

Student Overseas Travel Risk Assessment Template

Part A – General information			
Student Details			
First Name		Surname	
Degree Programme		Registration number	
Level of Study (delete as appropriate)	UG/PGT/PGR	Year of Study (eg. 1 st , 2 nd , Final)	
School/Department		Faculty	
Name of person authorising trip		Position (e.g. study abroad/Erasmus tutor, placement coordinator etc)	
Placement Details			
Host Institution/Organisation Name		Country	
Address			
Contact Person/Supervisor		Contact Person/Supervisor Email	
Start Date		End Date	
Description of planned activities			
What is the purpose of the visit?			
What activities are involved? (Note that a separate work placement risk assessment or Letter of Expectation may be needed for practical activities)			

UK Government foreign travel advice category (Proposed action in response to any specific advice should be provided within your risk assessment)	(See https://www.gov.uk/foreign-travel-advice)	
Accommodation		
Address and Telephone: (List all – i.e. hotel, stopovers and long-term accommodation if known. Once long-term accommodation address is confirmed this should be updated through MUSE)		
Transport		
Flight/Train/Ferry/Coach Times and dates (if known):		
Travel itinerary within host destination(s) (include anticipated dates, locations, contact details as well as any known intended travel routes for touring itinerary)		
Pre-planning	Confirm complete	Comments
Have any recommended travel immunisations been completed?		
Is UoS travel insurance being arranged? (MANDATORY) - https://www.-----.ac.uk/finance/staff-information/help/insurance		
Have emergency contact details been checked and updated in MUSE?		
Has the generic travel risk assessment at Part B been reviewed?		
Have any additional risks been identified beyond those identified within the generic assessment at Part B ? If yes, has the trip-specific risk assessment been completed at Part C of this form.		
COVID-19 planning You must ensure you are familiar with the local and national COVID-19 legislation/guidance that is in place in the country you are going to, and you must consider how you will comply with this.		

Students undertaking a placement within the European Union may find the Reopen EU website useful in completing this section: <https://reopen.europa.eu/en>

Quarantine requirements	(describe the quarantine regulations that will apply to you on arrival in your host country and how you will ensure you comply with them)
Face-mask/face-covering requirements	(e.g. mandatory or recommended? On public transport only or in all public spaces? etc)
National track and trace programme	(e.g. are you required to download an app? What does this involve?)
Local testing procedures	(e.g. if you develop symptoms whilst abroad, how will you obtain a test?)
Self-isolation requirements	(e.g. if you have a positive test, how long are you required to self-isolate?)
Local travel restrictions	(e.g. are there any limits on how far you can travel from your home?)
Social/physical distancing requirements	(e.g. what is the minimum recommended distance?)
Other	(any other personal or local considerations to be taken into account e.g. personal health, BAME associated risk etc)

NOTE: You should review the above information on a regular basis, after your risk assessment has been signed off and in the run up to your proposed departure date. You should also make sure you keep informed of any changes whilst you are abroad.

Emergency planning

Local Hospital(s)	(Address, accessibility and facilities)
Contingency plans	(If University Travel Insurance has been applied for, support for emergency medical or security assistance is available via the University insurer helpline – make sure you have this number or have downloaded their app as detailed on the travel insurance webpage.)

National Embassy/Consulate(s)	(Address and telephone number)
Destination contact(s)	
University/Home contact(s)	
Authorisation – for Low-risk activities.	
This should be authorised by your academic supervisor at ----- (e.g. study abroad/Erasmus tutor, placement coordinator)	
I have reviewed this proposal together with the generic risk assessment forming Part B of the document and the trip- specific assessment at Part C . I am satisfied that suitable control measures are in place to manage foreseeable risks, and I am happy for the student to undertake their placement abroad.	
Signed:	Date:
Print Name:	
Additional Authorisation – required for risk assessments attracting a Moderate or High Risk rating	
Signed (Head of School or above):	Date:
Print Name:	

PART B Generic Risk Assessment

The generic risk assessment below identifies typical risks that may be encountered during travel within non-hazardous locations. This is expected to cover the majority of University travel within the UK, EU and similar locations. This type of travel will normally be considered “Low Risk” and will generally be permitted (although students MUST register for the University’s travel insurance.)

Where risks are identified beyond the generic items below, these should be assessed within [Part C](#) of this form. Depending on the findings of the [Part C](#) assessment, the assessor should assess the risk category of the trip based on the residual risk of the additional hazards identified.

Trips with one or more additional hazards assessed as Moderate Risk should normally be authorised on an individual basis at Head of Department or equivalent level.

