# International Travel Risk Assessment

This document applies to travel outside the UK. If you are travelling within the UK please complete the UK Travel Risk Assessment or business plan.

To complete the form, read the [FCDO advice](https://www.gov.uk/foreign-travel-advice/) for your destination country and area and using that, indicate below which (if any) hazards you might encounter. For each hazard state the actions you will take to minimise the risk to you, adding more detail for the hazards that you are more likely to encounter or are more dangerous.

If you are undertaking fieldwork during your trip, you should complete the [Fieldwork risk assessment](http://www.docs.csg.ed.ac.uk/Safety/ra/FA1.doc)

If you are a new or expectant mother you should also to complete the [new or expectant mothers risk assessment](http://www.docs.csg.ed.ac.uk/Safety/ra/NEM1.doc)

# Traveller Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of traveller** |  | **Status** | Staff/ postgraduate student/ undergraduate student*Delete as appropriate* |
| **Contact number during travel** |  |
| **Emergency contact name** |  | **Contact number** |  |

**Your Trip**

|  |  |
| --- | --- |
| **Date/s of travel** |  |
| **Destination** **country and city/town** |  |
| **Accommodation details***Name, address, contact info* |  |
| **State latest FCDO advice for your destination and any relevant covid restrictions**  |  |
| **If you take regular/emergency medication, do you have an adequate supply to take with you?**  | Y/N |
| **Do you require vaccinations for where you are travelling to?**If yes, please contact the [Occupational Health Unit](https://www.ed.ac.uk/staff/business-travel/travel-health/ohu-travel-overview) for advice | Y/N |
| **Does your destination country require you to carry IT equipment without encryption?**Currently required in Russia, China, Iran, Pakistan, Morocco, Columbia, Cuba, North Korea, Egypt and Vietnam | Y/NIf yes, contact the Computing Support team to discuss your needs |

**Activity**

|  |  |
| --- | --- |
| What work activities will you do while you’re travelling? | *eg attend symposium, collaborator meetings, etc* |
| Are there any hazards associated with that activity beyond that you would normally experience at work? If yes, specify |  |

**Emergency and Contingency Plans**

|  |  |
| --- | --- |
| How will you access first aid/basic medical supplies (eg painkillers, plasters etc) while you are travelling? |  |
| How do you contact emergency services in your destination country? |  |
| How would you pay for healthcare, if needed? |  |
| In case of disruption to your plans do you have funds available to book alternative travel and accommodation? |  |

**Health Hazards**

Considering where you are travelling to, what are the health hazards in the area?

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Yes/No** | **If yes, how will you minimise the risk to you?** |
| Covid-19 |  |  |
| Air quality |  |  |
| Altitude |  |  |
| Animals |  |  |
| Disease |  |  |
| Humidity |  |  |
| Pollution |  |  |
| Radiation |  |  |
| Temperature |  |  |
| Any other known hazard (specify) |  |  |

**Safety Hazards**

Considering where you are going, are there any safety hazards?

|  |  |  |
| --- | --- | --- |
| **Hazard** | **Yes/No** | **If yes, how will you minimise the risk to yourself?** |
| Civil unrest |  |  |
| Mugging/robbery/street crime |  |  |
| Kidnap |  |  |
| Terrorist activity |  |  |
| Extreme weather conditions |  |  |
| Environmental events (eg flooding, forest fires, etc) |  |  |
| Any other known hazard (specify) |  |  |

**Cultural Considerations**

International travel will inevitably involve you experiencing different cultures and customs than here in the UK, in lots of different areas of life. Before you travel, you should make yourself aware of whether there is potential to impact you during your travels. For example:

* Legal standards around medication may mean some medicines may not be carried in your destination
* Attitudes to sexuality and gender norms may be more restrictive than you are used to
* Levels of religious observation and expectations around clothing may need to be considered
* Etc

**Completed by**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |
| **Signed:** |  |

**On behalf of Head of School, reviewed by**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |
| **Signed:** |  |