## International Travel Risk Assessment – Amber Form

This risk assessment should be completed for:

|  |
| --- |
| **Travel outside of United Kingdom (including destinations and transits) if:**FCDO does not advise against travel and/or **ANY** Crisis24 Horizon risk ratings are **above 3.0** and are **below 3.5**. |

* If you are carrying out 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) |[ ]

## Travel Plan

|  |  |
| --- | --- |
| **Country entry requirements:** <https://www.gov.uk/foreign-travel-advice/> This section needs to contain all entry requirements for all travellers. Consider the requirements for different groups individuals e.g., nationality of traveller (visas requirements), vaccination status such as for communicable diseases or where specific vaccinations are required depending on where you are travelling from. |  |
| **What vaccinations are required/ recommended?** Please specify. | **Required:** |
| **Recommended:** |
| **Return requirements:** [Return to UK](https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19)This section needs to contain all return requirements for all travellers. Consider the requirements for different groups individuals e.g., nationality of traveller (visas requirements) |  |
| **Travel cover:** Please provide details of insurance cover. | **Swansea University Cover:** Staff - [Insurance webpage](https://staff.swansea.ac.uk/professional-services/estates-and-campus-services/resilience-and-business-continuity/insurance/travel-insurance/), Students - [Insurance webpage](https://myuni.swansea.ac.uk/finance/insurance-information/#travel-cover=is-expanded)  |
| **Other Insurance required:**  |

## Risk Assessment

This risk assessment relates to the countries you are visiting and transiting through. Using FCDO advice/ Crisis24 Horizon/ Travel Health Pro, consider factors relevant to your travel/ stay. See International Travel Risk Assessment Guidance section 3.3 for examples of things to consider.

|  |  |  |
| --- | --- | --- |
| **What are the significant hazards/ considerations?** | **Recommended Control measures** **\*\***Below are example considerations for planning purposes (these are not exhaustive). You should add extra hazards if required, add additional mitigation and information as required. Please read/ use the International Travel Guidance section 3.3 to assist you in competing this section. | **Please add any additional actions that have been or will be taken by either the traveller or supervisor for the specific country(s) visiting.**  |
|
| **Security** Personal Safety Terrorism Petty crime Cyber | * Keep a mobile phone charged for emergencies. Emergency numbers and support information can be found in the emergency contact section below.
* Terrorist activity. Remain vigilant, particularly in crowded places. Remember RUN, HIDE, TELL: <https://www.counterterrorism.police.uk/safetyadvice/>
* Take a copy of the university’s Summary of Travel Cover.
* Check with Swansea University (SU) Insurance team if work equipment, etc. are adequately insured for off-campus use.
 |  |
| **Lone Traveller**  | * If travelling alone follow the SU Lone Working Policy [Staff H&S Page](https://staff.swansea.ac.uk/healthsafety/policies-and-procedures/general-health-and-safety/#lone-working=is-expanded) or [Student H&S page](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/postgraduates/policies-and-procedures/general-health-and-safety/#lone-working=is-expanded).
* Complete the Crisis24 Horizon – Personal Security Awareness Training module prior to travel. (see International Travel Risk Assessment Guidance).
 |  |
| **Extremes of weather** Storm season/ hurricanes/ tornadoes/ volcanic activity/ seismic activity  | * Country/ region to be visited has a storm season/ is affected by volcanic activity/ has a history of seismic activity. Please provide details in adjacent box.
* Provide details of how you will keep up to date if travelling in storm season and/or affected by volcanic or seismic activity.
* Download SafeZone and Crisis24 Horizon app.
 |  |
| **Air Pollution**  | * If you or any traveller have any pre-existing conditions that could be affected by air pollution speak to health care practitioner before travelling. Please provide details of precautions to be taken in adjacent box.
* Monitor local advice.
* Stay up to date using Real-time Air Quality Index Visual Map: <http://aqicn.org/map/world/>
 |  |
| **Transport** On Land, Sea, and Air  | * Plan journey carefully e.g., times of travel and transfers to destination, accommodation, car parking, etc.
* Use licensed taxis only/ use a taxi rank: <http://www.personalsafetyadvice.co.uk/travelling-safety-advice-taxi-alone.html>
* Use reputable companies - National, Local bus service. Note emergency exits on coach/ bus.
* Observe all safety procedures and notices.
 |  |
| **Driving/ hiring modes of transport**  | * Ensure your licence permits you to drive/ operate the class of vehicle being used.
	+ Ensure you have adequate insurance, if driving a privately-owned vehicle, the driver must have valid insurance for business use, and ensure that the vehicle has valid road tax and MOT certificate where applicable.
	+ Confirm that the vehicle is in a safe and legal condition to drive, by undertaking simple pre-use safety checks.
* If hiring an aircraft - the company has an Air Operators Certificate (AOC), the pilot has a commercial pilot’s licence, the aircraft is insured by the charter company.
	+ Familiarise yourself with any hire vehicle before departure.
	+ Inform line manager/ supervisor if involved in a driving or traffic related accident whilst driving on university business.
* More information can be found here: <https://staff.swansea.ac.uk/travel/#car-hire-contents>.

