**Risk Assessment – Overseas Travel**

|  |
| --- |
| **Guidance Notes** |

The risk assessment is required:

1. To identify the individual travel risks that you may face during your trip and to develop risk mitigation measures to help to reduce these risks as far as reasonably practical;
2. To measure the severity of risks (after mitigation measures have been applied), so that the traveller and the School can make an informed decision on whether to accept them or not.

Draft Risk Assessments should be submitted to the H&S Team. who will facilitate your travel approval.

|  |  |  |  |
| --- | --- | --- | --- |
| **About You** | | | |
| Traveller Name |  | | |
| Department/Division/Research Centre/Institute affiliation |  | | |
| Email |  | Nationality |  |
| Gender | Male  Female  Other | | |
| **Your Trip** | | | |
| Destination(s) to be visited  Countries/cities/areas etc. |  | | |
| Planned itinerary.  (Provide on a separate sheet if complex) |  | | |
| Research Outline  Please provide a summary of your research topic |  | | |
| Purpose of Travel  Please outline your methodology/planned activities |  | | |
| Proposed Departure Date (in format dd/mm/yy) |  | Proposed Return Date (in format dd/mm/yy) |  |
| Details of Accommodation (e.g. address, website) |  | | |
| What travel risk training have you undertaken?  What experience do you have of similar travel or activities? |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contacts** | | | | |
| In-country traveller  contact number |  | | Platform  e.g. WhatsApp/  Signal/SMS |  |
| Emergency contact  Who to inform in case of an incident. This does not have to be your Next of Kin | Name |  | Relationship |  |
| Email |  | Tel (include country code if outside UK) |  |
| Contact(s) in-country  This could be your host organisation or research partner, or a family member/friend in-country who you will be in regular contact with during the trip | Name(s) |  | Relationship |  |
| Email |  | Tel |  |
| LSE Emergency Contact  This could be your HoD, Service Leader, academic mentor, line manager, AM, or equivalent | Name |  | | |
| Email |  | | |

**Steps to completing your Travel Risk Assessment:**

1. **Identify threats:** You should gather information from a variety of sources to determine any ‘things or beings’ that have the potential to cause you physical harm, damage or loss (e.g. pickpocketing, robbery, road traffic accident, Malaria etc). Use the [AIG Travel Guard platform](https://travelguard.secure.force.com/TravelAssistance/TGPreLoginHomePage?PL=AIG%20UK) and these **Suggested sources:**

* <https://www.gov.uk/foreign-travel-advice>
* Colleagues
* Local Partners or other contacts
* National and International News
* Social Media
* <http://www.fitfortravel.nhs.uk/home.aspx>
* <https://travelhealthpro.org.uk/>

1. **Assess vulnerabilities:** You should then think about what makes you more vulnerable to these threats (e.g. could travelling to remote areas during the wet season make you more vulnerable to the threat of Malaria?). **Consider:**

* Travelling accompanied or alone
* Any physical or psychological impairments that may affect safety and security
* Need to carry any cash or other high value goods during the trip.
* Time of travel (seasonal risks - e.g. weather, disease – periods of celebration or unrest, e.g. religious holidays, election cycles)
* Gender, ethnicity, sexual orientation
* Nature of activities being undertaken (e.g. research methods)
* Perception of LSE/local implementing partners
* Locations to be visited (e.g. does the trip involve frequent travel to remote field locations?)
* Language skills

**c) Formulate mitigation:** Once you have assessed what makes you more vulnerable to individual threats, you can then formulate what measures you, your employer, and/or a local implementing partner can apply to reduce vulnerability(e.g. Malaria prophylaxis, DEET spray, insurance).

1. **Assess severity of risks that remain:** Using your understanding of the nature of any threats that you are exposed to, how vulnerable you are to them and they mitigation measures which are in place, you should then assess the severity of any risks that remain using the formula of **RISK = LIKELIHOOD x IMPACT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | | **IMPACT** | | **RISK RATING (LIKELIHOOD x IMPACT = RISK)** | |
| **1** | Risk will only occur in exceptional cases | **1** | Insignificant physical or mental health effects that can be managed by staff or traveller | **VERY LOW**  **(1-3)** | General awareness required |
| **2** | Risk is not likely to occur in most circumstances | **2** | Minimal injury or health effects that may require medical assistance but as a precaution only | **LOW**  **(4-6)** | Increased awareness required |
| **3** | Risk will occur in some circumstances | **3** | Moderate physical or mental health effects that will require medical assistance or professional support | **MEDIUM**  **(7-11)** | Heightened awareness and adherence to pre departure plans required. |
| **4** | Risk will occur in most circumstances | **4** | Life-changing physical or mental health effects that requires urgent hospitalisation or specialist support | **HIGH**  **(12-19)** | **Priority action** – requires extraordinary and context-specific measures to be put in place. |
| **5** | Risk is almost certain to occur | **5** | Death or permanent disability | **VERY HIGH (20+)** | **Risk is unacceptable** and should be avoided. |

