TRAVELLER RISK ASSESMENT FORM

Risk Assessments need to be completed by:

1. All WaterAid staff travelling to destinations with a Security Level requiring completion of a Risk Assessment form (RA). Please see list [here](https://wateraid.sharepoint.com/sites/document-hub/Flex%20Document/GLO-Security_Level_by_Member_and_CP-Eng.xlsx).
2. When travelling to any country as the designated Team-leader for organising supporter and donor visits, and when WaterAid staff is accompanying external people on WaterAid business, e.g. camera crews. A RA must always be completed for external consultants travelling on official WaterAid business irrespective of destination.
3. WaterAid staff in exceptional circumstances, e.g. secondment, expectant mothers, special health needs etc. Please seek your Line-manager’s advice.

How to complete your Risk Assessment form (RA).

Before you travel, you need to request an updated draft of the RA form for the country you will be visiting from [security@wateraid.org](mailto:security@wateraid.org) – preferably no later than 10 working days prior to departure.

Remember, that you are travelling in a capacity as a WaterAid member of staff, and you are responsible for researching the country you are visiting and complying with WaterAid’s [Global Travel Policy](https://wateraid.sharepoint.com/sites/document-hub/Flex%20Document/GLO-Global_Travel_Policy-Eng.pdf#search=global%20travel%20policy).

You must provide all requested information to include your full itinerary, i.e. all Departure/Transit/Arrival airports and Flight Numbers.

The following web sites give you access to the latest travel advice on the country and areas you are travelling to:

[TravelGuard](https://travelguard.secure.force.com/TravelAssistance/TGPreLoginHomePage?PL=AIG%20UK) [FCO Travel Advice by Country](http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/) [Royal Free London](https://www.royalfreeprivatepatients.com/treatments-and-services/travel-clinic/)

The Global Security Manager maintains updated RA forms for all CPs requiring this, and will have done the risk assessment on your behalf using the below table. Information on security context is obtained from renowned external sources, is validated and rated against WaterAid’s profile and our exposure to the threats.

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| --- | --- | --- | --- |
| Probability | Score | Impact | Score |
| Unlikely | 1 | Negligible | 1 |
| Moderate | 2 | Minor | 2 |
| Likely | 3 | Moderate | 3 |
| Very Likely | 4 | Severe | 4 |
| Certain | 5 | Critical | 5 |

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| --- | --- |
| Total Risk Score | Risk Level |
| 1-5 | Low |
| 6-14 | Medium |
| 15 - 25 | High |

Personal information provided will be treated in confidence in accordance with WaterAid’s Data Classification Policy. The data will be maintained in a secure environment such as SharePoint. Data will only be shared with the Global Security Manager, members of the People Team and Country Programme of destination, in order to enable a thorough security assessment to be undertaken, any necessary security provision put in place and contact information to be obtained in the event of a security concern or incident. After your trip, the personal data will be deleted and only the trip details maintained for analytical purposes.

Each country has a Security Plan, which should be consulted. The Security Focal Point in each country is well placed to assist you in completing your risk assessment. Please familiarise yourself with [WaterAid’s Global Travel Policy](https://wateraid.sharepoint.com/sites/document-hub/Flex%20Document/GLO-Global_Travel_Policy-Eng.pdf). All staff that needs to travel on official WaterAid business is required to complete WaterAid’s on-line “Travel Safety & Security” course and should not travel unless they have attended. The training looks at how to plan for your trip, including security risk assessment and some of the problems commonly encountered by travellers. The course is available on the [Learning Hub](https://learninghub.wateraid.org/login/index.php).

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| Names |  |
| Department |  |
| Country and Locations to be visited | Nigeria:  Locations:  - Abuja, WANG Office  - Jos |
| Intended dates of travel |  |
| Brief description of the purpose of the visit |  |
| If you are taking annual leave following this WaterAid travel, please details dates and locations here | N/A |

