# Risk Assessment for Overseas Travel

This document should be completed by individuals travelling overseas. Please ensure that you have read the University's Overseas Travel Guidelines and have consulted the Foreign and Commonwealth Office (FCO) website - [www.fco.gov.uk/travel](http://www.fco.gov.uk/travel)

## Employee Information

| Name | Alexander Bradley Duthie | Employee ID | 00715640 | |
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| Job Title | Leverhulme Early Career Research Fellow | Nationality | | USA |
| Department | Biological and Environmental Sciences Department | M/F | M | |
| Date of Departure | 1 OCT 2019 | Flight No | LH963 → LH1596 | |
| Date of Return | 6 OCT 2019 | Flight No | LH1599 → LH962 | |
| Return to Work Date | 7 OCT 2019 |  |  | |
| Address & contact details whilst away | Hotel IMLAUER & Bräu Salzburg  Rainerstraße 12-14, 5020 Salzburg, Austria  Hotel: +43 662 88992 |  | |  |
| Reason for Travel | Conference: The International Society for Ecological Modelling Global Conference 2019 |  | |  |

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| --- | --- |
| Will you be abroad on business for more than 30 days? | **No** |
| FCO advisement relating to the country/area that you are planning to visit? | No |
| If the answer is **Yes**, then please provide details as to why the trip should go ahead and describe what steps are being taken to ensure the safety of the traveller. **Details (Continue on separate page if required):** | |

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| **The following sections are designed to ensure that informed decisions are made by individuals travelling overseas on University business. These checklists are for guidance only and are not intended to provide a comprehensive listing of all potential circumstances.** | | |
| **RISK FACTORS** | **Comments** | **Significant?** |
| **Human Issues** |  | **YES/NO** |
| Civil unrest? |  | **No** |
| Muggings/ robbery? | Salzburg is a very safe city with low perceived risk of crime <https://www.numbeo.com/crime/in/Salzburg> | **No** |
| Kidnap/ abduction? |  | **No** |
| Culture (customs, dress, religion, political tension)? |  | **No** |
| Language/ communication? | **Traveller does not speak the local language (German). Accomodations are staffed by English speakers and the conference itself will be in English. The traveller will learn key phrases and carry an English-German translator or dictionary as needed.** | **No** |
| Legal differences? |  | **No** |
| Stress (lack of family support)? |  | **No** |
| **Animals** |  | **YES/NO** |
| Venoms & antidotes? |  | **No** |
| Medical back-up? |  | **No** |
| **Climate & Geology** |  | **YES/NO** |
| Desert/ intense sun? |  | **No** |
| Monsoon/ high humidity? |  | **No** |
| Oxygendeficiency? |  | **No** |
| Tidal extremes? |  | **No** |
| Storms/ typhoons? |  | **No** |
| Avalanche? |  | **No** |
| Earthquake? |  | **No** |
| Volcano? |  | **No** |
| **Food & Drink** |  | **YES/NO** |
| Allergies |  | **No** |
| Food poisoning |  | **No** |
| **Water & Soil** |  | **YES/NO** |
| Diseases (diarrhoea, legionella, tetanus)? |  | **No** |
| Pollution? |  | **No** |
| Radiation? |  | **No** |
| **Task** |  | **YES/NO** |
| Stress (excessive schedule)? |  | **No** |
| Accommodation problems? |  | **No** |
| Transport (competent drivers, terrain, suitability & maintenance of vehicle)? |  | **No** |
| Electricity (compatibility of equipment, safety standards)? |  | **No** |
| High hazard work (permit to work required)? |  | **No** |
| **Health** |  | **YES/NO** |
| HIV/ Hepatitis B? |  | **No** |
| Asthma/ allergies? |  | **No** |
| Diseases & parasites (e.g. Lyme’s disease; malaria; rabies; leptospirosis; yellow fever; tapeworms; sleeping sickness; Hepatitis A; cholera; polio; typhoid; dysentery)? |  | **No** |
| **Please check with your GP surgery for advice on required and recommended medication for the country of travel and ensure that your immunisations are up to date.** | | |
| **Other Risks** | None | **No** |
| **Laptop Details** | **Personal laptop being used** | **No** |

| Employee Signature |  | Date | 10 JUN 2019 | |
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| **I have reviewed this risk assessment and I am content that adequate arrangements are in place to cover all foreseeable risks, and I agree to the trip being undertake.** | | | | |
| Manager Name |  | Date | |  |
| Manager Signature |  |  | |  |