts about the area/ country visiting. Consider any possible disruptions to travel Health concerns after a volcanic eruption include infectious disease, respiratory illness, burns, injuries from falls, and vehicle accidents related to the slippery, hazy conditions caused by ash.

Seismic instability - These include ground shaking, landslides, liquefaction, and in some areas, tsunamis. These primary hazards often produce secondary hazards such as ruptured utility lines, hazardous spills, and fires. Buildings can crumble or collapse, trapping people inside and burying streets in rubble.

For further information please see:

- Drum Cussac travel prepare (see section 2 for Drum Cussac Travel Prepare e-learning-Natural Disasters).
- <https://www.ready.gov/>

Air Pollution - Depending on your destination, there may be seasonal variations in air pollutants. These exist because of either:

- Natural sources: Wind patterns, dust storms, forest/bush fire season, rainy seasons, and humidity.
 - Human sources: Biomass (plant or animal matter used as fuel) burning and an increased use of heating systems.
- If you have any pre-existing conditions, consider speaking to a health care practitioner before travelling if air pollution could affect your condition.
 - Stay indoors, close windows.
 - Monitor local advice.
 - Stay up to date with Air Pollution in World: Real-time Air Quality Index Visual Map <http://aqicn.org/map/world/>

Infrastructure

Aviation

Taking a flight:

- Pre-plan safe parking locations e.g., secure parking, well lit, close to venue, park in direction of escape i.e., reverse into spaces.
- Observe all safety procedures & notices. Refer to Airline websites for safety tips.

Hiring an aircraft:

- Check the company has and Air Operators Certificate (AOC).
- Check the pilot has a commercial pilot's licence.
- Check the aircraft is insured by the charter company.

Land/ local travel

- If using buses or trains find out how local transport systems work i.e., do you buy tickets before you travel or in the bus or train? Do you have to validate the ticket? Check the local transport providers website before you travel.
- Only ride in marked taxis, hire drivers familiar with the local area and where possible agree fares in advance. e.g., transport organised by host or hotel.
- Prebook and use licensed taxis only/ use a taxi rank. Useful advice is available from: <http://www.personalsafetyadvice.co.uk/travelling-safety-advice-taxi-alone.html>

Pedestrians/ Driving

Be aware that in some countries traffic is not required to stop at pedestrian crossings.

- When walking on unpaved or unlit roads during the hours of darkness carry a torch.
- Always wear a seatbelt and where possible, sit in the rear of the vehicle.
- Plan journey carefully e.g., transfers to hotel, car parking, etc.
- Pre plan safe parking locations e.g., secure parking, well lit, close to venue, park in direction of escape i.e., reverse into spaces.

Before hiring a vehicle

- Be aware of local laws relating to the use of vehicles, this can be car, minibuses, boat, etc. Ask the hire company about the local laws and any specific local rules such as carrying a breathalyser in France, and a spare pair of glasses in Spain when hiring a car.
- Check you are appropriately insured for the vehicles to be used.
- Ensure you have appropriate licences to use vehicles and carry your home driving licence alongside license required by destination country.
- Check the condition of the vehicle e.g., for a car check the tyres (including spare), lights, breaks and seatbelts to try and ensure it is road worthy.
- Research information on road rules, traffic regulations, vehicle maintenance requirements and the condition of roads of country or countries you intend to drive in.
- Research informal rules of the roads, for example, in some countries drivers may not observe official crossings or traffic signals.
- Road traffic accidents involving motorcycles and mopeds are common; avoid using these modes of transport, if possible, particularly if you are unaccustomed to driving them. Ensure safety helmets are used if you decide to use these modes of transport.
- Visit [Gov-Driving abroad](#) for more information.

Electrical/ Utilities

- Check the type of sockets and the voltage used in the country you are visiting.
- Check if you will need to use travel adaptors or voltage converters to charge any items you take with you and what their power rating should be.
- Consider buying travel adaptors and voltage converters before you go as not all products available abroad will meet British safety standards.
- For further information: <https://www.electricalsafetyfirst.org.uk/guidance/advice-for-you/when-travelling/>

- Check if the country has a reliable communication infrastructure (e.g., phone / mobile / internet), this may affect your ability to get help in an emergency or check in regularly with your university contact.

