**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.

|  |  |  |
| --- | --- | --- |
| **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*