

**OVERSEAS TRAVEL RISK ASSESSMENT FORM**

**MAITS**

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**Note: Not all of the hazards or controls listed below will be relevant to your intended travel - delete as appropriate**

List significant hazards here:	List groups of people at risk:	List existing controls, or refer to safety procedures etc.	For risks, which are not adequately controlled, list actions needed.	Remaining level of risk: high, med or low
<p><b>Personal 'fitness' to travel – disabilities, pre-existing medical conditions, country specific diseases, etc</b> (e.g. Malaria, Typhoid, Hepatitis A, Diphtheria, Yellow Fever, Dengue, Schistosomiasis, Zaki Virus).</p>		<p>Traveller advised to see their GP and seek medical advice on their fitness to travel and vaccinations required for travel to <b>country name</b>.</p> <p>Regular travellers overseas to have medical examinations;</p> <p>Traveller must have had necessary vaccinations and purchased anti-malarial drugs prior to travel (where necessary);</p> <p>No member of staff, consultant or volunteer is permitted to travel on behalf of MAITS against advice of their GP.</p> <p>Travel advice from <a href="#">FCO</a></p> <p>Travel health advice from <a href="#">NHS Fitfortravel</a></p> <p>Traveller asked to disclose if they have any medical conditions which would prevent them from travelling.</p>	<p>Ensure staff receive required vaccinations and health surveillance as appropriate via GP</p> <p>Consult FCO: <a href="#">Your Trip Advice</a></p> <p>Consult FCO: <a href="#">Disabled Travellers</a></p> <p><b>Travel Health Pro website link to the country of travel</b></p>	<p>Low</p>

<p><i>Detail any relevant disabilities or pre-existing medical conditions that may require additional controls to be put in place:</i></p>		<p>Traveller to declare any relevant pre-existing medical condition or disability that could be potentially worsened by the proposed overseas travel/activity;</p> <p><b>Please add any medical conditions here</b></p>		
<p><b>Air travel to Uganda</b> <i>Long haul flight - DVT / Dehydration</i></p>		<p>Traveller advised to follow all DVT / dehydration precautions advised by aircraft cabin crew.</p> <p><a href="#">Procedural Guidance on Travel Related Deep Vein Thrombosis (DVT).</a></p>		<p>Low</p>
<p><b>Accommodation</b> <i>Fire, personal security</i></p>		<p>Local security arrangements. Emergency contact person from host organisation in .... in case of emergencies.</p> <p>Travellers advised to read the evacuation procedures in the accommodation and ensure they are familiar with the appropriate escape route from their rooms and how to raise the alarm should you see smoke or fire.</p> <p>Remember to lock your door at night and when you go out during the day, as you would at home.</p> <p>Obtain suitable electrical adapter for the <a href="#">local voltage/plug type</a>.</p> <p><a href="#">Specific safety advice from FCO to be included where relevant</a></p>	<p>Emergency contact details of host organisation to be shared with MAITS' head office in UK.</p>	
<p><b>General safety issues at locations being visited</b> <i>Fire, personal security</i></p>		<p>Premises / site / activity safety procedures / instructions to be followed at all times;</p> <p>Any safety equipment provided by staff at premises must be used as directed</p> <p>Attendees to familiarise themselves with the location of fire escape routes;</p>	<p>Any activities that are undertaken as an addition to those outlined before the trip begun, must be assessed prior to them starting.</p>	
<p><b>Weather</b> Possible extremes of hot cold or wet. <i>Hot – heatstroke, sunburn Cold – hypothermia.</i></p>		<p><a href="#">Research expected weather conditions prior to travel.</a></p> <p><u>For hot climates:</u> Drink lots of water at regular intervals throughout the day (3 litres per day). Take re-hydration sachets to replace lost salts. Wear a hat with a brim wide enough to shade your face.</p>		

		<p>Wear loose-fitting clothes made of breathable fabrics such as linen or cotton. Light colours are reflective and therefore cooler than dark colours.</p> <p>Pack a variety of clothing in case of sudden weather changes.</p> <p>Protect yourself from sun and insects. Wear long-sleeved shirt and long skirt or trousers.</p> <p>High alcohol consumption to be avoided.</p> <p>Exposure to extreme midday heat will be minimised.</p> <p><u>For cold climates:</u></p> <p>Always wear warm, windproof and waterproof clothing including that that covers the ears.</p> <p>Dress in loose-fitting multiple layers to trap air and create an insulating effect. Add or take off a layer as needed.</p> <p>Protect extremities (such as fingers, toes, nose, and ear lobes).</p> <p>Wear warm socks and robust, waterproof shoes/boots.</p> <p>Avoid prolonged exposure and shelter from high winds.</p> <p>Always take a change of dry clothing.</p> <p>Avoid drinking alcohol when it is very cold.</p>		
<p><b>Transportation</b></p> <p><i>Potential problems on arrival or departure</i></p> <p><i>Potential breakdown/ accident, vehicle stationary for significant periods of time in areas without food or water.</i></p>		<p>The accommodation is arranging pick-up from and drop-off to the airport and will be there to meet ....., with a placard and a password.</p> <p>Use accommodation or other recommended taxi companies. Always pre-book taxis.</p> <p>Water and food will be carried on all lengthy trips in case of such scenarios.</p> <p>Any train safety information provided to be followed at all times.</p> <p>Ensure train sleeping compartment doors are locked when occupied.</p> <p>Hired vehicles - Assess vehicle suitability for basic safety features e.g. working brakes – many hire vehicles do not meet the standards of the UK. Be aware that for some countries, you must have an international driving licence, if not you are not entitled to drive there.</p>	<p>FCO - <a href="#">Driving abroad safety advice.</a></p>	