Medical/ Health

Information and guidance on medical and health can be found on various websites such as:

- FCDO webpages
- Drum Cussac
- [NHS - Fit for Travel](#)
- <https://travelhealthpro.org.uk/>

A European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC) covers **state healthcare, not private treatment**. With an EHIC or GHIC you can get emergency or necessary medical care for the same cost as a resident in the country you are visiting. This means that you can get healthcare at a reduced cost or for free. Please see [Apply for Global Health Insurance Card \(GHIC\)](#).

The University Health Declaration form is available as part of the risk assessment process and should be completed as required.

Disease

- Any vaccinations recommended or required (see section 3.2 Travel Plan).
- Animal bites or scratches can transmit diseases. If you are staying in an area where malaria is a risk, then use a sleeping net and mosquito repellent.
- Check if there are any diseases prevalent in the area e.g., zika virus, cholera? Consider your controls such as insect repellent, water purifying tables, only drinking bottled water, hygiene, etc.

First aid requirements

Consider if a personal first aid kit is required. Depending on destination this could include sunscreen, anti-diarrhoea medication and water cleansing tablets. If conducting field work this will be covered as part of the field work risk assessment.

Pre-existing Medical Conditions/ Medication

- All travellers should be medically fit to travel.
- Health conditions of traveller(s) and their fitness to travel, see [NHS travel advice Home - Fit for Travel](#).
- If you or any travellers have pre-existing medical conditions, consider how this will be managed when travelling internationally:
 - Consider sharing information on condition with host organisation, colleagues, or accommodation where appropriate e.g., where condition could become suddenly life-threatening.

- Consider wearing medical ID bracelet/ necklace where appropriate.
- Consider how medical condition will be managed e.g., different time zones.
- If you or any travellers require medication check laws in country visiting if medication is allowed. Take copies of prescriptions for all medication carried. It is highly recommended that over the counter non-prescription medication are not carried but procured at country of destination. Always keep in original packing.
- Consider how medication will be stored according to the instructions.
- Do you have any allergies, and how will these be managed whilst travelling internationally?
- For further advice see:
 - [NHS fit for travel - travelling with medicines](#)
 - [Can I take my medicines abroad?](#)

Pregnant Persons - New and Breastfeeding Parents

- Ensure Pregnant, New & Breastfeeding Person's risk assessment is reviewed with your supervisor for travel. See Pregnant Persons - New and Breastfeeding Parents policy arrangements on [Staff H&S Pages](#) or [PG H&S Webpages](#)
- Carry maternity notes or a copy where appropriate or for longer stays and note the location of nearest hospital with maternity facilities.

Accessibility

Ensure any physical and/or additional learning needs of any travellers are discussed and considered prior to departure so reasonable adjustments, where possible are in place.

Location of Medical Facilities

Find out the location of nearest medical facility and emergency numbers before you travel (see section 3.4 Emergency Contact Information and Planning).

Food and Drink

Food standards across the globe can vary greatly. Think about the water quality in the country you are visiting (see Drum Cussac country advice for more information), do not have ice in your drinks or eat salad washed in local water. Only drink/ use bottled water, see [NHS - Food and Water precautions](#).

Ensure any special dietary requirements e.g., any food allergies or intolerances of travellers are considered before travelling. Think about where and what you are eating, where possible eat in your hotel or restaurant.

Flying

When flying keep hydrated, drink plenty of water and avoid drinking too much alcohol. If flying long distances wear comfortable clothes, do regular stretching exercises, and try to walk around the plane at regular intervals. You should familiarise yourself with guidance regarding Deep Vein Thrombosis (DVT), so you know what action to take if you have concerns after a long flight.

For further advice see [Deep Vein Thrombosis](#)

Political

Political stability

Keep up to date using the FCDO website <https://www.gov.uk/foreign-travel-advice>.

Corruption

If corruption has been identified as a risk to the country you are visiting, carry out the training (See section 2.1 Drum Cussac Travel Prepare – e-learning - Avoiding Bribery and Corruption when Travelling).

Local laws and Customs

- Do your research be aware of local and religious customs and respect local customs, dress codes and religious observances e.g., dress code, consumption of alcohol.
- Rule of law/sanctions you should understand the laws and sanctions of the country you are visiting.
- LGBT+ Look at the government website [Government guidance - Lesbian, Gay, Bisexual, and transgender Foreign Travel Advice](#)
- Some countries limit Internet access and ban filming/ photography at some sites.
- Be aware that the treatment of people and animals may be different to what is accepted in the UK.

