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|  | **Overseas Travel Risk Assessment- Student Version** |

The purpose of a risk assessment is to identify all foreseeable risks and ensure suitable and sufficient control measures are in place; to remove or reduce the risk of harm or injury; to identify the people who would be at risk; and to ensure that all relevant information is communicated accordingly. In signing this risk assessment, you are confirming that you are aware of the challenges involved in the trip and consider yourself mentally and physically fit to travel and carry out the proposed activities. If you choose to ignore the current recommended vaccine and travel health advice for the countries you are visiting, you will be travelling at your own risk.

Note: Travellers on the same trip can all be included on one assessment. This includes cross-Faculty trips. If travel dates vary, please insert separate itineraries per traveller in the itinerary section.

**This is to be read in conjunction with the Guidance for Student Travel.**

**This form should be completed at the earliest opportunity or at least six weeks before departure and submitted to the relevant Myport email address for approval.**

**1. Faculty of Technology:** mobility-tec@port.ac.uk

**2. Faculty of Science and Health:** mobility-sah@port.ac.uk

**3. Faculty of Cultural and Creative Industries:** mobility-cci@port.ac.uk

**4. Faculty of Humanities and Social Science:** mobility-hss@port.ac.uk

**5. Faculty of Business and Law:** bal-exchange@port.ac.uk

This needs to be submitted for approval together with the [permission to travel form](https://docs.google.com/forms/d/e/1FAIpQLSf54Nv7XzegtjJ11UUsSrdPrn4E7H-Xavm3--k_ZZxxngc7jw/viewform?pli=1).

**The School/Department/Faculty may permit an exception for late submission for a delay of up to five days. This decision is non appealable.**

**Declaration: *I understand that I am responsible for acquiring the valid Visa(s) to enter my country of destination, prior to travel***

**RISK ASSESSMENT**

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| **Full Name/s and Course/s**  **Student Number/s** |  | | **Signature of traveller/s**  **Date** |  |
| **Country and Cities to be visited** |  | |
| **Date of Departure/Return** |  | | **Signature of Responsible person**  **Name , position and faculty/department/school**    **Date** |  |
| **Purpose of Visit** |  | |
| **1. Have you travelled to this country before? Yes / No** | | | | |
| **2. Please specify if you have extensive knowledge of the country you are visiting (gained from residence, citizenship or work experience there)** | | | | |
| **3. What is the risk rating determined by our insurers?**   * Download the Healix Sentinel Travel Oracle “App” to your smartphone. * For instructions Healix has produced a comprehensive [guide](https://insurance.docstore.port.ac.uk/A937953.pdf) . * To register as a new user please use policy number **UOP203134**, which is a unique University of Portsmouth access code. * Use your “myport” email address unless not accessible in the destination you are travelling to. * Select “Country Profiles” and choose Country name to research risk information regarding the destination including Risk Rating number. | | **Country:** | | |
| **City:** | | |
| **Healix Sentinel Travel Oracle Risk Rating Number:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **1 (Minimal)** | **2 (Low)** | **3 (Moderate)** | **4 (High)** | **5 (Extreme)** | |  |  |  |  |  | | | |
| **4. What are the current risks identified by the FCDO for the country being visited?** | | * *Go to* [*www.gov.uk/foreign-travel-advice*](http://www.gov.uk/foreign-travel-advice) *and select the country you are visiting* * *Please copy and paste the summary here:* | | |

