

STUDENT INTERNATIONAL TRAVEL

STAGE 2: RISK ASSESSMENT AND FORMAL APPROVAL

- Students should complete this in partnership with their Travel Sponsor. Prior to undertaking this risk assessment, please read the advice on your country of destination:
 - Insurance Advice Website: www.mylifeline.co.uk (policy number 0010628140)
 - Foreign & Commonwealth Office: <https://www.gov.uk/foreign-travel-advice>
- The risk assessment should reflect the nature and complexity of any specific risks involved in the travel being undertaken. It should be commensurate with the actual risk that the identified hazards pose in the particular circumstances.
- You should use and complete the appended checklist to inform your personal risk assessment.
- There must be emergency contact details in place for the student to contact 24/7, this will normally be the reception/campus security of the student's home campus.
- In cases of **group** trips/fieldwork trips, the designated member of staff leading the trip will complete the travel risk assessment for the student group, ensuring that specific traveller information is provided for each individual student traveller.

Student Name:	
Destination:	
Ref:	
Assessment Undertaken by:	
Name:	
Date:	
Travel Sponsor Name:	

Identify possible hazards (tick those which are significant, using the checklist in Appendix B to inform discussions and planning)			
Personal Safety	☐	Travel documents/legal entry	☐
Environment (weather)	☐	Prevalent diseases for which vaccination is required	☐
Crime	☐	Local dangers (road/rail travel, insects, animals,	☐
Effects of long-haul flights	☐	Accommodation and Transport	☐
Earthquakes and Natural disasters	☐	Accident / Injury / Illness / Poor Health	☐
Political situations, laws and culture	☐	Sexual harassment and misconduct	☐
Other	☐		

COMPLETE THIS SECTION FOR ALL IDENTIFIED HAZARDS, IDENTIFYING CONTROLS FOR ANY IDENTIFIED RISKS					
Significant hazards identified:	List groups of people who are at risk:	List existing controls, or refer to safety procedures etc.	Current level of risk	For risks, which are not adequately controlled, (i.e., as low as possible) list the action needed.	Remaining level of risk: high, med or low (aim for low)
EXAMPLE: Crime – esp pickpocketing / bag snatching	All	There is a low rate of serious crime in XXX. However, protect belongings. Take sensible precautions to avoid mugging, bag snatching and pickpocketing. Be particularly vigilant at airports, railway stations and crowded public gatherings. Do not leave your valuables unattended. If a victim of crime, inform the local police and get a police report.	Low	Remain vigilant In the event of an incident, follow advice given by police and/or local authorities.	Low
EXAMPLE: Other - Acts of terrorism	All	Follow advice given by UK Foreign Office website and https://www.counterterrorism.police.uk/safetyadvice/ . If you hear gunshots, follow UK advice of Run, Hide, Tell. Keep away from any demonstrations.	Low	Remain vigilant, esp whilst outside hotel or College premises. In the event of an incident, follow advice given by police and/or local authorities.	Low

STUDENT DECLARATION		TRAVEL SPONSOR DECLARATION	
I confirm that: • I undertake to put in place the mitigations identified on the risk assessment and to notify the University if I cannot do this, so the risk assessment can be revised appropriately. • I will review the risks again, immediately prior to departure, and discuss with my Travel Sponsor. • I have the details of Aon Protect Assistance www.aonprotectassistance.com. • I will leave a copy of my passport, detailed itinerary and next of kin details with my Travel Sponsor. • I understand that permission to travel will be kept under review by the University. • I have appended the separate relevant Activity Risk Assessment where this is required.		I confirm that: • I have discussed with the student the risks of travel and of how to mitigate those risks. • The University's Insurance Team has confirmed that University Travel Insurance is in place	
Name:		Name:	
Signature:	Date:	Signature:	Date:
Dean's Approval of Travel			
In signing this declaration, I confirm that I have reviewed the information provided, that the identified hazards have been addressed and reduced as far as reasonably practicable, and the appropriate travel insurance arrangements are confirmed to allow the travel to take place.			
A separate activity risk assessment has been provided Yes ☐ No ☐			
Name:			
Signature:		Date:	

STUDENT INTERNATIONAL TRAVEL CHECKLIST				
	Yes	No	N/a	NOTES/ACTIONS
Personal Safety and Security				
I have consulted Foreign Commonwealth and Development Office (FCDO) travel advice and will adhere to this at all times.	☐	☐	☐	Summarise the FCDO advice here.
I will carry appropriate first aid supplies with me	☐	☐	☐	
Are there any significant events (e.g. civil unrest, strikes, riots, political demonstrations, upcoming elections, etc) due/expected/likely to take place during the period of travel abroad?	☐	☐	☐	
I understand that I need to be aware of crowded areas, opportunistic theft and cultural sensitivity, and if confronted by aggressor, I will hand over items requested and report the incident to local Police	☐	☐	☐	
I will ensure that in making travel arrangements I will consider, identify, manage and reduce the conditions that may make sexual harassment more likely to occur e.g. avoid travelling alone or staying in accommodation alone.	☐	☐	☐	
Travel Documents / Legal Entry				
My passport is valid (including being valid for at least 6 months beyond the completion of the trip if required)	☐	☐	☐	
I have checked visa requirements and will obtain a visa if necessary	☐	☐	☐	
I have checked work permit requirements and will obtain a work permit if necessary	☐	☐	☐	

