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| Prifysgol **BANGOR** University RISK ASSESSMENT |  |

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| **Risk Assessment (RA) Title****Remember to complete Footer details** | UNIVERSITY OVERSEAS TRAVEL  |  | **Date RA Created and/or Reviewed** | August 2023 |  | **Version Number** | 3 |

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| **Summary of Activity RA Covers** |
| The risk assessments covers staff and student overseas travel on University related business to countries that have no [Foreign, Commonwealth & Development Office (FCDO)](https://www.gov.uk/foreign-travel-advice) restrictions in place. **NOTE:** Additional assessments / authorisations may be required dependent on the country and associated FCDO travel restrictions. These restrictions are reflected in the [University’s Overseas Travel Policy](https://my.bangor.ac.uk/hss/inflink/overseas.php.en) which must be complied with when travelling overseas on University related business.Further information on overseas travel is available on the [HSS Website](https://www.bangor.ac.uk/hss/inflink/overseas.php.en). |

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| **Location(s) RA Covers** | Various | **Person(s) RA Covers** | Staff and students travelling overseas on University related business to countries with no FCDO restrictions |
| **College / Service** | Various | **School / Section** | Various |
| **RA Assessor(s)** | Staff / Student responsible for trip | **Contact Details** | TBC |

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| **Actions to be Reviewed By** | Staff / Student responsible for trip |  | **Next RA Review Date** | Before each trip to ensure pertinent |

**NOTE: Arrangements must be in place to communicate new and / or revised Risk Assessments to relevant persons.**

**Older versions must be removed from use (e.g. Folders, Website, My Bangor, Blackboard, Notice Boards) and filed for future reference/archive.**