ABUJA - NIGERIA

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| Risk Category | Risk  What could go wrong? | Probability  (1-5) | Impact  (1-5) | Risk Score | Risk Level  (low – high) | Control Measures Required  What do you have in place to manage/reduce the identified risk? |
| Political conditions  e.g. political turmoil, demonstrations (violent), upcoming or recent elections, rioting, administrative/bureaucratic hassle, potential/history of military coup etc. | Violent demonstrations in Abuja - Can occur sporadically due to pent up anger and tensions arising from groups who may want to express discontent or dissatisfaction with government handling of any theme from a wide range of economic, social or political issues. It may also be unintended spin off from a peaceful protest on legitimate causes but has inadvertently gone out of control perhaps due to infiltration by criminal elements.  Also political parties have concluded party primary elections. Campaigns will however, commence on 18th November, 2018. So far no red flags yet. We do not however, envisage any disruptions that might have any impact on you.  Abuja has been experiencing public protest but they have not affected public life and activities in the city | 2 | 4 | 8 | Medium | Personal   * WA Nigeria to share ‘Security Welcome Pack’ prior to departure from the UK * Check [FCO Travel Advisory](https://www.gov.uk/foreign-travel-advice/nigeria) prior to departure * WA Nigeria Security & Logs. Manager to provide a verbal security briefing at earliest convenience after arrival to Abuja * Stay informed of developments through the local media while in Abuja, Nigeria * Sign up for [TravelGuard Alerts](https://travelguard.secure.force.com/TravelAssistance/TGPreLoginHomePage?PL=AIG%20UK) and [FCO mail alerts](https://www.gov.uk/foreign-travel-advice/nigeria/email-signup) * Seek advice/support from Security & Logistics Manager (S&L Mngr.) as you plan any movements away from hotel or office * If you encounter a situation that appears threatening or intimidating while outside hotel or office, it is not advisable to try to make your way through it. It’s better to focus on your safe return either to the WA Nigeria office or hotel which one is nearest. Also simultaneously inform WA Nigeria Security & Logistics Manager for advice:   Jonathan Kuusu +234 903 780 8422   * Do not stay to watch or photograph any such situations-no citizen journalism encouraged for visitors * The S&L Mngr. will provide security briefing on arrival highlighting the political situation/security and providing information on safe and unsafe areas in Abuja * WA Nigeria is monitoring the political and security situation in Nigeria generally on a daily basis and will update you immediately there is any change in the situation that has potential impact on your safety and security * Inform WA Nigeria if you plan any private visits to family/friends in Abuja * Sign up to TravelGuard:   AIG Lifeline  *Phone Number: +44 (0)1273 552 922*  *Policy Number: 0010014751*  *Website:* [*www.mylifeline.co.uk*](http://www.mylifeline.co.uk)   * Carry hard copy of all key contact numbers on Nigeria and the UK * Carry details of WaterAid’s 24hr emergency number in case problems with primary contacts:   Call +44 (0)14 8956 8330  Text +44 (0)78 6003 5318 |
| Social and cultural factors  e.g. gender segregation, dress code, local customs/habits, superstition/taboos, tribal differences, acceptance of foreigners, religion etc. | Inadvertently causing offense due to cultural differences. | 1 | 2 | 2 | Low | * Understand issues of differences in culture * Respect cultural norms such as appropriate clothing and customs, as advised by the WA Nigeria team * Be accompanied by WA Nigeria colleagues apart from time in hotel * Ask WA Nigeria staff for guidance if in doubt * Abide by WaterAid’s Code of Conduct and other safeguarding policies |
| Security Issues  e.g. (vehicle) accidents, theft, robbery (armed), mugging, illegal arrest/detention, kidnapping, blackmail/extortion, conflict, terrorism, SGBV/rape etc. | Street Crime – Abuja like any urban capital has its fair share of petty crimes (theft mugging, pick-pocketing and assault). Creating the profile of a visiting guest from a foreign country may make you target of an attack as there is a widely held perception that persons with such profiles are likely to be carrying foreign currency etc. no matter how small.  You will not unnecessarily be exposed but it is good to know. | 3 | 3 | 9 | Medium | * Minimize movements away from the hotel after dusk * Maintain a low profile at all times * Once outside the hotel, maintain personal awareness of people and activities around you at all times * Carry a mobile phone, when leaving the vicinity of the hotel, with emergency numbers programmed in * Have a paper copy of all emergency numbers * In the worst case scenario that you are a victim of any assailant, don’t put up any resistance and, hand over what is demanded to avoid the situation degenerating. * It is advisable to use Hotel certified cabs however, WA Nigeria will provide you with contacts of certified car hire drivers that can support your movement at your convenience. A dedicated car hire can also be provided for you if it is required. * WA Nigeria Staff will be with you during office hours while in Abuja and their guidance would be of immense help to you. |