Accommodation

All accommodation booked should be ABTA/ ATOL protected where possible. Please see Business Travel Policy [SU Business Travel Policy](#).

When booking rooms, try to book a room between the second and the sixth floors and as far as possible from the main entrance and principal public areas. Lower floor rooms should be avoided where possible because they may be easily accessible from the outside. Rooms with access from a side balcony or fire escape should be avoided. In some countries, rooms above the seventh floor may not be accessible to Fire Service ladders. Therefore, the higher up you are the more flights of stairs to navigate in the event of a fire/evacuation.

In low resource settings in the Global South, it is strongly advised that prior to booking accommodation checks are made on security arrangements. Check that there are interior locks on all bedroom doors and a sufficient number of security personnel present overnight.

When you arrive:

- Check that the room telephone works, dial reception to make sure you can contact them easily.
- Check windows and doors to make sure that they can be locked shut. If the door to the room will not fasten securely then ask for a change of room.

- Familiarise yourself with the fire escape routes.

When you are in your room:

- Consider bolting any deadlocks or engaging any door stopper devices that might be fitted.
- Take a door wedge, to wedge the inside of your door shut.

Health & Safety Standards, think about:

- **Fire** - know your escape routes in the hotel/facility, Drum Cussac- Travel Prepare e-Learning Section 2.1).
- **Hygiene** – Flush the shower before using it particularly if staying somewhere where the shower may not have been used for 7 days or longer. This is to mitigate against Legionella risks. For more information: [HSE - Legionella](#)
- **Access/ Egress** to the building in both generally i.e., is the building secure, card access etc and Egress in an emergency evacuation situation, familiarise yourself with the exit routes (they are unlikely to be the way you enter the building normally) and ensure that if you may need help evacuating, the accommodation provider can support you with this.
- **Security** – is the accommodation gated, or does have security personnel on the entrance?

Location / Activity

Consider all the locations to be visited e.g., city centre, coastal. The weather can vary between different regions in a country, think about suitable clothing, etc.

If the activity is considered low risk e.g., attending a conference are there any other consideration outside of accommodation and transport.

If the activity is moderate/high-risk fieldwork this will be covered as part of field work risk assessment in part B and the fieldwork health and safety plan.

Miscellaneous

Money / banking facilities, consider access to ATM (this may be sporadic), reduce the number of bankers' cards you are carrying. Ensure you have adequate funds available in case of emergency. Consider the location of the ATM you are using e.g., inside a bank or inside a shopping centre to reduce the risk of theft and fraud. Using small denominations of cash, rather than using bank/credit cards can reduce the risk of fraud.

Communications, consider possible language difficulties.

3.4 Emergency Contact Information and Planning (All forms)

This section should be updated following approval and checked it is up to date prior to travel to ensure emergency contacts and planning are in place. Not all sections are included on all forms.

When travelling you should take a copy, share a copy with your SU contact and personal home contact if applicable.

Swansea University Contact

This is your main contact at the university who will be available to accept any calls/ communication and manage/monitor your agreed check ins. The frequency of the check in and the mode of communication e.g., mobile phone, text message, email, WhatsApp should be agreed prior to travel and will depend on the level of risk of the activity or needs of the individual traveller. The frequency of check in should be proportionate e.g., for low-risk travel and low-risk activity such as attending a conference this could be a phone call when you arrive and when you are home. If travelling to a high-risk country and/or conducting a high-risk activity a higher level of communication should be agreed with your university contact before travel.

A plan should be put in place in the event the traveller/group leader fails to make contact as agreed. It is important to check in following a serious/significant event e.g., hurricane, etc. to confirm they are OK.

Accommodation details

This should include the address and phone number of your accommodation once booked.

Nearest Emergency Hospital to Accommodation

This should include the emergency services for the location you are staying (if conducting field work, additional information will be required in the field work risk assessment).

This is particularly important if you have any pre-existing medical conditions or are pregnant or a new or breastfeeding parent.

Emergency contact

This should include the emergency services contact numbers for your destination(s). The information for SU security has been included on the form. The security team are available 24/7/365 to support anyone from Swansea University. In an emergency, the UMAL travel Hub [Emergency Support Global Response](#) can provide advice and practical assistance and is available (24/7/365), their contact details are also included on the risk assessment form. Anyone travelling internationally should download the SafeZone App to their mobile phone. Please see details below on the SafeZone App and Risk Monitor Traveller App.