| **Ref No** | **What are the Hazards?** | **Who/What is at Risk?** | **Existing Controls** | **Further Controls** | **Action By** | **ActionComplete** |
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|  | **Activity Specific** |  | ***Additional information and / or Risk Assessment will be required dependent on the activity to be undertaken******For example, fieldwork, working on water, mountain expedition, social research*** ***See*** [***Fieldwork Policy and associated guidance***](https://www.bangor.ac.uk/hss/inflink/fieldwork.php.en) ***available on the HSS Website for further advice*** |  | Trip Organizer / Traveler / Line Manager / Academic Supervisor |  |
|  | **General University Arrangements** |  | * This, Generic Risk Assessment in place
* Free University Travel Insurance for overseas travel on University related business
* Completion of specific Travel Risk Assessment Checklist required when booking on-line University Travel Insurance
* University Travel Insurance supported by a Specialist Travel Advisor who can provide advice when planning a trip / during the trip and emergency support
* Details on the above, and other practical travel information available on [HSS Website](https://www.bangor.ac.uk/hss/inflink/overseas.php.en)
* For group trip, a person to be appointed as Trip Organiser
 | 1. **If planning a group trip, the Trip Organiser to send all pertinent details to the group in a timely manner eg travel insurance, itinerary, flight numbers, hotel details, arrangements person responsible for themselves, things to be mindful of eg cultural differences** Review travel information on the [HSS Website](https://www.bangor.ac.uk/hss/inflink/overseas.php.en)
2. Review this risk assessment
3. Contact Insurer’s Specialist Advisor for advice if needed during the planning stages
 | Trip OrganiserTraveler / Trip Organiser |  |
|  | **Travel Approval / Authorisation** – compliance with University Overseas Travel Policy  | Staff, students | * Each College / School / Service should have procedures in place to approve / authorize overseas trips
 | 1. Review and follow FCDO Travel Advice ***(all FCDO travel restrictions to be adhered to)***
2. Seek travel approval as per College / Service procedures
3. If visiting FCDO restricted countries obtain additional authorisations as required by University Overseas Travel Policy
 | Traveler / Trip Organiser |  |
|  | **Passport / Visas / Travel Documents** – issues / delays if Traveler holds incorrect papers  | Staff, students | * All travelers to hold a valid passport
* Visa / Entry Permit requirements should be checked as part of trip planning
* Ensure Visa / Entry Permit checks considers nature of trip ie general trip and / or working overseas
 | 1. Check passport valid and dated for at least 6 months after return date
2. Check passport has required number of blank tape pages for entry stamps
3. Check if existing passport stamps could prevent entry into other countries visited
4. Arrange correct visa / permit if needed
5. **In case of loss arrange access to copies of all relevant travel documents**
 | Traveler / Trip Organiser |  |
|  | **Insurance** – issues / delays if no travel insurance and / or incorrect insurance in place  | Staff, students | * Staff and students travelling overseas on University related business must complete the free on-line University Travel Insurance
* University Insurance Officer can advise on what the University Policy covers eg medical, driving overseas, work activity to be carried out overseas
* **Additional, personal insurance required if carrying out higher risk activities in ‘free time’, have heightened medical needs and / or planning personal travel before or after the ‘official’ University business**
 | 1. Contact University Insurance Officer if wishing to drive overseas
2. For group trips Trip Organiser to confirm person(s) have completed University Travel Insurance and hold additional, personal insurance if required
3. Arrange additional personal travel insurance as required
4. **Ensure access to relevant insurance information eg Policy Number, Emergency Contacts, Policy Summary**
 | Traveler / Trip OrganiserTraveler“ |  |
|  | **Travel to Destination** – cancellations, delays, carriers below UK standards  | Staff, students | * Flights to be booked with ABTA / ATOL protected organisations
* If possible overseas pick up / drop offs from airport to accommodation should be arranged in advance (eg via host / hotel)
* Travelers to consider [DVT](https://www.nhs.uk/live-well/healthy-body/prevent-dvt-when-you-travel/) (deep vein thrombosis) if flying long distances
 | 1. If booking internal flights check carrier is registered / accredited
2. Follow DVT guidance if a concern
 | Traveler / Trip Organiser |  |
|  | **Travel at Destination / Accommodation** – using unsuitable transport and accommodation, or which is below UK standards | Staff, students | * Accommodation should be in a suitable location and booked with ABTA / ATOL protected organisations or via reputable Agent (use of Airbnb is strongly discouraged)
* If possible travelers should not drive unless standards similar to the UK or if person has experience of driving in the country
* If driving overseas, Insurance Officer can advise on requirements. Cars to be hired through reputable company eg Hertz
* Travelers to use taxis, driver + car hires or public transport (if suitable) considering any guidance eg overseas host / hotel / local information / FCDO / Insurer’s Travel Advisor
* Travelers to move hotels or book alternative transport if concerned
 | 1. Seek advice of Insurance Officer if driving overseas
2. Contact Insurer’s Travel Advisor for advice if need to change hotels
 | Traveler / Trip Organiser |  |
|  | **Accessibility** – Travelers excluded from aspects of trip due to facilities / areas etc being inaccessible  | Staff, students | * Travelers should research country visited to ensure requirements can be catered for
* If group trip, Trip Organiser to identify person(s) with accessibility requirements
* Make alternate arrangements if needed
 | 1. Check if any travelers have specific requirements and confirm arrangements in advance to ensure catered for during trip
2. Seek alternatives if required to ensure ‘inclusivity’
 | Trip Organiser“ |  |
|  | **Destination** – health and safety risks arising from general differences between UK and country visited eg cultural, environment, living standards, weather, political situation | Staff, students | * Travelers should research country visited as part of trip planning eg speak to colleagues with previous knowledge, [FCDO Travel Advice](https://www.gov.uk/foreign-travel-advice), [HSS Website](https://www.bangor.ac.uk/hss/inflink/overseas.php.en)
* This includes awareness / understanding of:
* Areas / activities / transport to avoid
* Physical climate / natural hazards eg hurricanes, monsoons
* Flora / fauna eg insects, plants, animals
* Local customs, languages, dress, politics
* Food / drink (incl. drinking water) and that especially advised to avoid
* Local laws eg alcohol, smoking, drugs (incl. prescribed), sex etc
* Acceptable means of communication eg IT restrictions, mobile phone use, photography restrictions
* Local medical aid
 | 1. Monitor FCDO Website up to departure in case of changes and cancel trip if reasons for travel against risks to health and safety become untenable eg hurricane, terrorism
2. Seek additional authorisations to travel if required eg FCDO Website changes to ‘Essential Travel’ only
3. If risks of travel increase confirm with Insurance Officer that University Insurance cover is sufficient
 | Traveler / Trip Organiser““ |  |
|  | **General Health and Wellbeing** – ill health, injuries from general differences in health and safety standards, qualify of local medical care, being unprepared for trip | Staff, students | ***See Insurance above***Travelers should:* Check each country’s (specific region travelled to) vaccination / medication requirements and arrange as needed
* Confirm specific restrictions if taking prescribed medication (for flights, transfer airports and entering a country)
* Consider personal health and fitness in relation to the country travelled to and the activities to be undertaken there
* Plan for medical essentials eg basic First Aid Kit, diarrhoea or water purification tablets
* Arrange suitable clothing and equipment ie for culture, expected weather, activities
* Tell Manager / Supervisor / Trip Organiser if concerned trip could affect health
 | ***See Insurance above***1. Consider traveler’s previous experience with regards to travelling overseas, the area to be visited and the activity to be undertaken and if other arrangements should be made
2. Remember to plan for, and take personal medication
3. Always carry medication etc in original packaging
4. Consider other essentials eg spare glasses, spare contact lenses, phone charger
5. Keep vaccinations up to date if travelling often to the same destination
 | Traveler / Line Manager / Academic SupervisorTraveler“““ |  |
|  | **Emergencies** – delay in treatment and / or lack of suitable medical aid resulting in injuries / ill health worsening. Emergency evacuation required due to changes eg adverse weather  | Staff, students | ***See Health & Wellbeing and Insurance above***Travelers should:* Leave a Trip Itinerary at ‘Bangor base’ which includes key contact details
* Arrange access to copies of key documents eg Passport, Visas, Insurance
* Take means to contact others eg mobile phone that works overseas, phone charger
* Complete the University’s Travel Insurance which gives access to 24/7, 365 support:
* Remember University Security staff (01248 38 2795) to obtain University assistance outside normal office hours
 | ***See Health & Wellbeing and Insurance above***1. Monitor FCDO Website up to departure in case of changes which could impact on Insurance cover
2. **Ensure access to relevant insurance information eg Policy Number, Emergency Contacts, Policy Summary**
3. Download [**‘what3words’**](https://what3words.com/about-us/) app to establish your specific location in an emergency.
 | Traveler / Trip Organiser“ |  |
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