| Getting scammed/pick pockets  As one walks the streets, there is the possibility of being approached by beggars or strangers with sob stories of misfortune for assistance  Pick pockets and opportunistic stealing is likely in crowded places if bags and valuables are left unattended even for a short period. This is common in areas such as hotel, restaurants, shops, supermarkets etc. | 3 | 2 | 6 | Medium | * Do not respond to people/strangers offering to assist or seeking assistance from you * Only use official means for transactions such as changing foreign currency. The Hotel staff can support you and are reliable or use a certified bureau de change. Better still WA Nigeria Security & Logistics Manager will support you to change foreign currency if required. * Seek advice from local staff before entering into financial transactions of any kind * Do not unnecessarily expose high value items like iPhones, iPads, jewelry etc. * The arrival security briefing will reveal to you safe and unsafe areas of the city that must be avoided at certain hours of the day. |
|  | **Kidnapping** – kidnapping of persons irrespective of country of origin or perceived economic status by criminals has become quite rampant across Nigeria. Incidents of kidnapping are not restricted to expatriates-targets could be random and mostly intended to receive ransom money from victims’ families. Lives have been lost in some of the cases. | 2 | 5 | 10 | Medium | * Fill in your RED-form and give it to your Line-Manager in a sealed and signed envelope prior to departure from the UK – delete all electronic versions when printed. * Be aware of personal safety risk during visits to Abuja and take personal responsibility for observing and reporting unusual activity around you. * Avoid developing routines and habits that draw attention to your person * Avoid private meetings or discussing your itinerary with persons not well known to you * Maintain all round awareness of your environment * If on foot, always walk facing traffic * Be sensitive and exercise strong restraint about opening your door /allowing strangers and unknown persons into your hotel room * WA Nigeria will provide on arrival briefing by the Security & Logistics Manager on safe and unsafe areas and conduct generally * Travel itinerary will be shared on a need to know basis only |
| **Terrorist Attack –**  A lot of progress has been recorded with the counter insurgency efforts as the sect has been contained. However, Boko Haram has continued to seek for opportunities to sneak into major Cities with PBIED attacks targeted at government installations, public buildings worship centers, markets and other soft targets. This is more prevalent in the North East especially Maiduguri, Borno State. These acts are unpredictable and capable of happening outside the North East. One may be exposed when in the right or wrong place at a wrong time. | 3 | 5 | 15 | High | * Avoid visits to sensitive locations that may be targeted by terrorist such as government facilities, military installations, Worship centers, Markets and places frequented by expatriates * If you become aware of an incident occurring while in Abuja, seek guidance of WA Nigeria personnel especially Security &Logistics Manager * You will be staying in a secured hotel accredited for use by WA Nigeria * WA Nigeria will be responsible for your airport pick up to the hotel and your entire travel requirement while in Abuja. * WA Nigeria driver will be assigned to pick you up and drop you back in the hotel after all your official functions. |
| Economic Factors  e.g. risk of economic collapse, unavailability of banks, credit cards not accepted, cash transfer options, money exchange, fraud/scams etc. | ATMs are available in most Nigerian cities. However, ATM services in the country should be used with extreme caution due to the high prevalence of fraud at these facilities. Furthermore, outdoor ATMs have also become a hotspot for robberies and express kidnapping.    Major credit cards are accepted in most of Nigeria's major urban centers. However, it should be noted that credit card fraud in the country is a common occurrence and the use of credit cards should be limited. | 3 | 3 | 9 | Medium | * Only use ATM inside safe locations likes a bank, hotel lobby etc. if possible * Ask WA Nigeria to assist you change money or visit an ATM * Do not hand over your credit card to waiters or vendors – keep it within sight * Do not seek support from anyone at an ATM location * Limit the use of your credit card- all your expenses at the hotel will be covered by WaterAid and charged to WaterAid account. If you need Nigerian Naira for basic purchases, we can support you with it. * Do not hand over your credit card to waiters or vendors – keep it within sight. * If you have foreign Currency (USD, GBP etc) you need to change, the SLM will support you to change. |
