

Guidelines for Completing the University's Overseas Travel Safety and Security Risk Assessment

The University's *Overseas Travel Safety and Security Risk Assessment* ([OTSSRA form](#)) is provided to assist you in the planning process for your proposed travel overseas as part of University-related activities.

It has been designed to help you identify the steps you need to take to ensure your trip is safe and successful. It also assists the University to comply with legal, ethical and social obligations in respect of activities associated with the University.

A. OVERVIEW OF THE FORM

1. All staff and students planning overseas travel which relates to University activities / business must complete the [OTSSRA form](#).

2. The OTSSRA form is divided into two parts. PART 1 should be completed by ALL staff and students* travelling overseas on University-related business. If the [Foreign and Commonwealth Office](#) (FCO) has a warning against travel to this destination OR if you are aware that you will be travelling to a place that may be of higher risk, then PART 2 of the form must also be completed.

Lower Risk - Travel to countries where NO travel warnings have been issued by the Foreign & Commonwealth Office (FCO).

Higher Risk - Travel to countries where the FCO have advised:

- Against all travel
- Against all travel to parts of the country
- Against all but essential travel
- Against all but essential travel to parts of the country, or
- You are aware that you will be going to places that you believe may be of higher risk

** EXCEPTION: If you are registered as an independent distant student, and plan to do research fieldwork outside the UK in your normal place of residence (home country), where NO travel warnings have been issued, then you do not need to complete this form. If travel warnings have been issues, then you still need to complete Parts 1 AND 2.*

3. You should always research the country / region / city that you are visiting and consider the risks and special issues relevant to your trip. The [UCEA guidelines](#) provide comprehensive advice and practical suggestions for how to go about this.

4. If you are planning multiple trips relating to the same University business or research project, then you can apply for approval which is valid for one year. If the project is for longer than one year, you will need to complete the risk assessment on an annual basis.

PLEASE NOTE: you must still check travel advice regarding your destination immediately before you leave for each individual journey to ensure you have up-to-date information, and in case there have been any changes.

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B. HOW DO I COMPLETE THE RISK ASSESSMENT?

1. Low-risk Travel - PART 1 only

Who signs off my form?

If your destination is not considered to be higher risk, you will only complete PART 1 of the OTSSRA form.

You will need to sign the form to confirm that the information you have given is correct to the best of your knowledge (Page 3 of the form).

- STAFF: Line manager to approve and sign off .

- STUDENTS: Supervisor to approve and sign off.

What happens after my form is completed and signed?

Line Manager or Supervisor to ensure that a signed hard copy of your form is sent to the School Office for retention. This is to ensure that, if necessary, your contact details and travel arrangements can be easily located in a designated place.

2. Higher Risk Travel - PARTS 1 & 2

Who signs off my form?

If your destination is considered to be higher risk, you will complete PARTS 1 & 2 of the OTSSRA form.

You will need to sign the form to confirm that the information you have given is correct to the best of your knowledge (Page 5 of the form).

- ACADEMIC STAFF AND STUDENTS: Head of School to approve and sign off .

- NON-ACADEMIC: Director/Head of Unit to approve and sign off.

What happens after my form is completed and signed?

Head of School or Director/Head of Unit to ensure that a signed hard copy of your form is sent to the School Office for retention. This is to ensure that, if necessary, your contact details and travel arrangements can be easily located in a designated place.

C. ETHICAL REVIEW

What if my overseas travel relates to research-related activities that require ethical review?

If your travel involves fieldwork or research-related activities that require ethical review, then you will need to ensure that you attach a scanned copy of your completed and signed OTSSRA form to your [ethical review application form](#).

D. OTHER RISKS

You must also complete a [risk assessment](#) for any other significant risks associated with your Overseas work activity and append it to the OTSSRA form.

Guidance on assessing risks in fieldwork is given in the [UCEA Guidance on Health and Safety in Fieldwork](#) document.

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