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|  | **Measures taken to reduce risk –**  (please refer to the information on **the Healix Travel Oracle App** |
| **SECURITY** | **Politics**  - Be fully aware of the current security situation in the cities you are visiting  - Avoid all demonstrations/large gatherings  - Prepare an alternate travel plan if strikes are anticipated  - Check dates of trip against local elections, major sporting events and public holidays |
| *Please give details of any current issues relevant to the countries you are visiting, and any particular measures you are taking to mitigate risk:* |
| **Crime**  - Be mindful of pickpockets in crowded places and never resist a mugger  - Be aware of credit card fraud – do not allow waiters/shop assistants to take your card out of your sight - Do not wear expensive jewellery and be cautious of your surroundings when using electronics  - Be aware of any common street scams/corruption and think about how to react if you are approached  - Use the safe in your hotel room, the security chain, and a rubber door wedge to jam the door from inside while you are in your room  - Ensure you have the numbers required to cancel credit cards and travellers cheques  - Carry a dummy wallet (suggested for travel to South America in particular) |
| *Please indicate the crime risks relevant to the countries you are visiting, and the measures you are taking to mitigate risk:* |
| **Terrorism**  - Be fully aware of the current security situation in the cities you are visiting  - Pay attention to the location of fire exits in all venues  - Check dates of trip against public holidays or days of special recognition  - Ensure you follow the recommendations for local transport (below)  - Avoid foreign embassies and hotels next door/nearby whenever possible  - Be aware of the mental anguish that can result from being in or near the impact zone of an attack, even when not directly involved   * Wherever you are, be aware of your surroundings. There may be little or no warning of an attack * Be aware of unusual behaviour. This, and suspicious packages should be reported to the police or security personnel immediately * Do not be afraid to leave your environment if you feel uncomfortable or if something does not seem right * Do not accept packages from strangers or open any mail you consider suspicious * Do not leave luggage unattended * If in a building located near the site of a terrorist attack, stay away from the windows. As soon as it is deemed safe, leave the building and get as far away as possible * If in the vicinity of an attack, do not stay to watch what is happening, as you will only get in the way of the emergency services. There is also a risk of secondary devices intended to target emergency personnel * Make a mental note of havens, such as hospitals |
| *Please give details of any known threats or other issues relevant to the countries you are visiting, and any particular measures you are taking to mitigate risk:* |
| **Kidnap**  - Maintain a low public profile and do not publicise your itinerary - Be alert to suspicious persons, vehicles and activity, particularly in the vicinity of your accommodation  - Pre-programme your mobile phone to the emergency services  - Employ a trained driver where necessary |
| *If risk of kidnap is noted on FCDO or Healix Travel Oracle, please give details of all measures you are taking to mitigate risk:* |
| **Climate Conditions**  - Be aware of the weather forecasts for the dates of your trip and pack appropriate clothing  - Use high-factor sunscreen and carry a bottle of water in hot conditions  - Avoid strenuous activity during the hottest part of the day and drink sufficient liquids to prevent dehydration  - Check whether altitude is a factor and take advice on altitude sickness |
| *Please indicate the current weather conditions in the countries you are visiting, and the measures you are taking to mitigate risk:* |
| **Natural Disasters**  - Check whether the country you are visiting has turbulent weather seasons  - Read the emergency procedures on the back of your hotel room door and pay attention to the location of fire exits in all venues - Make a note of the contact details for your local Embassy and leave copies of your itinerary and passport/visa with your office/next of kin |
| *Is the region you are visiting prone to typhoons, tornadoes, tsunami, avalanches, earthquakes, floods, monsoon/storms?*  *Is there a local authority website or news update you can follow for advice (check FCDO website for this)?* |
| **INFRASTRUCTURE** | **Transportation**  - Arrange a hotel transfer or reliable local contact to collect you from the airport on arrival  - Use hotel cars or recommended taxi companies  - If driving yourself, ensure that you have the correct insurance/licence and are fully aware of local driving regulations  - If using rickshaws/tuk-tuks/jeepneys, choose carefully and always agree a price before getting in  - If using local transport, be wary of the roadworthiness of the vehicle and safeguard your belongings  - wear your seat belt, even if the locals do not |
| *Please give details of your domestic transport plans:* |
| **Utilities and Cyber Issues**  - Check type of plug/s required and take plenty with you. Pack a torch and sufficient batteries  - Ensure all electronic devices are charged before departing for the airport – this is a safety requirement; your devices may be checked at Airport Security  - Be aware of the UK electronics ban affecting flights arriving into UK from Turkey, Lebanon, Jordan, Egypt, Tunisia, Saudi Arabia.  - Charge your mobile phone frequently  - Email important documents to yourself to use as a backup in case of lost/theft of laptop, usb etc.  - If a wall socket looks damaged or there is water damage nearby, DO NOT USE IT  - Check internet availability/issues in the country you are visiting and ensure Google mail is available |