		Roads may be in a poor state of repair, use recommended local guides/drivers where appropriate. <a href="#">Specific safety advice from FCO to be included where relevant</a>		
<b>Manual handling (luggage)</b> <i>Injuries arising from incorrect lifting techniques</i>		Maintain good posture when lifting or lowering equipment, avoid twisting or bending to reduce the chance of back injury  Limit carrying too much heavy equipment in luggage.		
<b>Medical emergency</b>		Ensure policy <a href="http://www.uclan.ac.uk/information/services/finance/travel/insurance.php">http://www.uclan.ac.uk/information/services/finance/travel/insurance.php</a> details are up to date and easily accessible. Ensure we have contact details for next of kin in case of emergency.  <a href="#">Check availability of prescribed medication.</a> <a href="#">Specific safety advice from FCO to be included where relevant</a>		
<b>Food Poisoning</b>		Only drink water from bottled sources and avoid food prepared by unlicensed vendors at all times.  Carry Imodium or similar medication and rehydration sachets. <a href="#">Specific safety advice from FCO to be included where relevant</a>		
<b>Terrain - walking and trek-based activities</b> <i>Slips, falls and trips</i>		Suitable footwear will be worn – staff/students are given a full briefing session and an equipment list prior to the trip commencing.  Work will not be undertaken in poor light conditions where the ground is uneven. Trip instructors/guides have assessed the locations for activities on previous visits.		
<b>Terrorism, personal security / safety</b>  <i>Specific terrorism/security information from FCO to be included here</i>		<a href="#">Procedural Guidance for H&amp;S During Overseas Travel</a>  Check <a href="#">FCO website</a> and <a href="#">Insure and Go</a> website prior to travel to ensure there are no restrictions - no member of staff, consultant or volunteer, or anyone travelling on behalf of MAITS is permitted to travel to a country or an area within any country against advice from FCO.  Ensure mobile phones will operate within the country being visited;	Travellers strongly advised to research the county / specific area which they are visiting e.g. personal safety, areas to avoid, local customs, legislation, etc.  FCO: <a href="#">Your Trip Advice</a>	

<p><i>Please make sure you read the advice from the FCO regarding Country name – link below.</i></p> <p><i>Link FCO advice for country name.</i></p>		<p>Travellers should remain vigilant in all public places and take sensible precautions for personal safety and avoid public gatherings and demonstrations, which have the potential to turn violent.</p> <p>Only take with you the cash you will need for the day and leave valuables in a hotel safe / safety deposit box.</p> <p>Any incidents of security issues, or near misses should be raised with Esther Hamilton, CEO as soon as practically possible.</p> <p><a href="#">Specific safety advice from FCO to be included where relevant</a></p>	<p>Find out if Insure and Go have any specific advice around the country you are travelling to and anywhere you plane will stop.</p> <p>Any activities that are undertaken as an addition to those outlined before the trip begun must be risk assessed prior to commencement.</p> <p>Victims of crime should call .....</p>	
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<p><b>Working in an isolated area</b> <i>Difficulty in summoning help</i></p>		<p>Details of the site and schedule will be left at the accommodation.</p> <p>Lone working should be avoided in remote or areas where summoning help is difficult.</p> <p>Mobile phones to contact emergency services. If you need to contact the emergency services Emergency: 999/112. There is no central ambulance service. In an emergency you would need to call the local hospital.</p> <p>All party members will inform other party members as to their whereabouts and their expected time of return.</p> <p><b>Visiting country's emergency info link</b></p> <p>You are to provide a copy of your itinerary and the addresses where you will be, to MAITS before travel.</p>		
<p><b>Document Control</b> <i>Loss of passports, visas, insurance details, etc</i></p>		<p>Travellers advised to take photocopies of all important travel documents keeping them separate from originals;</p> <p>Copy of relevant travel documents to be given to MAITS, in case of emergency and an electronic copy held by you.</p> <p>There is a requirement in many countries to carry your passport or a copy with you at all times.</p>	<p><a href="#">Assistance</a> from relevant <a href="#">Consulate.</a></p>	
<p><b>Additional specific risks related to your travel, work or intended leisure activities with inherent risks which are not covered above.</b></p>		<p>Country specific risks for <b>Country Name is generally considered a high-risk country</b>, but briefings from the FCO have been read and you have obtained appropriate insurance for the purpose of the trip.</p> <p>You have signed a form which shows that you have given informed consent for the trip.</p> <p>You will also have the contact details of a person from the host organisation in case of an emergency.</p>	<p><b>High risk because of Ebola Outbreak (change as country changes)</b></p>	

**Sources of information to assist you complete your travel risk assessment:**

UK Foreign & Commonwealth Office Country Specific Safety Advice: <http://www.fco.gov.uk/en/travel-and-living-abroad>

Insurance contact details: Insure and Go