| Travel Logistics  e.g. entry requirements, vaccination requirements, entry denial, flight delay/cancellation, missing luggage, failing airport pick-up, domestic travel in-country, road blocks, vehicle needs etc. | Airport Pick-up arrangements fail  Road Traffic Accident - High rates of road traffic accidents in Nigeria is due to poor driving habits, domestic animals straying into motorways; poor road infrastructure etc.  Accidents do frequently occur on Airport road and in city centers due to lack of adherence to basic traffic regulations | 2  3 | 3  4 | 6  12 | Medium  Medium | * Confirm arrangement with WA Nigeria prior to departure from the UK * Carry hard copy of driver’s name and contact number * Carry hard copy of WA Nigeria contacts to assist you in case of ‘No-show’ * Driver must be clearly identifiable with WA or Hotel logo/sign * Driver must be able to identify traveller by name, e.g. Mrs. XX * Seat belts must be worn by all passengers while in WA Nigeria vehicles. This also include if driven by an assigned car hire service provider * The driver will observe normal traffic regulations which are the same everywhere. * Politely caution the driver of your vehicle to reduce speed if over-speeding and inform WA Nigeria Security & Logistics Manager * While in Town, if you have cause to cross the road, never assume road users will respect zebra crossings etc. Cross the road only when there are no vehicles passing |
| Infrastructure  e.g. road infrastructure, medical response infrastructure, building standards, water-/power supply etc. | Regular power cuts  You will experience intermittent power cuts at the hotel  Communication networks  You will experience network fluctuations and occasional down times  Lack of or poor Internet Access  The hotel often has a strong internet network but the quality of service depends on their provider hence may fluctuate. Mobile Internet from the communication network can also be used. | 3  3  3 | 1  2  1 | 3  6  3 | Low  Medium  Low | * Hotel has alternative power sources to switch to immediately there is a power cut and this can happen repeatedly within minutes. * WA Nigeria offices have back-up generators * WaterAid Nigeria will be able to provide you a local SIM and phone, if you are not roaming your line. * The hotels typically used by WA Nigeria normally have good Wi-Fi. However, hotel Wi-Fi service quality may be epileptic. WA Nigeria will provide alternative Internet access for use while in the hotel if required |
| Geography and Nature  e.g. earthquake, volcano, tsunami, flood, drought, bushfire, cyclone/typhoon/hurricane, land-/mudslides, avalanche, climate, wildlife, pests etc. | Heavy rainfall/thunderstorms associated with rainy season, which normally runs from June – September, but often continue into October. November signals sign of approaching dry season (harmattan) | 3 | 2 | 6 | Medium | * Rainy season should be ending, but heavy rains may still occur * Carry appropriate clothing for rainy season (light sweater, light weight cottons & linen etc.) * Rains are reducing but still falling so it’s enough * Prepare with body lotions appropriate for the dry season |
| Health  e.g. vaccinations, chronic illness/medication, tropical diseases (water-/vector borne), food, snake-/animal bites, stress, emotional impact (culture shock) etc. | General health issues  Ill Health - Typhoid and Malaria are common  Cholera/ Lassa Fever – There has been reported cases of cholera outbreak in some states of Nigeria but not in Abuja. There is however, need to be cautious. | 1  2  1 | 2  3  4 | 2  6  4 | Low  Medium  Low | * Traveller has been screened by WA UK preferred health provider and is fit to travel * Use insect repellants - cover up, take prophylaxis * If you notice mosquitoes in your room let the hotel flit the room or inform the SLM and we will get an insecticide for your use throughout your stay. * Wash hands often with soap and safe running water. * Carry Hand-Sanitizer for situations where hand wash is not possible, if you done have one we will provide * Be careful not to over consume food and water * Obtain medical insurance and appropriate immunization before embarking on your journey to Abuja Nigeria * Drink only bottled water which is considered safer * Report any ill health to WA Nigeria Security and Logistics Manager * Do not patronize food hawkers usually found on the streets. * If your need to taste Nigerian dishes, WA Nigeria team will provide guidance as appropriate * Fruits, vegetables and other open foods should be thoroughly washed before eating. If fruits have a broken body or scratched do not eat * Staff are covered by WaterAid’s travel health insurance policy:   AIG Travel Assistance  Policy No: 0010014751.  TEL: +44 (0)1273 552 922.  [www.mylifeline.co.uk](http://www.mylifeline.co.uk)  *Note: May also provide assistance in a medical emergency.*   * Carry vaccination card, blood type and any other relevant medical information at all times |
| Communications  e.g. poor or no mobile network coverage/internet, roaming not working, unable to contact host/colleague, communications plan etc. | The Network from Mobile Network providers (MTN, etc) can be epileptic or poor, internet could also be poor failing to connect, this could result to inability to contact WA Nigeria etc. | 1 | 4 | 4 | Low | * WA Nigeria SFP (Jonathan Kuusu) shall ensure his contact phone +234 903 7808422 & +234 7032300332 is active at all times as well as other WA Nigeria emergency contacts. * WA Nigeria IT shall ensure internet services alternative are available to ensure to switch to if any other one fails or is poor. * Specific support on Communication generally will be provided if required and indicated during this period. |

