

OVERSEAS TRAVEL OUTLINE & RISK ASSESSMENT

EXPLANATION NOTES

- Note 1.** This form should be used for all travel overseas to medium, significant and extreme regions.
- Note 2.** For extreme environments, sign off must be by an authorised senior manager.
- Note 3.** For freelancers this form should be used as a checklist and given and to your commissioning organisation or give it to a responsible person who will look out for your and alert people to help you.

The form is divided into 3 sections. All sections must be completed.

Section 1. TRAVEL OUTLINE

You must record the logistics of your trip also including support and emergency contact details.

Section 2. RISK ASSESSMENT

Before travel risks and threats should be considered and evaluated, identifying what precautions and controls should be in place. Including any training that must be completed.

Section 3. AUTHORISATIONS

It must be recorded who has authorised the trip by receipt of email. Any travel to Hostile Environment areas (Significant and Extreme areas) must be agreed to by a senior manager

OVERSEAS TRAVEL OUTLINE & RISK ASSESSMENT FORM

1. TRAVEL OUTLINE

COUNTRIES TO BE VISITED	
DATES OF TRIP	
Purpose of visit	
Programme or Project	
Department	

ITINERARY

Country	Dates (in/out)	Flight Details	Other Transport	Accommodation

Personal Details for team members

Name	Staff No.	Nationality	Passport No./Country of issue	Next of Kin Details (incl address + phone number)	Blood Group

Emergency contacts	Name	Phone number / email
In country contacts (Time difference +/-)		
Local contacts – day time		
Local contacts - 24 hrs		
Local contact at base – office hours		
Contact at HQ/home – 24 Hours		

Make sure someone has your next-of-kin details and that they are up to date.

2. SECURITY RISK ASSESSMENT

CHECKLIST

Have you contacted your local contacts to check on local safety conditions?	Contact name:	Date:
Have you contacted a travel clinic/GP/website for vaccinations requirements?	Contact name:	Date:
Do you need training HE/medical refresher training?		
Do you need equipment for your trip? Ballistic vest and helmet?		
Does the local Office know of your trip?	Local Office & Contact name:	

Hazards	Y/N	What are you going to do about the risks?
Medical/Disease/Local Health		
Climate/Desert/Arctic/Jungle		
Natural Disaster- flood / earthquakes		
Food/Water/Electricity		
Travel – Vehicles / Helicopter		
Local Infrastructure		
Personal Security/Crowd disorder		
Bombs/Bullets/Mortars/Mines		
Kidnapping		
Armed Escorts		
Other		

CONTINGENCY PLANS – eg. casualty evacuation

REMEMBER TO INCLUDE LOCAL STAFF (INCL. DRIVERS & TRANSLATORS etc) WHEN PLANNING SUCH AS CONTACT DETAILS, PERSONAL PROTECTION EQUIPMENT.

TRAINING DETAILS

What relevant training and experience does the team have?

Name	Travelled to HE and extreme countries before? Dates of trip/s	Country Experience	Date of trg course

ANY OTHER COMMENTS?

3. AUTHORISATIONS

Risks have been adequately identified & controls in place are sufficient

This form is to be completed and signed by:

Position:

All team members to sign below:

Signed	Name	Date

For significant and extreme countries, a senior manager should sign to satisfy adequate control measures:

Signed

Name:
Senior Manager