I will ensure that I have contact details for British Embassy / High Commission / Consulate for country(ies) to be visited (if needed to arrange replacement passport or other assistance as required)	☐	☐	☐	
I will keep copies of travel documentation and ensure these are kept separate from originals	☐	☐	☐	
Insurance				
I have contacted the University's Insurance Team and consulted the University Travel Cover Policy, and I am happy that it provides an acceptable level of cover	☐	☐	☐	
I will arrange additional private Travel Cover if required e.g. if extended trip to include period of personal travel, or if undertaking activities deemed dangerous e.g. diving	☐	☐	☐	
Accident / Injury / Illness / Poor Health				
Do you have known or pre-existing medical conditions which have the potential to affect or impact your ability and fitness to travel?	☐	☐	☐	
I confirm that I am fit to travel and that I am not travelling against medical or GP advice Note: <i>This will invalidate University Travel Cover</i>	☐	☐	☐	
I am not travelling against Occupational Health advice	☐	☐	☐	
I have reviewed guidance on required vaccinations/medications sought and where required will obtain these prior to travel (e.g. anti-malarial medication)	☐	☐	☐	
I have a valid UK European Health Insurance Card, or UK Global Health Insurance Card	☐	☐	☐	

I will be aware of hygiene standards such as cleanliness of drinking water and food vendors and take appropriate actions (e.g. only drink bottled water)	☐	☐	☐	
I will ensure that any medication I need to travel with can be carried into the country and that documentation e.g. GP letter is available where needed, as determined by the country's entry requirements	☐	☐	☐	
I will ensure I have adequate supply of essential prescription and other medication to be carried	☐	☐	☐	
Emergency Communication				
My next of kin/emergency contact details are up to date (student to check ICON details)	☐	☐	☐	
I will share my next of kin/emergency contact details with the host/placement provider/organisation	☐	☐	☐	
My full travel itinerary is provided on this form.	☐	☐	☐	
I will ensure that my mobile phone has saved emergency contact numbers and addresses to be used during the trip	☐	☐	☐	
I know who I will keep in touch with from the University, how, and how often and I agree to maintain the agreed arrangements.	☐	☐	☐	
I know who (from the Faculty) to contact, and how in the case of an emergency, or if assistance is required whilst overseas.	☐	☐	☐	
Laws and Culture				
I understand the legal variances and cultural norms and I will accommodate these	☐	☐	☐	

I will consider reasonable steps, such as travelling with a trusted person, to maintain personal safety, including against sexual harassment.	☐	☐	☐	
I agree to exercise caution when taking photographs, videos or using binoculars, to avoid such actions being misunderstood in a social or professional setting	☐	☐	☐	
I am aware of Customs/Entry requirements for the country I propose to visit.	☐	☐	☐	
Lack of Money				
I will ensure that I have sufficient local currency for duration of stay and allow for contingencies	☐	☐	☐	
I have checked that a credit card can be accepted in the country/region and that cash can be obtained via ATM's	☐	☐	☐	
Weather				
Where there are conditions likely to lead to medical or other emergency e.g. extreme cold or heat, I will take appropriate precautions.	☐	☐	☐	
I will ensure that I take appropriate luggage including clothing, footwear, sunscreen etc.	☐	☐	☐	
Accommodation				
The planned residential accommodation is reputable / the planned homestay has been organised by a reputable host organisation or agent	☐	☐	☐	

I will ensure that I am familiar with evacuation procedures in accommodation, including nearest exit routes and ways of raising the alarm	☐	☐	☐	
Doors will be locked at night and when away during the day, and I will remain vigilant when arriving, leaving and answering doors	☐	☐	☐	
I will use secure storage facilities for valuables	☐	☐	☐	
I will obtain suitable electrical adapter for local voltage/plug type and use equipment as intended	☐	☐	☐	
Transport				
The availability and standards of transportation are acceptable (i.e. equivalent to UK standards) and I will not use any perceived unsafe transport methods	☐	☐	☐	
If hiring / driving a car/other vehicle, I will ensure that I have appropriate documentation as required in-country (e.g. UK driving licence)	☐	☐	☐	
I will only drive vehicles where there is appropriate insurance cover, either through personal insurance or insurance via a third party	☐	☐	☐	