PLATEAU STATE – NIGERIA

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| --- | --- | --- | --- | --- | --- | --- |
| Risk Category | Risk  What could go wrong? | Probability  (1-5) | Impact  (1-5) | Risk Score | Risk Level  (low – high) | Control Measures Required  What do you have in place to manage/reduce the identified risk? |
| Political conditions  e.g. political turmoil, demonstrations (violent), upcoming or recent elections, rioting, administrative/bureaucratic hassle, potential/history of military coup etc. | Violent demonstrations -  Can occur sporadically due to pent up anger and tensions arising from groups who may want to express discontent or dissatisfaction with government handling of any theme from a wide range of economic, social or political issues. Political activities are on towards the 2019 General elections throughout the Country and disruption cannot be ruled out. Jos normally witness protest arising form youths protesting violent attacks on communities by gunmen suspected to be herdsmen. This normally results in blockage of travel route in the location of the crisis with attendant attacks on innocent travelers. | 2 | 2 | 4 | Low | * Exercise normal security awareness and consciousness while in Plateau State * While in Plateau, please keep your ears to the ground about what is happening in the environment, you might pick up triggers that are capable of igniting a security situation * If you encounter a threatening or intimidating situation, don’t try to make your way through it. Turn round and return to nearest safe haven (your hotel, LGA HQ or Police station etc.). * We are constantly monitoring the political and security situation in Plateau generally in liaison with other security stakeholders and will update you immediately there is any change that will threaten you while you are there. * Recommended Hotel in Plateau State (Three Angel City apartments & Suites) will be used for your stay during this visit. |
| Social and cultural factors  e.g. gender segregation, dress code, local customs/habits, superstition/taboos, tribal differences, acceptance of foreigners, religion etc. | See same issue above | 1 | 2 | 2 | Low |  |
| Security Issues  e.g. (vehicle) accidents, theft, robbery (armed), mugging, illegal arrest/detention, kidnapping, blackmail/extortion, conflict, terrorism, SGBV/rape etc. | Street Crime - Mugging, car-jacking and assault are common in urban areas.  WANG in the course of working in Plateau State has not experienced any of the above. However, care is taken to avoid any opportunistic incident. | 2 | 3 | 6 | Medium | * Don’t move around on foot after dark. Do not over expose yourself so you fall victim of opportunistic incidents. * Maintain a low profile at all times. Do not create the impression of a visitor in town * Maintain heightened awareness at all times. * Carry a mobile phone at all times; ensure you have enough credit on your phone to make any call if required. * If attacked, don't resist, hand over what is demanded immediately * You will be interacting with partners, CSOs and government officials during stay so please take time out to ask questions that seek clarification when you are not sure. * Avoid the use of Keke Napep tricycles which is an approved means of transportation apart from Taxis in the City also popular and always available. * Dedicated car hire service providers will be engaged to support movement throughout you stay in Jos Plateau State * The on arrival security briefing by the SLM will details locations of Jos metropolis that must be avoided at certain hours of the day. |
| **Kidnapping** –  Kidnapping of persons has remained a threat that has refused to go in Nigeria. The majorities of kidnap victims are middle- to high-income individuals’ politicians and their dependents, and mostly intended to receive ransom money from victims’ families. Lives have also been lost in some instances | 2 | 4 | 8 | Medium | * RED-form apply as above * Avoid developing routines and habits. Do not give anyone opportunity to monitor your movement * Travel in company of LGA (RUWASSA) officials to field locations. * While in township ensure someone knows where you are at all times * Maintain a low profile; do not spend too much money in public. * Maintain all round awareness of your environment by quickly profiling any location you find yourself. * If on foot, always walk facing traffic. Incidents of passengers being robbed in the popular tricycles is frequently reported * Be sensitive and exercise strong restraint about opening your door, allowing strangers and unknown persons into your hotel room * Keep your Itinerary while in Plateau and only share on a need to know basis |