| **Threats you may be exposed to**  *Add or delete categories for relevance to context* | **How vulnerable are you to these threats?**  **Look at AIG or FCDO and other advice and explain how the threat may or may not affect you** | **What measures will you take to reduce your vulnerability?** | **LIKELIHOOD**  (number 1-5) | **IMPACT**  (number 1-5) | **RISK RATING**  (R = L x I) |
| --- | --- | --- | --- | --- | --- |
| **Violent Crime**  (e.g. mugging, carjacking, burglary) |  |  |  |  |  |
| **Sexual Violence**  (e.g. abuse, harassment, assault) |  |  |  |  |  |
| **Petty Crime**  (e.g. bag-snatching, pick-pocketing, scams) |  |  |  |  |  |
| **Terrorist Attack**  (e.g. militant activity, IED, active shooter) |  |  |  |  |  |
| **Conflict**  (e.g. internal/external warfare, insurgency, tribal violence) |  |  |  |  |  |
| **Arrest or detention**  (e.g. at airport, due to nature of research or social media actiity) |  |  |  |  |  |
| **In-country travel**  (e.g. distances and routes, means of transport, accidents and breakdowns) |  |  |  |  |  |
| **Civil Disorder**  (e.g. celebrations, demonstrations, protests, elections) |  |  |  |  |  |
| Attempted or actual **Kidnap / disappearance** |  |  |  |  |  |
| **Natural disaster**  (e.g. earthquakes, flooding) |  |  |  |  |  |
| **Severe Weather**  (e.g. extreme heat, heavy rain) |  |  |  |  |  |
| **Stress/Wellbeing**  (e.g. vicarious trauma, isolation, overwork) |  |  |  |  |  |
| **Medical Risks** (e.g. disease, existing medical conditions, lack of healthcare facilities/expertise) |  |  |  |  |  |
| **Infrastructure Risks** (e.g. interrupted power, poor roads) |  |  |  |  |  |
| Mitigation taken for **Information Security/Cyber Threats** |  |  |  |  |  |
| *Add your own threats not listed above* |  |  |  |  |  |

|  |
| --- |
| **Communications\*/check-in\*\*** |

|  |  |
| --- | --- |
| **Please detail your communications plan:** | |
| *Include who you will check-in with, how frequently (at least weekly) and using what method/platform.*  *Whom will they contact if you miss a check-in?* |  |

\*You must make sure that you have reliable means of communication for the duration of your trip. Some platforms are not legal in all countries, and certain devices may not be supported by the infrastructure – check this in advance.

\*\*If your travel includes one or more destination rated as high or extreme overall threat level, or if your profile, research sensitivity or methodology is identified as high or extreme, you should have an advanced check-in system in place (e.g. twice daily check-ins; active tracking; check-in before and after changing location; sharing itinerary). See Traveller pages on the H&S website for further recommendations.

|  |
| --- |
| **Contingency Plans** |

For medical and security emergencies, you should contact AIG using the Lifeline Plus emergency number on the insurance certificate in the first instance. Help may not be provided immediately, but they will give advice.

You should plan for medical emergencies if you are remote from good medical facilities. You should plan for where you can shelter in place or find a place of safety in case of a serious security situation.

|  |  |
| --- | --- |
| **Please indicate measures you would take in the event of a:** | |
| *Medical emergency (e.g. acute injury or illness):* |  |
| *Rapid deterioration in the security situation:* |  |
| *Serious safety or security incident that requires additional support:* |  |

|  |  |  |
| --- | --- | --- |
| **Traveller Declaration** | | |
| *I confirm that to the best of my knowledge, the travel risks identified in this form accurately and truly reflect the locations where I am travelling to and the work/activities I will be undertaking. I confirm that I have taken all reasonable steps to ensure these travel risks have been minimised in accordance with the School’s Overseas Travel Policy.* | | |
| **Name:** | **Signature:** | **Date:** |
|  |  |  |