**Threat Table**

The table has been pre-filled with examples of hazards that may be present during your proposed working away – you can **amend**, **remove** or **add** hazards as appropriate. Control measures should be specific to you.

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| **Hazard**specific factors in the environment which may cause you harm | **Hazard Description and Personal Vulnerabilities** Include when the threat may occur, for example, when travelling, during religious festival etc.  | **Control Measures** **(actions to reduce risk level)**Include action that may be taken to eliminate risk entirely |
| *Social/Political Unrest or Terrorism:* | *State clearly the current FCO guidance as taken from the FCO webpage on the country or region in question.* | *Check the FCO website for up-to-date advice and include the advice here and what you intend to do to be able to follow it.**Consider not just the country in question but also any territories as identified in FCO pages**If the FCO advises against travel to destination(s) on safety/security grounds then seek approval from Head of Department, Faculty or Year Abroad Office who may refer to Risk Committee* *Reschedule visit or modify itinerary if at all feasible.* |
| *Personal attack / kidnap: Dangers associated with travelling alone; arriving at night, etc.:* | *Obtain information from host.* | *What precautionary measures will be taken to protect personal safety.* *Inform hosts/local contact of itinerary.* *Be aware of specific local risks.**Travel during daylight hours if possible.* |
| *Local knowledge, understanding of customs and conditions:* |  | *Include experience of travel to, or working in, the region before**Include guidance and information obtained from the host organisation or other e.g. supervisor**Include research obtained from relevant web-sites**Consider dress, behaviours and sensitivities**Local laws, fees or levies.* |
| *Crime* |  | *Awareness of risk of theft or pickpockets**Demonstrate awareness of local scams or hotspots**Cash and card security/awareness* |
| *Accommodation* |  | *Pre-book accommodation**Stay in recognised accommodation**Familiarise yourself with emergency exits**Security staff and arrangements**Secure storage/safes* |
| *Transport* |  | *Use only registered taxis**Arrange airport collection where possible**Check safety and road worthiness of any hire vehicle**Avoid driving at night**If possible, share long distance driving**Ensure all internal transfers are booked in advance of travel (where possible).* |
| *Theft or loss of ID documents and other belongings: passport, driving license, bank cards, travel tickets, laptop* |  | *Keep items secure.* *Record details of numbers, issue dates, etc. and store separately both with you and at home.**Have emergency contact numbers.**Report to police if theft suspected. Minimise amount of cash carried.* |
| *Communications* |  | *Consider what access you will have to landlines or alternative handsets if mobile phone is lost or stolen.**Back-up chargers or batteries for phones or electronic devices**Will you have access to network or wi-fi* |
| *Utilities/Cyber Issues* |  | *Compatibility of equipment**Voltages and safety equipment**Power cuts or interruptions* |
| *Pre-existing medical conditions & personal ‘fitness’ to travel*  |  | *Take medical advice.* *Demonstrate how you will carry written details of medical condition, adequate supplies of prescribed medication, details of blood group, etc.* *Consider translation of information into local language.**Share with peers and University staff where appropriate**Traveller to declare any relevant pre-existing medical condition or disability that could be potentially worsened by the proposed overseas travel/activity;* |
| *Local medical facilities* |  | *Hospital proximity and standards.**Access to doctors/dentists.* *Payment methods for medical treatment.* |
| *Insect and animal bites* |  | *Consider likely insect/animal issues in particular area**Avoid by prevention – repellents, clothing, etc.**Consider use of nets in accommodation**Carry appropriate treatment* |
| *Exposure to infection: Known endemic illnesses in destination(s)* |  | *Take medical advice and arrange vaccination/inoculation/prophylaxis as appropriate**Consider the following conditions in particular: Cholera, Diphtheria, Hepatitis B, Japanese Encephalitis, Malaria, Meningitis, Poliomyelitis, Tetanus, Tick-borne Encephalitis, Tuberculosis, Typhoid and Yellow Fever.* |
| *Contaminated water/food* |  | *Avoid food or water which could be contaminated.* *Carry water sterilising tablets.* |
| *Minor injuries and ailments* |  | *Carry basic First Aid kit.* |
| *Sunburn* |  | *Avoid by prevention – hat, sunglasses, and sunblock.* *Carry appropriate treatment.* |
| *Natural disasters* |  | *Assessment of the risk of typhoons, earthquake, tsunami, avalanche, etc* |
| *Climate* |  | *Consideration of extremes of heat or cold, high humidity or altitude.**Consider day/night variations****For hot climates:****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.* *Wear loose-fitting clothes made of breathable fabrics such as linen or cotton. Light colours are reflective and therefore cooler than dark colours.* *Pack a variety of clothing in case of sudden weather changes.* *Protect yourself from sun and insects. Wear long-sleeved shirt and long skirt or trousers.* *High alcohol consumption to be avoided.**Exposure to extreme midday heat will be minimised.**First aid kits available from University Occupational Health.****For cold climates:****Always wear warm, windproof and waterproof clothing including that that covers the ears.* *Dress in loose-fitting multiple layers to trap air and create an insulating effect. Add or take off a layer as needed.* *Protect extremities (such as fingers, toes, nose, and ear lobes).* *Wear warm socks and robust, waterproof shoes/boots.**Avoid prolonged exposure and shelter from high winds.* *Always take a change of dry clothing.**Avoid drinking alcohol when it is very cold.* |
| *Research or work activities* |  | *Awareness of safe systems of work**Awareness of local safety measures**Remoteness of work sites* |
| *Terrain - walking and trek-based activities**Slips, falls and trips* |  | *Suitable clothing/footwear will be worn* *Work will not be undertaken in poor light conditions where the ground is uneven.*  |
| *Lone working*  |  | *Details of the site and schedule will be left at the accommodation or local contact and your Department/Faculty/Year Abroad Office.**Lone working should be avoided in remote or areas where summoning help is difficult.**Mobile phones to contact emergency services.* *All party members will inform other party members as to their whereabouts and their expected time of return.* |
| *Insurance implications* |  | *Up to date European Health Insurance Card**Valid vehicle insurance (if relevant)* |
| *Additional specific risks related to your travel or work with inherent risks which are not covered above.*  |  |  |

*Continue to add rows to the table as necessary*