Trips with one or more additional hazards assessed as High Risk must be discussed and authorised at Head of Department, or more senior level. These and other high-risk activities must also be advised to insurance@----.ac.uk as insurers will need to confirm cover before travel.

Hazard	Control Measures
Journey	
Lack of familiarity with travel route or area Risk of time delay with disruption to travel plans or connections and risk of straying into potentially hazardous areas.	<ul style="list-style-type: none"> ● Travellers should familiarise themselves with the travel route if this involves travel in unfamiliar areas. ● Maps and sat-nav systems should be used to allow the route to be planned. ● Travellers should consider seeking local advice (e.g. from hotel reception staff) to help avoid entering unsafe areas of towns/cities if staying overnight in such accommodation.
Unplanned disruption to travel plans Traveller may be stranded, potentially in dangerous conditions. (Adverse weather, industrial action, breakdown, accident etc.)	This may include delay with public transport due to breakdown, weather or industrial action or breakdown of private/hire cars, traffic congestion etc. In many cases, this will simply be an inconvenience with no safety risk but could put the traveller at risk if they are stranded in a hazardous environment or location. <ul style="list-style-type: none"> ● Ensure that the journey plan is known to someone. ● Ideally, check in on arrival with a family member or department to report safe arrival. ● Carry a fully charged mobile phone. Know the University emergency number +44 (0)114 222 4444 and the 24 hour emergency security assistance number +44 (0)20 8763 3155, provided by the University’s insurer. ● Download the RSA travel assistance app provided by the University’s insurer

	<ul style="list-style-type: none"> ● Ensure that emergency breakdown service number is available if travelling by hire car. ● Consider carrying an emergency kit if travelling in a remote area or in poor weather conditions. ● In extreme weather, consider whether travel should be postponed or cancelled
Loss of money/tickets or travel documents Traveller may be stranded.	<ul style="list-style-type: none"> ● Carry some spare cash or credit card separately from main purse or wallet. ● Consider a prepaid currency card with separate funds loaded onto it. ● Carry a charged mobile phone. Consider the need for an emergency phone power pack. ● Keep a copy of passport details separately. (scan or photocopy)
Weather conditions Risk of rain/snow or icy conditions, or very sunny conditions leading to hypothermia/sunburn in extreme cases.	<ul style="list-style-type: none"> ● Most foreseeable risks are rain/snow/sun leading to discomfort rather than severe harm but consideration should be given to this risk if travelling in winter, especially in remote areas and in some overseas areas. ● Travellers should ensure that appropriate clothing is worn or available. ● Be aware of risk of journey disruption e.g. loss of public transport, congestion, accident, breakdown.
Modes of Transport	
Walking Risk of slips trips and falls. This is considered a normal “life risk” for most people. Could be higher risk in icy conditions. Risk of musculoskeletal injury – strains, sprains and fractures. Possible risk of theft or assault in some areas.	<ul style="list-style-type: none"> ● For slips, trips and falls, in normal urban conditions, no specific action needed other than reasonable care. ● Additional consideration is needed if ground conditions are expected to be poor or if traveller has mobility issues. ● Travellers should ensure suitable footwear, in particular, if there is a risk of ice/snow. ● To minimise assault and theft risk, travellers should be mindful of their environment and remain vigilant at all times. ● Avoid walking in unlit areas or walking alone late at night.
Public transport (Travel by bus, tram, rail, ferry, underground) Collision, theft, assault.	<ul style="list-style-type: none"> ● If possible, plan journey ahead and know the route. ● Be mindful of the surroundings. Try to sit in populated areas of the carriage/vehicle and avoid rowdy or aggressive individuals or groups. Keep valuables out of sight. ● Avoid travelling late at night if possible.
Taxi Collision, theft, assault.	<ul style="list-style-type: none"> ● Use only reputable taxi firms. ● Wear seat belts at all times. ● Keep valuables out of sight.
Driving Collision or breakdown during use of own vehicle or hire vehicle.	<ul style="list-style-type: none"> ● Vehicles must be maintained in a roadworthy condition and driven in accordance with legal standards at all times. ● Drivers should always take a break on journeys of over 4 hours. ● Driving should be modified to take account of adverse weather or road conditions, or national regulations ● Use only reputable car hire firms.

