# LSE Students’ Union Travel Risk Assessment

# Trip Leader & Trip Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Student Number | Group | Telephone Number | University E-mail |
|  |  |  |  |  |
| Countries visiting |  |
| Dates of Trip |  |

# Emergency Contacts

|  |  |
| --- | --- |
| [Activities Team](https://www.lsesu.com/contact/) [LSE Security Team](http://www.lse.ac.uk/security) | Routine - 020 7955 7158 / su.arcstaff@lse.ac.uk (10am-4pm)Emergency (24 Hours) - 0207955 6555 /  |
| [British Embassy](https://www.gov.uk/government/world/organisations) Please note for students who are not UK nationals please enter your own Government embassies in this section once you have a list of students attending. |  |
| [In Country Emergency Services](https://en.wikipedia.org/wiki/List_of_emergency_telephone_numbers) |  |
| In country guide/ local contact during trip(Address/ e-mail/ mobile/ landline – If applicable) |  |

# Foreign and Commonwealth Office (FCO) Travel Advice

What is the [FCO travel advice](https://www.gov.uk/foreign-travel-advice) for your destination(s)? For trips to more than one country please tick all the levels of travel advice which apply for all the countries you are planning to visit.

|  |  |  |
| --- | --- | --- |
| FCO advice categories | Copy of web link to FCO travel advice  | Destination CountryPlease name all destination countries  |
| [ ] Advise against all travel No staff or students are permitted to travel to these destinations. |  |  |
| [ ] Advise against all but essential travel UG students are not permitted to travel. PG students and staff may travel but the risk assessment **must** be approved by the Pro Vice Chancellor. |  |  |
| [ ] No specific travel restrictions but read FCO travel advice before travelling  |  |  |

# Itinerary

If travel and accommodation has been booked using Selective Travel Management or one of our preferred group travel agents the traveller only needs to complete the ’Summary of Travel and Meetings and Events’ sections on the next page.

|  |
| --- |
| Please provide the name of the Travel Agencies(s) you have used to book this trip |
| (if applicable) |
| Summary of Travel Please provide a summary of your work activity/ project/ research which requires you to travel |
|  |

|  |
| --- |
| C:\Users\najm19\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\MMBZL9RH\airplanesil2[1].jpgDeparting Flight |
| Date | From (country & city) | Flight Number | To (country & city) |
|  |  |  |  |

Add additional lines as necessary

|  |
| --- |
| C:\Users\najm19\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\7E415H9Z\hotel-clip-art2[1].jpg Accommodation (hotels/ apartments/ hostels etc.) |
| Check in date | Check out date | Name & address | Website |
|  |  |  |  |

If accommodation changes whilst ‘in country’ please update risk assessment & share with the Union ASAP

|  |
| --- |
| C:\Users\najm19\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\MMBZL9RH\sbGroup[1].jpg Meetings/ events/research or fieldwork locations  |
| Date(s) | Description of activity | Venue/ location/ telephone |
|  |  |  |

Add additional lines as necessary

|  |
| --- |
| C:\Users\najm19\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\MMBZL9RH\airplanesil2[1].jpgReturn Flight |
| Date | From (country & city) | Flight Number | To (country & city) |
|  |  |  |  |

# Risk Assessment

When carrying out the risk assessment the following four hyperlinks will provide useful information:

* [Occupational Health and Safety Service](http://www.ncl.ac.uk/ohss/safety/management/travel/)- University policy, guidance and risk assessment form
* [UK Government Foreign and Commonwealth Office (FCO)](https://www.gov.uk/foreign-travel-advice)- country specific travel advice
* [Control Risks](https://my.ncl.ac.uk/staff/)- a more detailed travel advice service available at bottom of staff homepage
* [UK Government - Travel Health Pro](http://travelhealthpro.org.uk/country-information/)- country specific advice on all aspects of health and vaccinations

| What are the hazards/risks? (Add & Delete as needed)  | What controls can you put in place? |
| --- | --- |
| **Accommodation*** Physical defects
* Risk of fire
* Risk of robbery, physical or sexual assault
* Terrorist incident e.g. bomb
* Falls from balcony’s
* Security of Accommodation and Visits
 |  |
| **Work activity*** Risks from work activities including fieldwork e.g.
	+ Operating machinery
	+ Hazardous substances
	+ Extremism/Radicalisation
 |  |
| **Travel and transportation*** Risk of theft/ attack at airport or on public transport
* Road traffic accident whilst self-driving or passenger in taxi or other vehicle
* Carjacking or road blocks
* Struck by vehicle whilst walking
* Falls from vehicles
* Poor road infrastructure
* Density of traffic
* Poor driving standards
* Poorly maintained vehicles
* Lack of emergency response or help after accident
 |  |
| **Location and or regional factors*** Crime- risk of robbery, physical or sexual assault
* Kidnap and Ransom
* Terrorist attacks
* Bombs/Bullets/Mortar/Mines
* Political instability
* Corruption- requests for bribes
* Remote working
* Remote Locations
* Poor communications
* Religious tensions
* Cultural misunderstandings e.g. clothing, alcohol or other behaviour
* Local Infastructure
 |  |
| **General health/ Environmental factors:*** Natural disasters e.g. floods/ cyclones/ earthquakes
* Food and Water (poor hygiene)
* Climate – Desert/Arctic/Jungle
* Lack of Electricity
 |  |
| **Individual Participants Risk Profile:*** Disability
* Level of cultural awareness
* Inability to speak Language
* Cultural/ religious or sexual orientation leading to increased risk
* Participants pre-existing medical conditions, physical injuries or weaknesses or mental health conditions requiring management
 |  |
| **Medical/Disease/Local Health*** Infectious diseases
* Biting insects or animals including risks from rabies, malaria, Zika virus etc.
* Poor or distant medical facilities

Sexually transmitted diseases * Vaccinations
 |  |

# Checklist of Further Information (As applicable)

|  |  |
| --- | --- |
| All trips need a first aider attending. Please provide their name and contact information. |  |
| Do you need any hostile emergency or first aid training? |  |
| What equipment do you need for your trip? |  |
| Other than the Union, does any other local or government office know of your trip? |  |

# Emergency Planning

|  |  |
| --- | --- |
| Medical emergency (e.g. acute injury or illness): |  |
| Rapid deterioration in the security situation: |  |
| Serious safety or security incident that requires additional support: |  |

# Approval

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Date: |  | Signature |  |

The authorising staff member should approve, refuse or modify risk assessment e.g. suggest further controls. A copy of the final risk assessment should be kept by the traveller/ travel authoriser and central location e.g. Podio for use out of office hours.