**Overseas Travel Risk Assessment**

This Risk Assessment document should be used for all travel overseas[[1]](#footnote-1) that is categorised as a medium or high/extreme risk and should be completed by the person travelling or the lead traveller, where a group is travelling.

Please ensure you have familiarised yourself with the [University Travel process](http://www.gcu.ac.uk/healthandsafety/travel/) including the ‘[Guide – travel risk and approval](https://www.gcu.ac.uk/aboutgcu/supportservices/healthandsafety/travel/pre-approval)’. The [Foreign, Commonwealth and Development Office](https://www.gov.uk/foreign-travel-advice) (FCDO), Travel Security advice by [RiskMonitor Traveller](https://umal.co.uk/travel-hub/pre-travel-advice/), and [Travel Clinic](http://www.gcu.ac.uk/healthandsafety/travel/pre-travel/) should be checked as part of the assessment process. A list of potential hazards (in development) can be found on the travel webpage.

The RiskMonitor Traveller is an online platform that all GCU travellers have access to and further information on this can be found on the [GCU Insurance page](https://www.gcu.ac.uk/aboutgcu/supportservices/finance/travel/insurance) under the ‘Pre-Travel Security Advice’ section.

Where the traveller or lead traveller is going to the same country/area within a year and there is no change in the level of risk (e.g. country, health, work activity, FCO guidance etc) then this form can be used to cover multiple trips. Where there is a change in the level of risk then it is the traveller or lead traveller’s responsibility to complete a new risk assessment or update the existing one and submit or resubmit for approval as appropriate.

Where travel involves a student placement or fieldwork then a more detailed assessment needs to be carried out. If you require further information, please email healthandsafety@gcu.ac.uk

**For every overseas trip**, the person travelling or the lead traveller of a group must email a copy of the **Emergency Details form** to travel@gcu.ac.uk to ensure up-to-date details of all travellers are available in the event of an emergency. This should be submitted as soon as possible after the trip has been approved, and at the latest one week prior to travel.

|  |
| --- |
| 1. Overall Risk
 |
| Please state the overall risk for this trip (refer to guide): -[ ]  Medium [ ]  High/Extreme  |

|  |
| --- |
| 1. General
 |
| **Reason for travel and short summary of trip** (please note if, for example, Attendance at a conference or seminar, business meeting, marketing/recruitment event, other activity (e.g. guest lecturing), placement visit, fieldwork) | Click here to enter text. |
| **School/Directorate/****Other** | Click here to enter text. | **Department** | Click here to enter text. |
| **Name of Traveller** (or lead traveller) | Click here to enter text. | **Status (e.g. staff/student/****other)** | Click here to enter text. |
| **For repeat trips within a year, please state the annual period this risk assessment covers** (date, month, year) | **From** | Click here to enter text. |
| **To** | Click here to enter text. |
| **For individual trips, please state the travel to and from dates**(date, month, year) | **Date Travel Starts** | Click here to enter text. |
| **Date Travel Ends** | Click here to enter text. |

|  |
| --- |
| 1. Summary of FCO/Control Risk Advice
 |
| In the table below record the advice from the FCDO (i.e. advise against ‘all’ travel to…….., advise against ‘all but essential travel to…’, high threat level indicated for terrorism or security issues or no specific warning or high risk indicated) and the risk ratings from Control Risks (i.e. insignificant, low, medium, high or extreme risk) for each country, area/city being visited. Where the number of countries, areas etc. being visited cannot fit in the table below then please insert additional lines as required |
| **List all countries, areas, cities** | **Current Foreign and Commonwealth Office (FCO) Advice for the country, city/region(s) being visited** | **Current Travel Security advice by RiskMonitor Traveller for the country, city and region(s) being visited.** | **Date(s) Checked** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Note:** Advice from the FCO and RiskMonitor Traveller website must be checked up until the time of travel to evaluate any changes. Where there is a change in the level of risk then the traveller or lead traveller must complete a new risk assessment or update the relevant sections on this form and submit or resubmit for approval as appropriate.