| *Please give details of any issues relevant to the countries you are visiting, and the measures you are taking to mitigate risk:* |
| **MEDICAL** | **Medical Capabilities**  - Check if cash payment up front is required for medical attention (even in an emergency)  - Be aware of the ambulance provision in-country; many countries will have private and public ambulance services and response times may vary  - Ensure you pack a sufficient amount of any prescribed medication for your trip plus 7 days extra  - Do not engage in unsafe sexual activities or drug-taking  - Take a First Aid Kit and consider need for taking own syringes/needles.  - Wellbeing support and advice is available by contacting the [Student Wellbeing Service](https://myport.port.ac.uk/guidance-and-support/health-and-wellbeing/student-wellbeing-service) |
| *Provide any additional information or knowledge you have regarding medical facilities in your vicinity. If uncertain email* [*research@healix.com*](mailto:research@healix.com) *for local hospital information.*  **Please confirm that you have read the** [**NHS Fit for Travel**](https://www.fitfortravel.nhs.uk/home) **website and will follow their health advice for the country you are visiting:**  **Please confirm that you are aware of the challenges involved in the trip and consider yourself mentally and physically fit to travel and carry out the proposed activities:**  **Please confirm you are not travelling against the advice of a medical practitioner:**  **Please provide details of your current Covid-19 vaccination status here:** |
| **Contaminated Food**  - Eat only recently prepared food that has been thoroughly cooked  - Busier restaurants may be safer as they are more likely to serve freshly cooked food - Be cautious with pork products, fish/seafood and dairy products - Be cautious of buffets (is the food properly covered and how long has it been standing?)  - Be wary of drink-spiking and do not leave consumables unattended  **Contaminated Water**  **- Drink bottled water only and avoid ice in drinks - Use bottled water to brush your teeth**  - Check beaches/rivers for warning signs |
| *Is the tap water safe to drink in the country/countries you are visiting? Are there any additional food risks to be aware of?* |
| **Contact with Insects**  - Ensure that you have the required inoculations before travelling and check that your tetanus and polio are up-to-date  - Check whether yellow fever inoculation certificate is required for the country you are visiting (you cannot enter several countries without this)  - Consult your GP for malaria advice and check whether the region you are visiting has confirmed cases of the Zika virus  - Use insect repellents safely  **Contact with Animals**  - Do not approach animals, even if they appear domesticated (including stray dogs)  - Make yourself aware of indigenous snakes/reptiles for the area you are visiting  - Avoid markets where live animals and poultry are sold |
| *Please give details of insect-borne diseases relevant to the countries you are visiting, confirm whether you have the required inoculations, and note any other particular measures you are taking to mitigate risk:* |
| **ADDITIONAL** | **Covid-19 Risks (If Applicable)**   * Ensure that you are aware of the testing requirements and arrangements for departure from the UK and on arrival in the host country. * Ensure that arrangements have been made to undertake the tests and to ensure funding is in place to cover the costs of the tests. * Be aware of the Covid-19 mitigations in the host country and the restrictions around movement and activities that can take place in that country. Be aware of the penalty that can be imposed in the event of a breach of the covid mitigations and take steps to avoid being in breach. * Be clear of the Covid-19 restrictions in the host partner university or placement provider and the requirements that may be in place (test to access, vaccinations to access, etc) and ensure compliance. Understand the penalties that could be imposed by the host university in the event of a breach of the rules and that this could include fines, exclusions from campus and ultimately exclusion from the institution. * Ensure that you have an adequate supply of hand sanitiser and face coverings for use abroad but bear in mind the limits permitted on board planes.   **Local Culture**  - Ensure that you are aware of and respect local religious restrictions and festivals  - Dress appropriately at all times  - Be aware of causing offence when taking photos of local people. Do not take photos near police/military establishments  - Information can be found in the ‘Security’ tab on Healix Travel Oracle.  **Legal Differences**  - Be aware that local health and safety standards may not be as robust or as well enforced as they are in the UK/EU  - If you are taking prescription medication, take a copy of your prescription in your hand luggage  - Some medications legal in the UK are not legal overseas; check the embassy website of the country being visited  - Be aware of levels of police corruption, associated extortions, and issues surrounding the reporting of a crime  - Make yourself aware of local laws relating to alcohol, gender equality, racial equality, sexual assault and local attitudes towards people who are LGBTQ+ |
| *Please give details of any issues relevant to the countries you are visiting, and the measures you are taking to mitigate risk:* |
| **Hazardous Activities**  **If you are undertaking any hazardous activities during the trip, please contact the Corporate Health and Safety Team to determine whether a further risk assessment will be required as this document only relates to travel. Such activities include diving, outreach activities, extreme sports, working with radiation, chemicals or biological agents. It could include working in construction, agriculture etc.** | |