Risk Monitor Traveller and Global Risk Manager App

UMAL Members have access to an online platform, Risk Monitor Traveller, which combines 24/7/365 real-time alerts with country analysis and advice delivered through a single web portal and mobile app, giving staff and students valuable information to properly prepare themselves for travel,

mitigate risks and provide timely and accurate intelligence with actionable advice when incidents do occur. To receive travel alerts please go to [UMAL Travel Alerts](#)

Before you travel you should download the **GlobalRiskManager App** for travel advice, security information and to receive alerts for any incidents occurring in your destination country or region. Alerts can be configured by country, proximity, severity and/or category to ensure that you receive the alerts that you need (make sure that the app used is the black one):

- https://play.google.com/store/apps/details?id=com.dc.globalriskmanager&hl=en_GB
- <https://itunes.apple.com/gb/app/globalriskmanager/id1251926213?mt=8>

SafeZone App

How to download

Go to www.safezoneapp.com and follow the simple instructions for your device.

Once you have downloaded the free app, simply enter your swansea.ac.uk email address, select Swansea University, then follow the easy on-screen instructions.

Settings for SafeZone Abroad


Before travelling you should check that the SafeZone app you have downloaded covers the country you are traveling to by:



- Opening SafeZone app.
- Open the menu on the left.
- Select regions, there will now be a list of the areas/counties SafeZone currently covers.
- If your area/ country is not covered, please e-mail the SafeZone Manager – Mark James: m.h.james@swansea.ac.uk and request the areas/countries to be included prior to your departure.

Configuration

Once you are operating from an international location the SafeZone alert button are reconfigured as detailed below:

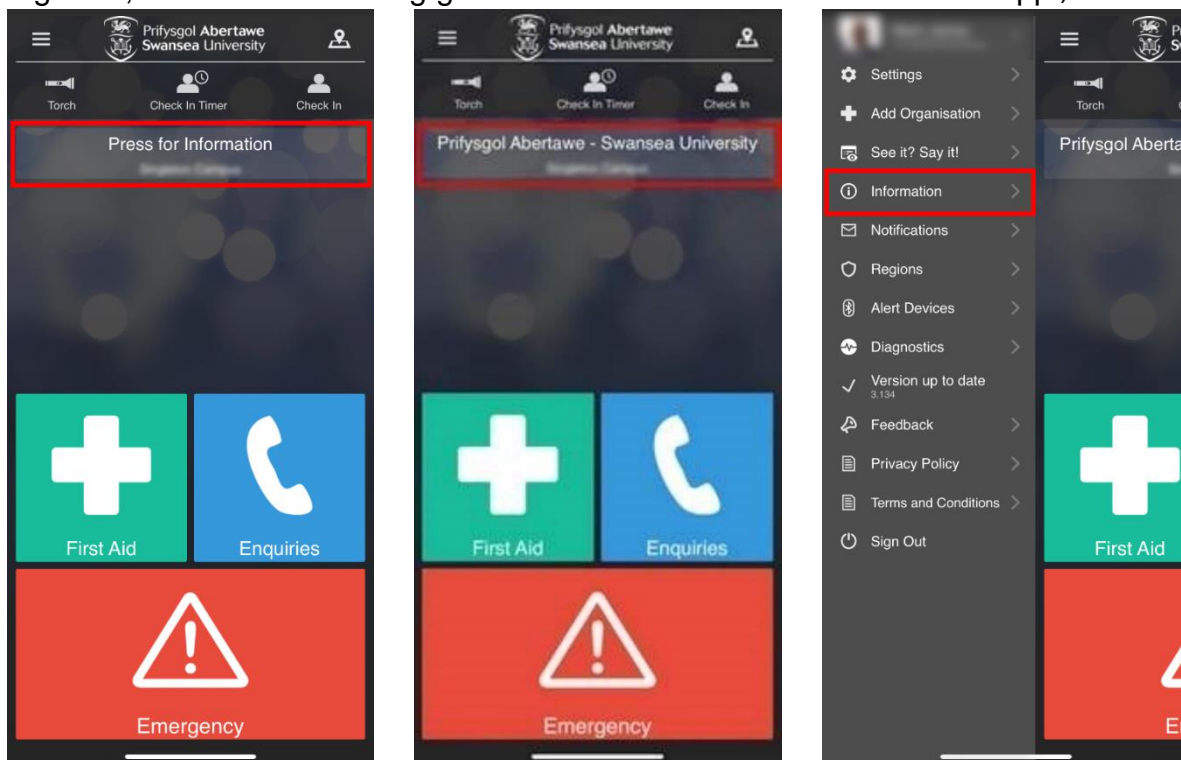
Figure 8, Table containing screen shots and information on the SafeZone App