<p>Cycling Injury due to collision with other vehicles, or pedestrians, or due to potholes.</p>	<ul style="list-style-type: none"> ● Ensure that cycles are maintained in good condition. ● Always use a helmet. ● If cycling after dark, or in conditions of poor visibility, lights MUST be used. ● Always ride with consideration for other road users and in accordance with the Highway Code or relevant local standard.
<p>Air travel (commercial flights only) Inability to board plane due to airport security restrictions. Theft, assault.</p>	<ul style="list-style-type: none"> ● Ensure the trip has been pre-registered through the University travel insurance system. ● Ensure that suitable photo id is carried and that the content of all cabin baggage conforms to airport security restrictions.
<p>Accommodation</p>	
<p>Accommodation and food Choice of poor accommodation or restaurant may leave traveller more vulnerable to violence, theft, fire or ill health.</p>	<ul style="list-style-type: none"> ● Ensure that accommodation is in a safe location and has adequate security arrangements. Research the area first. ● Travellers should familiarise themselves with emergency escape routes on arrival. Use safe for valuables, where possible. ● Choose eating locations carefully. Avoid any that look obviously badly run or unhygienic. ● Be aware of any personal food-related allergies or intolerances. ● Avoid signing private rental contracts or handing over deposits/rent before viewing the accommodation in person
<p>Fire Risk of injury due to fire outbreak within accommodation.</p>	<ul style="list-style-type: none"> ● Ensure that reputable hotels only are chosen. Check out fire exit routes and ensure that these are known and are clear and usable. ● Be vigilant regarding fire safety management practices within hotels and student accommodation ● Always respond promptly to fire alarms and evacuate by the nearest route when alarms sound. ● Ensure long term accommodation is fitted with smoke alarms, and fire exit routes are identified at the earliest opportunity
<p>Human factors</p>	
<p>Theft/Assault Risk of personal assault, attack or theft of belongings.</p>	<ul style="list-style-type: none"> ● Keep valuables out of sight. Be aware of the need to keep bags and wallets secure against pickpocketing and snatching. Be vigilant and aware of the environment and of people around. Avoid walking through areas that appear isolated or “hostile”. ● Dress appropriately to blend into the local environment. Do not wear expensive clothes or jewellery. ● Try to keep a small amount of money separately from your main wallet or purse. Consider keeping copies of key travel documents/tickets. Try to use well-populated carriages on trains or other modes of transport. ● Avoid hazardous areas of towns/cities, particularly at night. Seek advice on this if unfamiliar with locality. ● Consider pre-booking if seeking a taxi at night. Where available, “Black Cabs” licensed for on-street pickup may be a safer alternative to private hire vehicles.
<p>Musculoskeletal injury Possible risk of musculoskeletal injury due to handling or carrying heavy items of luggage. Risk from sitting for long periods,</p>	<ul style="list-style-type: none"> ● Avoid carrying heavy bags and be aware of injury risk when moving these from storage locations in vehicles. ● Ensure luggage is securely stowed. ● Use wheeled cases or luggage trolleys if there is a need to carry luggage for long distances. ● Ensure that you move around periodically during long journeys.

particularly if journey is delayed.	
Fatigue Traveller may become tired during a long journey, impairing concentration and judgement.	<ul style="list-style-type: none"> ● Always take a break if driving for 4 hours or more. ● Ensure you are rested before a journey, if possible. ● If travelling long haul, plan in time to recover from jetlag before starting placement activity
Lone working Traveller may be alone during journeys and for long periods in accommodation. Being alone may increase risk of attack. Obtaining help may be more difficult.	<ul style="list-style-type: none"> ● Ensure mobile phone is kept charged. Check in with a family member or colleague regularly. ● Find out how to seek emergency help within hotel accommodation where relevant. ● Leave contact details with department and keep in regular touch with tutor and/or family where possible. ● See also Theft/Assault above
Personal or cultural differences Traveller may have an appearance, dress style, or protected characteristic that places them at increased risk in certain cultures.	<ul style="list-style-type: none"> ● Avoid behaviours, dress codes and activity that may be unacceptable in the locality in order to blend in ● Find out about significant cultural differences in advance of travel, the following websites/ guides may be helpful ● https://www.gov.uk/guidance/lesbian-gay-bisexual-and-transgender-foreign-travel-advice ● Travel guides such as Lonely Planet provide LGBT advice for most destinations - https://www.lonelyplanet.com/
Stress Traveller may experience stress during journey due to unfamiliarity with trip or time pressures.	<ul style="list-style-type: none"> ● Try to ensure that the journey is planned, to minimise stress during the trip. Navigation aids such as maps and sat-nav systems are very helpful where locations and routes are unfamiliar. ● Try to allow sufficient time for the journey. ● Pre-booking of tickets and taxis and accommodation is recommended
Pre-existing medical conditions Risk of becoming unwell during trip.	<ul style="list-style-type: none"> ● Provided the condition is well controlled this may be considered a normal “life risk” for the individual. If travelling alone or in remote areas the risk should be assessed further. ● Students should notify any relevant conditions that may place them at increased risk.
Alcohol consumption Consumption of alcohol may impair judgement or physical abilities making individual more vulnerable to accident or attack.	<ul style="list-style-type: none"> ● Avoid drinking excessively, particularly in unfamiliar locations. ● Be aware of risk of drinks being “spiked”. Don’t leave your drink unattended. ● Familiarise self with local customs/laws related to alcohol (i.e. legal drinking age, prohibition of alcohol, ‘dry’ regions)
Other factors	
Civil disturbance or terrorist attack Traveller may be affected by local civil disturbance or a non-specific terrorist attack.	<ul style="list-style-type: none"> ● Although the risk is low, there is an element of threat worldwide. ● Travellers should remain alert during all journeys and, where an incident has recently occurred should review the risk associated with a proposed trip to that location. ● Review the Counter Terrorism Policing web page which has information about staying safe abroad: https://www.counterterrorism.police.uk/staysafe/