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| **Your Emergency Contacts**  Contact person in your school/department:  Name -  Telephone number -  Your next of kin:  Name –  Telephone number –  Relationship to Student/Staff:  (in naming this person, you are giving the University permission to contact them in an emergency) | **Embassy in Country**  Please enter the address and telephone number of your local embassy in all countries you are visiting:  Address –  Telephone number - | **Emergency Number**  Please call +44 (0)20857 3958 for insurer’s 24 hour emergency assistance helpline if you need assistance while overseas. Please save this number in your mobile phone. Quote policy number UOP203134, University of Portsmouth.  Please also keep the University informed.  In the event of a serious incident, please contact the Security Lodge on +44 2392 843333. |

**ITINERARY**

**Travel and accommodation should not be booked until the first section of this form is completed with signatures on page 2 and approval from the relevant Myport email address (see page 1). Once approved you are then able to make your travel bookings.**

**Please complete the section below and email the document as a whole to** **the relevant Myport email address (see page 1). This should be done no later than 15 days prior to travel.**

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| **Your mobile number** | *Phone being taken on trip:* |
| **Local contact** | *Name, organisation, address and tel:* |
| **Travel bookings** | *State whether booked online (and name website), through local contacts or through travel agent (please name)* |
| **Confirmation of download of Healix Sentinel App onto your phone** | *Yes/no and if no why not- for your own safety the University expects you to download and use this app as stated in the guidance*  *Email address that you used to register (this should be accessible on the device you are traveling with):* |

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| **Date** | **Flight details (including all connecting flights and return flight information)** |
| dd/mm | Flight no (inc. airline name and code):  Departure airport (inc. code):  Departure time:  Arrival airport (inc. code):  Arrival time: |
| dd/mm | Flight no (inc. airline name and code):  Departure airport (inc. code):  Departure time:  Arrival airport (inc. code):  Arrival time: |

*\*Please use the 3-letter airport codes, e.g. Heathrow to Munich would be ‘LHR to MUC’*

*If you are flying indirect, please give details of ALL flights on the journey. If you are travelling domestically by train, please indicate this in in place of the flight information. Please add/delete rows as necessary to include all elements of your travel during the trip.*

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| **Date** | **Hotel/Accommodation details (please include all accommodation being used for your trip)** |
| dd/mm | Check in date:  Check out date (if unknown, could use end of teaching block date and update when confirmed):  Full accommodation address (**inc. postcode)**: |
| dd/mm | Check in date:  Check out date (if unknown, could use end of teaching block date and update when confirmed):  Full accommodation address (**inc. postcode)**: |

**Additional Accommodation Information (please include how you will get from your mode of transport to the accommodation and any other relevant information):**

If you are travelling to another country in a subsequent teaching block, please complete the travel and accommodation details below (you can leave this blank if it is not relevant to you):

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| --- | --- |
| **Date** | **Flight details (including all connecting flights and return flight information)** |
| dd/mm | Flight no (inc. airline name and code):  Departure airport (inc. code):  Departure time:  Arrival airport (inc. code):  Arrival time: |
| dd/mm | Flight no (inc. airline name and code):  Departure airport (inc. code):  Departure time:  Arrival airport (inc. code):  Arrival time: |

*\*Please use the 3-letter airport codes, e.g. Heathrow to Munich would be ‘LHR to MUC’*

*If you are flying indirect, please give details of ALL flights on the journey. If you are travelling domestically by train, please indicate this in in place of the flight information. Please add/delete rows as necessary to include all elements of your travel during the trip.*

|  |  |
| --- | --- |
| **Date** | **Hotel/Accommodation details (please include all accommodation being used for your trip)** |
| dd/mm | Check in date:  Check out date (if unknown, could use end of teaching block date and update when confirmed):  Full accommodation address (**inc. postcode)**: |
| dd/mm | Check in date:  Check out date (if unknown, could use end of teaching block date and update when confirmed):  Full accommodation address (**inc. postcode)**: |

**Additional Accommodation Information (please include how you will get from your mode of transport to the accommodation and any other relevant information):**