	<p>If you press the Blue Help Button it will ring SU Switchboard (Security will answer out of office hours). +441792205678</p>
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	<p>If you press the Green First Aid Button it will raise an alert in SafeZone (SU Security will ring you back and offer assistance) and SafeZone will then offer to ring the Global Response Centre (UMAL insurance – medical response). +442920662425. They can authorise any medical treatment or medical evacuation as required.</p>
	<p>If you press the Red Emergency Button it will offer to automatically call the in-country Emergency Services (the system knows the number), it will then raise an alert in SafeZone (SU Security will ring you back to offer assistance). SafeZone will also offer to ring the 24hr helpline for the British Embassy/British High Commission for that country</p>

SafeZone can also direct you to the government travel advice for that country if you click the information button in the app. For example, if the person traveling was in Australia the buttons would bring up the page situated at <https://www.gov.uk/foreign-travel-advice/australia>.

Figure 9, Guidance on finding government travel advice on SafeZone App.,



Remember

If anyone changes the sim card in their phone for a local card, SafeZone will still work but the university will not be able to contact you unless you update the phone number in your personal profile in the SafeZone menu.

When you arrive in the country use the “check in” facility to confirm your arrival and that the roaming data is operating correctly. Then phone SU Security **+441792604271** so we can confirm we have received the signal. Then you can check back out.

You will only be required to check back in if there is major incident (e.g., natural disaster) in your locality. This is so the university knows you are safe and well and can offer assistance.

Personal Emergency Contact information

This should be completed if you are a sole traveller or the group leader. This information will be collected on the participant information form for group participants. The personal emergency contact details should be the person you are planning to keep in contact with when travelling and who should be contacted in case of an emergency e.g., next of kin. This information must be shared with the SU contact/Faculty and vice versa in case of an emergency e.g., if you have failed to check in with your personal emergency contact, they can contact your SU contact and vice versa.

British Consulate (for UK nationals)

Contact details for the country you are visiting can be found on [Government World Embassies](#).

If travelling outside the EU group leaders are encouraged to provide a list of participants to the British consulate together with details of the visit prior to embarking on any fieldwork.

Home Consulate (for Non-UK Nationals)

Check your home country government website for the consulate details.

3.5 Contingency Planning (Amber and Red forms Only)

Contingency plans should be developed to ensure you have considered how to manage and monitor any disruption (funds are considered on the request to travel form) and plans are in place for each traveller prior to travelling. For example, disruption of flights, accommodation, delayed travel, extended stays, a traveller(s) falls ill or is injured or reintroducing the need for quarantine hotels on return to the UK. Contingency planning should be proportionate to the risk.

3.6 Declaration (All forms)

The declaration made by the international travel risk assessor(s) is confirming that you have conducted the appropriate research for your travel and have completed a suitable and sufficient assessment of the risks involved.

3.7 Authorisation to Travel (All forms)

The university has the right to refuse any proposal to travel internationally or conduct field work on grounds of health and safety or for other operational or academic reasons as appropriate. Any student or staff member who leaves the university without approval to travel, work, or study is unauthorised and not insured.

The authorising signatory must have read and be assured that the risk assessment is suitable and sufficient to control and mitigate all risks associated with the travel.

If the travel is arranged jointly between one or more faculties/PSUs, a shared risk assessment and authorisation should be undertaken.

4.0 Participant Declarations and Information

4.1 Participant Declaration

This must be signed by all participants, who are part of a group, taking part in International Travel. Where possible all certificates for the Basic Travel Security module should be collected and stored along with the international travel risk assessment.

A pre-departure briefing template can be found on the H&S intranet page.

4.2 Participant Information

This must be completed by all participants who are part of a group, taking part in International Travel. This form is used for both international travel and fieldwork so will only need to be completed once.