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| Risk assessment for overseas travel | | | | | | | | | | |
| **Section 1: About the trip** | | | | | | | | | | |
| Name of traveller / group leader |  | | | | | Email: | | |  | |
| Job title |  | | | | | | | | | |
| Department: |  | | | | | | | | | |
| Travel dates: | Departure: |  | | | Return: | |  | | | |
| Countries / Provinces / Cities being visited: |  | | | | | | | | | |
| How many people will be travelling? | [Group Travel Planning Form](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/group-travel-plan.docx) must also be completed for trips of 5 or more. See [field trip](https://www.essex.ac.uk/staff/activities-health-and-safety/field-trips-and-off-site-visits)  information on the Staff Directory | | | | | | | | | |
| Staff: | |  | Students: |  | | | Others: | |  |
| Purpose and benefits of visit | Please note that for high risk visits the risks of travel will be weighed against the benefits. | | | | | | | | | |
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| Outline your knowledge/experience of the country/province/city being visited: (e.g. as resident, previous travel experience) | | | | | | | | | | |
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| Will you be assisted by a person or organisation who knows the country/province/city well? Give details: | | | | | | | | | | |
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| **Section 2: Identified hazards / risk ratings for country/province/city being visited** | | | | | |
| Note: Use your @essex.ac.uk address to create an account with [[Crisis24Horizon](https://crisis24horizon.com/)](https://www.drum-cussac.net/login)  and insert below the highest score for each key heading of the risk area summary for the country/province/city you are visiting. Further [guidance](https://essexuniversity.app.box.com/file/1506012659140) on the use of the risk monitoring system is available. | | | | | |
| **Country / province / city overview:** |  | **Political:** |  | **Security:** |  |
| **Infrastructure:** |  | **Environmental:** |  | **Health & Medical:** |  |
| Note: You should also refer to other sources of advice before submitting this assessment. These should include travel advice on the [staff](https://www.essex.ac.uk/staff/activities-health-and-safety/overseas-travel) and [student](https://www.essex.ac.uk/student/health-and-safety/overseas-travel) directories and [gov.uk](https://www.gov.uk/foreign-travel-advice) and health advice from the [NHS](https://www.fitfortravel.nhs.uk/destinations). | | | | | |

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| **Section 3: Identified hazards for adventurous activities[[1]](#footnote-1)** | | | | |
| See risk assessment information on the [Student Directory](https://www.essex.ac.uk/student/health-and-safety/carrying-out-a-risk-assessment) and the [Staff Directory](https://www.essex.ac.uk/staff/risk-assessment) | | | | |
| Does the trip involve adventurous activities? | | | 🗆 Yes | 🗆 No |
| If yes, has a risk assessment been completed and attached? | | | 🗆 Yes | 🗆 No |
| **Section 4:** **Risk description and control measures for overseas travel**  Include the risks identified in Sections 2 and 3 and then detail the measures you are putting in place to reduce the identified risks.  If you have a relevant existing risk assessment, this can be attached and referred to below. | | | |
| ***Example risks:*** | ***Example control measures:*** | | |
| *Medical - high prevalence of Malaria* | *GP provided anti-malarial medication, mosquito nets used…...* | | |
| *Activities - trekking in remote areas* | *See attached detailed risk assessment ‘Trekking in Nepal’* | | |
| **Risk** | **Measures taken to reduce the risk** | | |
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*Please add more rows if required*

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| **Section 5: Approval required** | | | | | | |
| Note: Heads of Department / Section will approve visits where risk ratings are 3.00 to 4.25 inclusive; and/or for adventurous activities.  For Heads of Department / Section and above, approval will be by their line manager.  Executive Deans or the Registrar & Secretary will approve visits where the risk rating is equal to or greater than 4.50. | | | | | | |
| Approval is required because: | | Crisis24Horizon rating is 3.00 (Moderate) to 4.25 (High) | | | | Yes / No |
| Crisis24Horizon rating is equal to or greater than 4.50 (High–Extreme) | | | | Yes / No |
| Trip involves adventurous activities requiring specialist skills for safe management | | | | Yes / No |
| **Traveller declaration (by traveller or group leader):**   * I understand the risks associated with this trip and will follow the precautions in this risk assessment. * ***For Crisis24Horizon rating of 3.0 and above***: I confirm that all travellers on this trip have completed the required online travel course(s), where required by the Insurance Team. These are listed out at Section 4: Measures taken to reduce risk, and copies of these certificates are attached. | | | | | | |
| Signed: |  | | | Date: |  | |
| Name of approving manager: | | |  | | | |
| Designation: | | |  | | | |
| **Approver declaration:** I have read the risk assessment and am satisfied that the proposed visit is necessary and that the traveller(s) has taken reasonable precautions. | | | | | | |
| Signed: |  | | | Date: |  | |

1. Examples of adventurous activities include diving, water / air sports, trekking in remote areas, caving [↑](#footnote-ref-1)