## International Travel Risk Assessment – Green Form

This form should be completed for:

|  |
| --- |
| **Travel outside of United Kingdom (including destinations and transits) if:**  FCDO does not advise against travel and **ALL** Crisis24 Horizon risk ratings are **3.0 and below**. |

* If you are conducting low risk fieldwork this can be incorporated into this risk assessment (e.g., office work, attending lectures and conferencing) as defined in the university guidance.
* If you are carrying out moderate/ high risk fieldwork you will need to complete the moderate/ high risk fieldwork risk assessment(see [Staff H&S Pages](https://staff.swansea.ac.uk/healthsafety/policies-and-procedures/general-health-and-safety/#international-travel=is-expanded) or [PG H&S Pages](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/postgraduates/policies-and-procedures/general-health-and-safety/#international-travel=is-expanded)).
* If the travel and/or fieldwork is arranged jointly between one or more Faculties/ PSUs, a shared risk assessment and authorisation should be undertaken.
* 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| International Travel Risk Assessor (to be completed by the solo traveller or group leader(s)). | | | | | | |
| This should include contact details when travelling e.g., alternative mobile phone number to contact you in an emergency, if known (this can be different to Request to Travel Form). | | | | | | |
| Name: |  | | | Staff / Student Number |  | |
| Nationality: |  | | | Email |  | |
| Faculty: |  | | | Phone: |  | |
| School: |  | | | Partner Institution (if applicable: |  | |
| Staff  PG Student  UG Student  Other  Please specify: | | | | | | |
| Expected Departure Date | |  | Expected Return Date | | |  |

|  |  |
| --- | --- |
| **Additional forms included** (see [Staff H&S Pages](https://staff.swansea.ac.uk/healthsafety/policies-and-procedures/general-health-and-safety/#international-travel=is-expanded) or [PG H&S Pages](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/postgraduates/policies-and-procedures/general-health-and-safety/#international-travel=is-expanded)) | |
| Request to Travel Form (required) |  |
| Participant Declaration and Information Form (group travel only) |  |
| Fieldwork Moderate/ High Risk Assessment Form (where applicable) |  |

## Risk considerations

All traveller(s) must confirm that they understand the nature of the risks and the potential impact(s) and that they will take reasonable precautions as detailed below (this should be amended to include any additional risks e.g., prevention of insect bites) and in the associated guidance to avoid putting themselves or anyone else at risk, in particular:

* Will follow the [UK Foreign and Commonwealth Office (FCDO) Travel Advice](https://www.gov.uk/foreign-travel-advice), Crisis24 Horizon advice and University International Travel guidance.
* Provide itinerary, contact number and emergency contact to the Faculty/ PSU as set out in the guidance document.
* If travelling alone will follow Swansea University (SU) Lone Working Policy.
* Will not travel if adverse weather, natural disaster, or civil disturbance is indicated. In the event of adverse weather, natural disaster or civil disturbance whilst travelling I/traveller will contact SU and International Medical Group response for advice.
* Will download SafeZone and set up Risk Monitor Traveller prior to departure.
* Will read the SU Travel Insurance Policy and confirm that I/traveller are aware of all exclusions (including higher risk leisure activities). Staff - [Insurance webpage](https://staff.swansea.ac.uk/professional-services/estates-and-facilities-management/our-services/resilience-and-business-continuity/insurance/travel-insurance/), Students - [Insurance webpage](https://myuni.swansea.ac.uk/finance/insurance-information/#travel-cover=is-expanded)
* If any activities are conducted in free time, outside of the low-risk activity, travellers are aware additional personal insurance may be required.
* Will plan the journey and pre-book or only use transport provided by a reputable company, to avoid unnecessary risks.
* Will use accommodation providers as per SU travel requirements and policy.
* If hiring any vehicles, will ensure the correct licence and insurance are in place to drive the vehicle. The driver/ operator must familiarise themselves with the vehicle prior to departure.
* Will follow the safety advice and guidance of the host organisation and will report any safety concerns to the host organisation and/or to my Faculty/ PSU management.
* Any travellers who have a pre-existing medical conditions/ allergies/ pregnant or new and breast-feeding parents have considered how their medical condition/ requirements will be managed (including different time zones) and have appropriate arrangements in place.
* Individuals are not travelling against medical advice.
* Any additional needs of traveller have been discussed and considered prior to departure.
* Appropriate contingency arrangements are in place if I/travellers suffer disruption to accommodation, travel or suffer an injury, ill health.

## Emergency Contact Information and Planning

|  |  |  |  |
| --- | --- | --- | --- |
| **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. | | | |
| Name: |  | | |
| Phone: |  | Email: |  |
| **Accommodation Details**  If not known, please complete prior to travelling and share with your Swansea University contact. | | | |
| Address: |  | | |
| Phone number(s): |  | | |
| **Emergency Contact** | | | |
| Swansea University Security 24/7/365: | +44 (0)1792 604271 | | |
| Emergency Support: | **Tel:** +44 (0) 203 859 1492 **E-mail**: [UMAL@global-response.co.uk](mailto:UMAL@global-response.co.uk) (Ref: UMAL 028)  Crisis24 Horizon App can be downloaded (see guidance) | | |
| SafeZone App: | Downloaded Yes  No | | |
| Travel Planet | **Tel**: +44 (0)20 3997 6121  **Email**: [Swanseauniversity@my-travelplanet.com](mailto:Swanseauniversity@my-travelplanet.com) | | |
| **Personal Emergency Contact** (Only complete for solo traveller or group leader(s)) | | | |
| Name: |  | | |
| Phone: |  | Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** | | | |
| **International Travel Assessor(s)** (solo traveller or group leader(s))**:** | | | |
| By signing this document, as the Travel Risk Assessor you are confirming you:   * Are satisfied that the risks of travel have been identified and appropriately controlled. * Have completed the Crisis24 Horizon – Personal Security Awareness Course or Drum Cussac - Basic Travel Safety Awareness course and attached confirmation of completion. * Are fit to travel, are not travelling against medical advice, and not travelling to obtain medical treatment. * Have declared any allergies and sought medical advice where necessary, and appropriate measures are in place. * Are fit to undertake the activity or reasonable adjustments have been agreed. * All information and responses given are true and accurate to the best of my knowledge and belief. * If group leader, will ensure the information is shared with all participants, and the Participant Declaration and Information Form is completed prior to travel. | | | |
| **Name:** | **Signature:** | **Faculty/ PSU:** | **Date:** |
|  |  |  |  |
|  |  |  |  |

**Once completed, your Faculty/ PSU will give advice on the correct signatories.**

## Authorisation to Travel (to be completed by Authoriser)

**If the international travel involves more than one Faculty/ PSU, authorisation is required for all Faculty/ PSU’s involved.**

|  |  |  |
| --- | --- | --- |
| **Authorisation** | | |
| By signing this document, as the Authoriser(s) you are confirming you have read the International Travel Risk Assessment and are satisfied that the proposed traveller(s) are taking reasonable precautions. | | |
| **Authorisation to travel should be signed for ALL international travel** | | |
| **Line Manager/ Supervisor of Group Leader/ Organising Department e.g., Go Global** | **Name:** |  |
| **Signature:** |  |
| **Faculty/ PSU:** |  |
| **Date:** |  |
| **Name:** |  |
| **Signature:** |  |
| **Faculty/ PSU:** |  |
| **Date:** |  |
| **Name:** |  |
| **Signature:** |  |
| **Faculty/ PSU:** |  |
| **Date:** |  |
| **Name:** |  |
| **Signature:** |  |
| **Faculty/ PSU:** |  |
| **Date:** |  |