| **Terrorist Attack –** The activities of Boko Haram have continued to impact on the security of the North East states of Borno Adamawa and Yobe and beyond.Plateau State had not witnessed any incidents recently but the threat still remains. Previously there were incidents of BH attacks on the city of Jos. Care and caution has to be exercised to avoid being at the wrong or even right place at a wrong time. | 3 | 5 | 15 | High | * Exercise a high sense of security caution and awareness while in Plateau State * Quickly scan and profile any environment you find yourself. It is a sure way of minimizing opportunistic threats. * Avoid night joints, and night markets known for cheap food, drinks etc. that are always crowded. They are some of the soft targets targeted by terrorists * Avoid crowded areas of the city as much as possible. Stay away from political gatherings and others you are not sure of their motives. * WA Nigeria has risk assessed the hotel to be used in Plateau State (Three Angels City Apartments & Suites). * If you are aware of any developing situation in Jos that might negatively affect your stay, please inform the SLM for advice immediately * The SLM is monitoring the safety and security situation in the states generally and will advise immediately there is any indication of a security situation that might threaten your stay. |
| Economic Factors  e.g. risk of economic collapse, unavailability of banks, credit cards not accepted, cash transfer options, money exchange, fraud/scams etc. | See same issue above | 3 | 3 | 9 | Medium |  |
| Travel logistics  e.g. entry requirements, vaccination requirements, entry denial, flight delay/cancellation, missing luggage, failing airport pick-up, domestic travel in-country, road blocks, vehicle needs etc. | **Field trips in general**  **Harassment at Checkpoints -** With the general insecurity situation in Country there are road blocks manned by military personnel. You will encounter about 4 checkpoints from Bauchi to Kirfi Junction on Bauchi Gombe road  The behaviour of these security personnel sometimes cannot be predicted. Understanding checkpoint routines and procedures and strictly adhering to them is key to minimizing this threat. | 1 | 2 | 2 | Low | * All field trips outside of Abuja must have a well-prepared Communications Plan known to all participants * Ensure all mobiles are fully charged upon departure and have sufficient credit * Carry back-up means of communication if possible, e.g. SatPhone * Dress in a way not to offend local sensibilities. SLM will provide guidance * Take your time at checkpoints if travelling in WaterAid vehicle or car hire service provider. Remind the driver not be in a hurry. Little time will be spent at these checkpoints but it is better to exercise caution than run into trouble with officers at the checkpoint. * At check points, slow down, remain calm in the vehicle - designate one person to do all the communicating/talking with the military officers except when asked a direct question * Speak only when addressed by military / police * Be polite and courteous. There is nothing wrong in saluting the Military/Police officers * Carry Identification Papers-Water Aid staff ID and only produce if requested. Do not offer bribes * Do not make calls while in the vicinity of the check point, making calls at checkpoint appear disrespectful and might also indicate communication with an enemy. You will be in serious trouble if caught. * Please observe all checkpoint routines to avoid getting on the wrong side of the officers at checkpoint or on highways. * Plan your time in the field such that you are not travelling after 17:00 |
| Infrastructure  e.g. road infrastructure, medical response infrastructure, building standards, water-/power supply etc. | Road conditions: Roads in many parts of the Country are very poor. Township road may be better but rural roads may be even worse. Roads to communities are even worse and the condition can be extremely bad with the rainy season. | 2 | 4 | 8 | Medium | * Mentally prepare your mind for the physical demands of the travel * Please if you have health challenges that maybe increased by harsh travel conditions get treatment before travelling or take other precautionary measures * Travels to communities will be undertaken with vehicle appropriate for such terrains, partner LGA vehicle or WA Nigeria accredited Car Hire providers will be used. * Plan itinerary to include sufficient travel time bearing in mind the road condition and delays * Maintain communication with Base partner staff in Jos and SLM as appropriate: at start of your journey, arrival at destination, during return and when you arrive your hotel safely throughout the duration of the trips |