A significant increase in risk would include, for example, FCO advice upgraded from no specific warning to advise against all travel ‘to’ or ‘all but essential’ travel to and/or the RiskMonitor Traveller advice increases from low to high or extreme risk.

|  |
| --- |
| 1. Country/area(s) being visited
 |
| Check the advice from the FCO and RiskMonitor Traveller taking into consideration the travel itinerary, the activities/task being undertaken and any previous knowledge of the area. From this information, identify and record in the table below the main hazards that show an increased level of risk associated with the trip, including the measures that have been or will be put in place to reduce the risk to a level that is as low as practicable. **Note:** relevant information can be cut and pasted from the relevant website(s) or a copy attached to the risk assessment when submitting for pre-approval for travel. |
| **Record the main hazards identified from the FCO (and RiskMonitor Traveller, where different) that are associated with the trip.** | Click here to enter text. |
| **Measures that have been or will be put in place to reduce the risks identified** | Click here to enter text. |

|  |
| --- |
| 1. Health
 |
| Overseas travel and the activities/task being undertaken whilst there can expose travellers to additional risks, for example, malaria, blood borne virus etc.Information on health risks and the requirement to attend a Travel Clinic can be found under the Pre-travel Information (Travel Clinic) section of the [University Travel webpage](http://www.gcu.ac.uk/healthandsafety/travel). Where any specific health risks have been identified, please record in the table below including the measures that have been or will be put in place to reduce the risk to a level that is as low as practicable. **Please note:** where a traveller has an underlying medical condition that may be affected by the trip they should discuss this with the University Travel Clinic (staff), Occupational Health or their GP. Any personal health issues should not be detailed below.  |
| **Main issues identified**  | Click here to enter text. |
| **Measures that have been or will be put in place to reduce the risks identified** | Click here to enter text. |

|  |
| --- |
| 1. Other
 |
| **Please detail any other risks that have not been captured in the previous section including the measures that have or will be put in place to reduce the risk to a level that is as low as practicable?** | Click here to enter text. |

|  |
| --- |
| 1. Emergencies
 |
| **Please detail what first aid arrangements have or will be put in place for the trip** | Click here to enter text. |
| **Please detail what arrangements have been or will be put in place in case of possible** **interruptions to travel, accommodation or** **itinerary.**  | Click here to enter text. |
| **Please provide details of the person within your School or Department that you will be keeping in regular contact with.** | **Name** | Click here to enter text. |
| **Role/Title** | Click here to enter text. |
| **Phone No** | Click here to enter text. |
| **Mobile** | Click here to enter text. |
| **Email** | Click here to enter text. |

|  |
| --- |
| 1. Travel Declaration
 |
| [ ]  I have familiarised myself with the University Travel Insurance arrangements and a copy of the relevant contact numbers will be with me throughout my travel. **Note:** Please visit the university [travel insurance webpage](https://www.gcu.ac.uk/aboutgcu/supportservices/finance/travel/insurance) for further information [ ]  I understand that a separate risk assessment must be undertaken if the trip involves fieldwork or a student placement[ ]  I have asked all staff/students travelling to inform me of any underlying medical conditions and to the best of my knowledge, I or any of the people travelling or intending to travel are not doing so against the advice of a qualified medical practitioner and I am not aware of any health related reason to affect advisability of travel[ ]  I will ensure a detailed travel itinerary is sent to my line manager and/or Head of Department prior to travel* [ ]  I will ensure a completed Emergency Details form is emailed to Travel@gcu.ac.uk at least one week prior to travel
* [ ]  Where this risk assessment covers multiple trips within a year and there is a change in the level of risk, I understand that a new risk assessment form must be completed or the existing one updated and submitted or resubmitted for approval as appropriate.

**Traveller/Lead Traveller Name**: Click here to enter text. **Date completed:** Click here to enter text. |

|  |
| --- |
| 1. Risk Assessment Approval
 |
| Note: Please refer to the ‘Guide on travel risk and approval’.**Head of Department Approval (Medium Risk)**I have reviewed the travel risk assessment and I am comfortable that adequate arrangements are in place to reduce the riskto a level that is as low as practicable and therefore approve the travel.**Approving Manager (eg. Head of Department**: Click here to enter text.  **Date completed:** Click here to enter text. |
|  |
| **Executive Member Approval (High/Extreme Risk)****Document Reference**: Click here to enter text. **Date submitted to EB:** Click here to enter text.**EB Decision:** Approved/not Approved**Where approved, please provide a summary of why the trip should go ahead and any additional measures that must be in place before the trip can go ahead:**Click here to enter text.  |

**Note:** When travel is approved, the relevant manager (for example, Head of Department) must email a copy of this risk assessment to travel@gcu.ac.uk in addition to any local protocols.

**Note:** The traveller or lead traveller must email a completed Emergency Details form (O/S Travel Form 1B) to travel@gcu.ac.uk in addition to any local protocols as soon as possible after the trip has been approved and at the latest one week prior to travel.

1. For the purposes of the University Travel process, overseas travel is travel outside the UK (ie. European and International countries). [↑](#footnote-ref-1)