

Risk Assessment – Overseas Travel

On completion, please ensure that a copy of the Risk Assessment is signed by your supervisor/line manager.

- *Travel is not **normally** permitted to areas where the Foreign and Commonwealth Office (or your national government) advise against travel and/or where there are risks classified as 'Extreme'.*
- *If you are traveling to more than one country on this trip, please complete a separate Risk Assessment for each location.*

Traveller's Name		Signature of traveller This may be an electronic signature	
Country & Cities to be visited		Date	
Date of Departure / Return		Signature of Supervisor This may be an electronic signature	
Purpose of Visit		Name of Supervisor Date	

<ul style="list-style-type: none"> • Have you travelled to this country before? • Please specify if you have <u>extensive knowledge</u> of the country you are visiting (gained from residence, citizenship or work experience there) 	Yes No
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What are the current risks identified by FCO (or your home government) for the country being visited?

Please copy and paste the bullet-pointed travel summary from the FCO webpage for the country being visited:

- Go to www.fco.gov.uk
- Click on 'Travel and living abroad'
- Select the country you are visiting
- **Have you registered with the FCO Email travel alert service?**
<http://is.gd/d4wX8O>

Yes No

We strongly advise you sign up with this service to receive travel alerts for the country you will be visiting. You can cancel or change these alerts at the end of your trip.

We also suggest that you investigate whether your mobile/cellular phone company offers the facility to receive Emails and forward them to you as an SMS/text message. If so you should consider filtering travel alerts to your phone as text messages to ensure you receive them when out of reach of Internet/Email connections.

**Please keep the FCO crisis telephone number in your phone:
+44 207 008 1500**

**FCO advises users of Twitter and Facebook to follow their appropriate pages to keep in touch with advice.
Twitter: @fcotravel AND @UKin****
Where **** = the country name: eg @UKinEgypt**

Does your insurance company require any special declaration for the places to be visited?

Please attach a copy of that declaration to this document.

Will you be involved in any work other than clerical? (Remember you must declare this to the insurers before you are permitted to travel).

Will you be flying with any non-commercial operators? (Remember you must declare this to the insurers before you are permitted to travel).

Will you be working with partner organisations? Please name these agencies.

If the partner agencies have conducted a risk assessment and you have access to this, please attach it to this document.

Risk Scoring Matrix

Severity							
Score	Description						
5	Multiple fatality, death, kidnap, multiple incidents						
4	Major injury or multiple major injury, major loss						
3	Long term incapacity or disability, long term impact of incident, major inconvenience						
2	Time lost injury or illness, time off work may result						
1	Minor injury or illness, minor incident or inconvenience						
Likelihood							
Score	Description						
5	Highly likely to occur						
4	Likely to occur						
3	Possible						
2	Unlikely to occur						
1	Highly unlikely to occur						
Risk							
	Likelihood	5					Extreme
		4			High		
		3		Medium			
		2					
		1	Low				
			1	2	3	4	5
			Severity				

For each risk in the questions that follow use the guidance notes to *estimate* the severity of the incident and the likelihood of it occurring. Using the Risk Matrix determine whether the risk is low, medium, high or extreme. Eg: You determine that for the destination you will be visiting that the severity of being kidnapped is '4' but as your trip is to Germany it highly unlikely to arise so the likelihood score is '1'. The matrix gives a risk of 'Medium' for kidnap.

You should consider carefully whether the trip is necessary if you find several risks at high or above and if any are rated as extreme.

Category	Associated Problems	Overall Risk (Low, Medium, High, Extreme) Use risk scoring matrix	Measures to be taken: Use guidance sheet and www.fco.gov.uk
Crime	street crime, local scams, theft, hotel room security		
Terrorism	bombing, security alerts and terror attacks		
Conflict	localised tensions or fighting that could result in outbreak of hostilities		
Political	civil unrest , strikes, riots, political demonstrations, upcoming elections or significant events		
Kidnap	abduction/kidnapping		
Infrastructure	Transportation airport collection, local driving standards, hazardous terrain, roadworthiness, safety belts		
	Medical capabilities hospital proximity and standards, methods of payment for treatment, access to local doctor		
	Contaminated food allergies, Hepatitis A, dysentery, diarrhoea, severe stomach upset		
	Contaminated water & drinking water Dysentery, diarrhoea, legionella, leptospirosis, polio, cholera, typhoid		
	Utilities compatibility of equipment, voltage, safety standards, power cuts		
Natural Risks	Climate conditions extreme heat or cold, high humidity, monsoon/storms, altitude		

Category	Associated Problems	Overall Risk (Low, Medium, High, Extreme) Use risk scoring matrix	Measures to be taken: Use guidance sheet and www.fco.gov.uk
Natural disasters	typhoon, tornado, tsunamis, avalanche, earthquake, flood		
Contact - with insects	bites/stings, Lyme's disease, malaria, yellow fever		
Contact - with animals	allergies, asthma, bird flu, bites, dermatitis, rabies, stings		
Cultural Risks Local Culture	customs, dress, religion, behaviour		
Legal differences	local codes/guidance, local statute		
Hazardous Activities	Skiing, white water rafting, bungee jumping, diving etc.		
Hazardous substances/chemicals	available antidotes, transport requirements, spillage		
Field work/research	permits to work, safe systems, tides/ water conditions, medical back-up, remoteness of work site		
Accommodation	Is the accommodation proposed suitable, secure, resilient and supportive.		
Social and spiritual support	Companionship, local support, need for a second trainer		
Others			

Your Department Contact

Please enter the name, Email and phone number of your emergency contact person in ICMC:

Embassy in-country

Please enter the address and telephone number of the local Embassy in the country you are visiting (see country page on www.fco.gov.uk or your nation's embassy)

Insurance Emergency Number

Provide details of your insurance policy: Include the name of the insurer, the policy number and their emergency contact telephone number:

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Mobile number	phone being taken on trip	
Local contact	name, organisation and phone	
Travel bookings	please state whether booked online (and name website), through local contacts or through travel agent (please name) Airline contact No:	

Date	Flight details	Hotel/Accommodation details
	Flight No: From/To: Departure time: Arrival time:	Name: Address: Tel:
	Flight No: From/To: Departure time: Arrival time:	Name: Address: Tel:
	Flight No: From/To: Departure time: Arrival time:	Name: Address: Tel:
	Flight No: From/To: Departure time: Arrival time:	Name: Address: Tel:
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