| Travelling from Abuja to Jos Plateau State is 297 kms, this can be tiring and exhausting particularly when one does not undertake such travels frequently. There are also the attendant challenges of road travels: armed robbery, bandits’ attacks and kidnapping and abductions. WANG travel default to Jos is by Air through Bauchi. Bauchi to Jos which is at most one-hour drive will be covered by Accredited Car hire service provider. Arik Airlines operates three times a week flight to and from Bauchi (Sunday, Wednesdays & Fridays) Arik Airline also undertake flight from Lagos- Jos daily and this can also be utilized. Your travel to and from Jos will be by air via Arik Airlines as shall be confirmed  . | 1 | 2 | 2 | Low | * Mentally prepare yourself for the trips. This will help you to relax throughout the duration of the trip * WA Nigeria will ensure you are at the Airport 1 hour to your flight time. Factor into you planning flight delays as airlines may delay flight up to more than an hour or sometimes outright cancellation * Monitor your phone or email as the airline might communicate flight changes to your phone. * For your field visit discuss and make available any support needs you might require during the trip * Carry bottle water, Snacks along with you in the car * WA Nigeria accredited car hire vehicle in Jos and other support vehicle from partner & Government will be sought to complement transportation requirement for field visit * Ensure travel to project communities is undertaken together with relevant partners, CSOs etc. Travels times must be strictly adhered to as shall be communicated by the SLM * Do not travel too early to the field. Aim to start you travel to the field by 07:30, and ensure to depart the field by 16:00hrs. Travelling too early and late in the evening increases your risk to banditry on highways and related threats and when help is required to reach you etc. |
| Geography and nature  e.g. earthquake, volcano, tsunami, flood, drought, bushfire, cyclone/typhoon/hurricane, land-/mudslides, avalanche, climate, wildlife, pests etc. | At an altitude of 1,217 m (3,993 ft) above sea level, Jos enjoys a more temperate climate than much of the rest of Nigeria. Average monthly temperatures range from 21–25 °C (70–77 °F), and from mid-November to late January, night-time temperatures drop as low as 11 °C (52 °F | 1 | 2 | 2 | Low | * The key to mitigating the temperate climate in Jos is adaptation. Prepare with appropriate clothing etc for the cooler temperatures in Jos, Plateau State |
| Health  (physical & psychological)  e.g. vaccinations, chronic illness/medication, tropical diseases (water-/vector borne), food, snake-/animal bites, stress, emotional impact (culture shock) etc. | Ill Health - Typhoid and Malaria are common    Lassa Fever/ cholera /Brucellosis – these are frequently reported in many states of the Country. Care and caution needs to be exercised | 2 | 5 | 10 | Medium | * Wash hands often with soap and safe running water. Carry Hand-Sanitizer for situations where hand wash is not possible * Be careful not to over consume food and water * Drink only sealed bottled water which is considered safer * Do not patronize food hawkers usually found on the streets. * Jos boast of a variety of fruits etc. Fruits, vegetables and other open foods should be thoroughly washed using safe water before eating * Always wash hands with soap and running water after shaking hands with lots of people and when in contact with animals generally * Maintain a high index of suspicion for lassa fever, cholera and Brucellosis. * Do not eat meat you are not sure how properly it has been cooked. * Generally, observe the highest standard of personal hygiene at all times. |
| Communications  e.g. poor or no mobile network coverage/internet, roaming not working, unable to contact host/colleague, communications plan etc. | The Network from Mobile Network providers (MTN, etc) can be epileptic or poor, internet could also be poor failing to connect, this could result to inability to contact WA Nigeria etc. |  |  |  |  | * A detailed communication plan will be developed and shared with you and the team before departure to Jos, Plateau State * WA Nigeria SFP (Jonathan Kuusu) shall ensure his contact phone +234 903 7808422 & +234 7032300332 is active at all times as well as other WA Nigeria emergency contacts * The team travelling to Jos Plateau State will travel with a Satellite phone to compliment the regular telecommunication networks * Specific support on Communication generally will be provided if required and indicated during this period. |