PART C – Trip-specific risk assessment

Completion instructions:

First, review the generic travel risk assessment at [Part B](#). Record in the table below any **additional** risks associated with the proposed locations or your own personal circumstances, that are not covered within the generic assessment. Please tick 'Yes' to each risk that applies, or N/A if not applicable. You are encouraged to use the [UK FCO travel advice](#) (or your national government's equivalent) for your destination country to help you assess whether there are any additional risks. Examples are given to assist but there is space to record and assess other known risks. You should then complete the risk assessment that follows the table for any additional risks you have identified.

Human factors	Tick if applicable	Environment and infrastructure	Tick if applicable
Muggings/ robbery (Does the placement involve valuable equipment/ materials that could make you more vulnerable to robbery?)		Infrastructure (Consider communications and utilities, mobile phone signal, potential for loss of communications.)	
Political tension (Does the activity, in itself, pose a risk of offending the local population/ government, or is it likely to be controversial?)		Driving (Consider risk of driving in the area, road condition, off road driving or night driving, risk of hijack/theft.)	
Civil unrest		High altitude	
Kidnap/ abduction		Desert/intense sun/cold climate	
Culture (customs, dress religion)		Earthquake or volcanic risk	
Language/communication		Storm/hurricane risk	
Legal differences		Monsoon/ high humidity	
Stress (lack of usual support)		Air pollution	
Medical (health, pregnancy, other factors)		Radiation risk	
Biological risk		Water contamination	
Venomous animals (antidotes?)		Asthma/allergies	
Hazardous animals (non-venomous)		Food toxins	
Endemic disease (e.g. HIV, hepatitis, malaria, rabies, leptospirosis, yellow fever, cholera, polio, typhoid, zika, dysentery, parasites.)		Personal health needs	

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Significant Hazard (as identified above)	What harm might occur?	Existing control measures (if applicable) What do you currently do to reduce this risk?	Risk Rating (with current controls) see Appendix 1			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Residual Risk see Appendix 1		
			L	S	RR		L	S	RR

Appendix 1 - Guidance on Risk Assessment and Risk Rating

The following matrix provides guidance on assessment of the level of risk associated with hazards that may have been identified during the risk assessment process. This is based on the risk rating system endorsed by the Institution of Occupational Safety and Health (IOSH). Judgement is required to assign a likelihood and severity to each risk that is identified by the assessment process. As a general principle, the assessor should judge the most likely outcome from a particular incident rather than basing the risk rating on the most extreme situation possible. The risk rating is calculated by multiplying the likelihood by severity. The recommended action for each risk rating is shown in the second table.

Likelihood	Guide Description
5	Very likely/imminent – certain to happen
4	Probable – a strong possibility of it happening
3	Possible – it may have happened before
2	Unlikely - could happen but unusual
1	Rare – highly unlikely to occur

Severity	Guide Description
5	Catastrophic - fatality, catastrophic damage
4	Major – significant injury or property damage, hospitalisation
3	Moderate - injury requiring further treatment, lost time
2	Minor - first aid injury, no lost time
1	Very minor – insignificant injury

		Severity (S)				
		1	2	3	4	5
Likelihood (L)	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

Risk Rating (RR)	Action
High Risk	Stop the task/activity until controls can be put into place to reduce the risk to an acceptable level
Medium Risk	Determine if further safety precautions are required to reduce risk to as low as is reasonably practicable
Low Risk	No further action, keep under review