[Driving abroad: Driving abroad on holiday - GOV.UK (www.gov.uk)](https://www.gov.uk/driving-abroad) |  |
| **Utilities**  | * Check the need to use travel adaptors or voltage converters to charge any items, and what their power rating should be.
* 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 SU contact.
* Check suitability of drinking water
 |  |
| **Medical**Pre-existing conditions/ medication/ allergies Diseases in country  | * If you or any travellers have pre-existing medical conditions/ allergies, consider how they will be managed whilst travelling internationally (more information provided in the adjacent box).
* If regular medication is required, check the laws in country to be visited if the medication is allowed. Take copies of prescriptions for all drugs carried. It is highly recommended that over the counter non-prescription drugs are not carried but procured at country of destination.
* Any special dietary requirements of travellers are considered before travelling.
* Consider sharing information on condition with host organisation, colleagues, or accommodation where appropriate, especially where the condition could become suddenly life-threatening e.g., anaphylaxis.
* Consider how medical condition will be managed e.g., different time zones.
* Appropriate first aid training and first aid supplies should be carried.
* A medical ID bracelet/ necklace should be worn where appropriate.
* University Health Declaration is available as part of the risk assessment process and should be completed as required.
* [Apply for Global Health Insurance Card (GHIC)](https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/)
 |  |
| **Pregnant, new, or breastfeeding** **parent**  | * + Ensure Pregnant, New and Breastfeeding Person’s risk assessment is reviewed with the supervisor prior to travel.
	+ Carry maternity notes where appropriate or for longer stays. Note location of nearest hospital with maternity facilities.
	+ See Pregnant Persons, New & Breastfeeding Parents Policy on [Staff H&S Pages](https://staff.swansea.ac.uk/media/Pregnant-Persons---New--Breastfeeding-Parent-Policy-Arrangements.docx) or [PG H&S Pages](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/postgraduates/policies-and-procedures/general-health-and-safety/#pregnancy-and-breastfeeding=is-expanded)
 | **Nearest hospital with maternity facilities:** |
| **Accessibility** | * Any needs are discussed and considered prior to departure so reasonable adjustments, where possible are in place. This may also need to include adjustments for an emergency evacuation from your accommodation where applicable.
 |  |
| **Corruption** | * Awareness of potential risks in terms of receiving gifts, entertainment, or hospitality in breach of the SU’s Anti-Bribery and Corruption Policy, associated policies, or financial procedures.
* Complete the Crisis24 Horizon – Personal Security Awareness Training module prior to travel.
 |  |
| **Local laws and customs** | * Awareness of local and religious customs and will respect local customs, dress codes and religious observances. Please list any local customs in the adjacent box that you must be aware of.
* LGBTQ+ - see government website: <https://www.gov.uk/guidance/lesbian-gay-bisexual-and-transgender-foreign-travel-advice>
 |  |
| **Accommodation/ venue of activity** | * Pre-arrange accommodation as per SU travel requirements and policy.
* Stay in recognised accommodation or with trusted local contacts where necessary.
* 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.
 |  |
| **Free time**  | * If any activities are carried out in free time, outside of the low-risk activity travellers are aware **additional personal insurance may be required**.
 |  |
| **Hazardous Substance** | * If transporting any chemicals, biological materials, or radioactive substances, etc. you MUST contact the Scientific Safety Adviser for advice as a separate risk assessment will be required.
 |  |

**Add rows for any additional considerations.**

## 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 number(s): |  |
| Email: |  |
| Frequency of check-ins e.g., Daily, at end of workday, etc. (state GMT or other) | Please specify:  |
| Primary mode of communication e.g., mobile, email  | Please specify:  |
| Describe the plan if the traveller or Field Leader fails to make contact as described above: |  |
| **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 (Ref: UMAL 028)Crisis24 Horizon App to be downloaded (see guidance) |
| SafeZone App:  | Downloaded Yes [ ]  No [ ]  |
| Registered for countries to be visited Yes [ ]  No [ ]  |
| Travel Planet:  | **Tel**: +44 (0)20 3997 6121**Email**: Swanseauniversity@my-travelplanet.com |
| **Personal Emergency Contact (if applicable)**Only complete for solo traveller or group leader. Group information will be collected on the Participant Declaration and Information Form. 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)). | Name:  |  |
| Phone: |  |
| Email:  |  |

## Contingency Planning

|  |  |
| --- | --- |
| What contingency arrangements do you have in place if:Your travel plan is disrupted? Your accommodation plans are disrupted?* A traveller falls ill or is injured?
* How will you monitor for potential disruption from communicable diseases, such as COVID, during your international travel?
 |  |

## Declaration

|  |
| --- |
| **International Travel Assessor(s)** (solo traveller or group leader(s))**:** |
| By signing this document, as the Travel Risk Assessor you are confirming you have: * Completed a suitable and sufficient International Travel Risk Assessment.
* You understand the nature of the risks and the potential impact(s) and have considered steps to reduce and mitigate the risks associated with the travel.
* Completed the Crisis24 Horizon – Personal Security Awareness Course or Drum Cussac - Basic Travel Safety Awareness course and attached confirmation of completion.
* You are fit to travel, are not travelling against medical advice, and not travelling to obtain medical treatment.
* You 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:** |  | **Name:** |  |
| **Signature:** |  | **Signature:** |  |
| **Faculty/ PSU:** |  | **Faculty/ PSU:** |  |
| **Date:**  |  | **Date:**  |  |
| **Name:** |  | **Name:** |  |
| **Signature:** |  | **Signature:** |  |
| **Faculty/ PSU:** |  | **Faculty/ PSU:** |  |
| **Date:**  |  | **Date:**  |  |