Travel details

Please detail your full itinerary to include all Departure/Transit/Arrival Airports and Flights, including any In-Country flights. If two or more people are completing the Risk Assessment jointly, remember to detail any variations in itinerary. Remember that there are risks associated with your travel plans and your destination.

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| --- | --- | --- | --- |
| Outbound Flight | Date | Time | Flight Number |
|  |  |  |  |
| In-Country Flights | Date | Time | Flight Number |
|  | TBC |  |  |
| Inbound Flight | Date | Time | Flight Number |
|  |  |  |  |

*Please remember Country Code in all contact numbers!*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Accommodation whilst travelling | Date | Hotel Name | Hotel Address | Hotel telephone number and email |
|  | Sheer Luxury (Apartments & Suits Ltd) | 35 Umaru Dikko Street,  Off Mike Akhigbe Way,  Jabi.  By Dominion Int. School  Jabi,  Abuja | +234 (0) 900 887 5290  +234 (0) 809 111 5608  +234 (0) 809 111 5609  Email: [frontoffice@sheerlucuryabuja.com](mailto:frontoffice@sheerlucuryabuja.com) |
| Accommodation in Bauchi | TBC | Three Angels City (Apartments & Suites Ltd) | 23 Fwavei Street, Rayfield Jos,  Plateau State | +234 816 445 5616  +234 806 964 2759  Email:  [reservations@threeangelscity-ng.com](mailto:reservations@threeangelscity-ng.com)  [www.threeangelscity-ng.com](http://www.threeangelscity-ng.com) |

Emergency details

Your contact details whilst travelling:

|  |  |  |  |
| --- | --- | --- | --- |
| Mobile (UK) | Mobile Phone (other) | Skype | Email |
| +44 | +234 |  |  |

Emergency contact In-Country

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Jonathan Kuusu | | Position | | Security & Logistics Manager | |
| Address | No 8 Mike Akhigbe Way, Jabi | | | | | |
| Contact details | Mobile Phone | Landline Phone | | Skype | | Email |
| +234 9037808422 | +234 810 2199 951 | | Zurum.kuusu | | [JonathanKuusu@wateraid.org](mailto:JonathanKuusu@wateraid.org) |

Please note your Embassy Details for the country you are visiting *(based on your Passport/nationality)*

|  |  |
| --- | --- |
| Embassy |  |
| Address |  |
| Contact Telephone Number | + |
| Subscribed to Government Alerts? | Yes / No *[please Highlight]* |

Next of kin (who can be contacted in an emergency for this travel):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | Relation to you |  |
| Contact details | Mobile Phone | Landline Phone | Skype | Email |  |
| +44 |  |  |  |

Line Manager

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Contact details | Mobile Phone | Landline Phone | Skype | Email |
| +44 | +44 |  |  |

Sign off

Once your Risk Assessment is completed please share on OneDrive with the Global Security Manager, Steen Frederiksen at [security@wateraid.org](mailto:security@wateraid.org) to review.

The approved RA will be shared with you, your Line-manager and other who needs it on the ‘Security & Travel’ collaboration site.

When approved it needs to be signed off by your Line Manager(s). Please be aware that this process can take 10 days.

Remember that certain risks have been identified with your travel. If there are any changes or developments, your Risk Assessment may need updating. Please speak to Steen for guidance.

I have completed WaterAid’s mandatory online ‘Travel Safety and Security’ training: Yes/No *[please Highlight]* Date:

*Line-Manager’s approval:*

Line-Manager(s) approve by mail to [security@wateraid.org](mailto:security@wateraid.org) – no need for sign and scan!

Emergency Procedures: In case you have an emergency whilst travelling abroad, and need to report this or get in contact with somebody from WaterAid please follow the instructions below.

*In case of an emergency:*

*The below list is a prioritised list – if unable to reach 1. Contact, then move to 2. Contact and so forth.*

*1. Call your In-country Emergency Contacts as detailed above*

*2. Call your Line-manager*

*3. Call the 24-hour “Emergency Number” relevant to you (note each WaterAid Member is responsible to arrange “Emergency Number”)*