**RISK ASSESMENT FORM**

**FOR GLOBAL TRAVEL**

**Risk Assessments need to be completed by:**

1. All WaterAid staff travelling to destinations with a risk rating requiring completion of a Risk Assessment.
2. When travelling to any country as the designated Team-leader for organising supporter and donor visits. This also applies when WaterAid staff is accompanying external people on WaterAid business, e.g. camera crews.
3. WaterAid staff in exceptional circumstances, e.g. long-term secondment, expectant mothers, special health needs etc. Please seek your Line-manager’s advice.

**How to complete your Risk Assessment form**

Before you travel, you need to consider the context of the location you are visiting, for example the history, politics, economy and infrastructure and how these may affect your safety and security whilst travelling in a capacity as a WaterAid member of staff. 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)[**GOV Travel Advice by Country**](http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/)[**Royal Free London**](https://www.royalfree.nhs.uk/patients-visitors/)

To complete your Risk Assessment form you need to analyse your travel plans and the activities and events taking place on your trip, bearing in mind the context of where you are travelling. It is a good idea to ask the question “what if…?” to imagine what could potentially go wrong, and the consequences of this. Using the risk categories given in the Risk Assessment form, identify the specific risks. Risks can be ***indirect***(risks that are common to all in the context) for example road traffic accidents, hurricanes, civil unrest, military activity, landmines etc. or ***direct***(risks that are targeted at you or WaterAid) for example armed robbery and kidnapping.

Consider both the **probability** of the threat occurring whilst in-country and the **impact** it could have on you. Each threat must be allocated a score from 1-5 for ‘probability’ and ‘impact’, which you then multiply together, giving you a risk score to identify the risk level. Clear and detailed control measures then need to be identified to manage and reduce these risks. If you consider a Risk Category irrelevant just write “N/A” and don’t score it.

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

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

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](http://thesource.wateraid.org/Resources/Policiesandprocedures/Global/Travel%20Policy.doc). All staff that needs to travel to country programmes on official business is required to attend WaterAid’s “Travel Safety & Security” training 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. For the next date please see the [Learning Hub](https://learninghub.wateraid.org/login/index.php).

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| --- | --- |
| **Name** *(all travellers)* | Danielle Zielinski |
| **Department** | WaterAid America – Policy and Advocacy Team |
| **Country and Locations to be visited** | Niamey, Niger (WaterAid Niger office) |
| **Intended dates of travel** | August 25-31 |
| **Brief description of the purpose of the visit** | West Africa collaboration meeting for sanitation advocacy grant |
| **If you are taking annual leave in combination with this WaterAid travel, please detail dates and locations here** |  |

| **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 factors** | Political turmoil, demonstrations (violent), upcoming or recent elections, rioting, administrative/bureaucratic hassles, potential/history of military coup etc.  Demonstrations can occur with little notice throughout the country. However, the Opposition, civil society and students demonstrate without any indication. | 2  2 | 3  3 | 6  6 | **Medium**  **Medium** | **Personal**   * Keep informed of developments through the local media, WANiger and FCO Advisory. * A further briefing on the political situation and security context will form part of the security briefing on arrival. * Avoid public gatherings * If you encounter a threatening or intimidating situation, don’t try to make your way through it. Turn round and return to WANiger office or your hotel and inform WANiger Security Focal Point, SFP. * Call WANiger SFP, Sandrine Nignon on +227 92 60 28 27 * Do not stay to watch or photograph any situation. * WANiger SMT and SFP will continue to monitor the political situation and will update you while in Niamey. |
| **Social and cultural factors** | Gender segregation, dress code, local customs/habits, superstition/taboos, tribal differences, acceptance of foreigners, religion etc. | 2 | 3 | 6 | **Medium** | * Maintain low profile * Respect cultural differences * Walk in company of a native * Dress appropriately covering up properly. * Avoid discussions relating to religion and politics. * Getting into heated arguments could put a visitor in difficult position. |
| **Security Issues** | Theft, robbery (armed), mugging, illegal arrest/detention,  **Pickpocket/Mugging/Car-jacking and Assault** are common in urban areas.  Knowing that you are visiting from a foreign Country can imply having foreign currency etc | 2 | 4 | 8 | **Medium** | * No movement by foot at any time unless accompanied by WANiger staff. * Do not move around on foot after dark. * Maintain a low profile at all times * Look confident when on the streets * Maintain heightened awareness at all times * Carry a mobile phone, when outside, with emergency numbers programmed in * Have a paper copy of all emergency numbers * If attacked, don't resist, hand over what is demanded immediately * WANiger will provide transport from Hotel to locations in town and back * WANiger drivers and vehicles are first line of transportation – Taxis or other public transport is discouraged * WANiger staff supporting the visit will be around throughout the duration of the trip and will provide guidance as required * Carry details of WaterAid’s 24 hour emergency telephone number:   Call +44 1489 568 330  Text +44 7860 035 318   * Carry details of WaterAid Insurance:   AIG Lifeline  Tel.: +44 (0) 1273 552 922  Policy Number: 0010014751  Website: [www.mylifeline.co.uk](http://www.mylifeline.co.uk) |
|  | **Opportunistic stealing** is likely in crowded places if bags and valuables are left unattended even for a short period in common areas such as hotel, restaurants, shops, supermarkets etc. | 2 | 2 | 4 | **Low** | * 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 when you should use the hotel currency desk or a certified bureau de change. * Seek advice from local staff before entering into financial transactions * Do not unnecessarily expose high value items like iPhones, iPads, jewelry etc. |
|  | **Kidnapping:** is an increasing concern due to the conflict in neighboring Mali and Niger’s involvement in the French-led intervention. Kidnap mostly occurs around markets, public places, shops and in isolated areas | 2 | 5 | 10 | **Medium** | * Avoid developing routines and habits * Travel in groups or with the support of WANiger staff as much as possible * Ensure someone from WANiger knows where you are at all times * Maintain a low profile * Maintain all round awareness * If on foot, always walk facing oncoming traffic * Do not invite people you are just meeting to your hotel room * WANiger will ensure well experienced and trusted drivers are assigned for airport pick up and movement within Niamey township |
|  | **Terror:** There has never been bombing attacks in Niamey. However, due the Jihadist menace around the Sahel care should be taken to forestall this risk. The attacks mostly target churches, mosques, markets, military bases, checkpoints and crowded areas. | 2 | 5 | 10 | **Medium** | * Avoid expensive hotels, used by dignitaries, UN, Gov’t or military * Avoid restaurants popular with expats and other soft targets * Follow the advice of in country staff and WANiger SFP * Register with your embassy prior to travel * WANiger has risk assessed your hotel(s) * WANiger will facilitate transportation for all movements, urban and rural if required * WANiger will provide a security briefing within 24 hours covering safe and unsafe areas. |
| **Economic Factors** | Risk of economic collapse, unavailability of banks. Credit cards not accepted, and no reliable ATM-service.  Cash transfer options, money exchange. Fraud/scams increasingly a concern in Niger. | 1 | 2 | 2 | **Low** | * Traveller to ensure he/she has enough cash for cash transactions * Check with SFP to know how best to change foreign currency. * Do not transact with unknown people over the phone |
| **Travel Logistics** | Domestic travel in-country, road blocks, vehicle needs etc.  Entry requirements, vaccination requirements, entry denial, flight delay/cancellation, missing luggage, failing airport pickup.  High rates of road traffic accidents in Niger due to driving standards, animals on the road, road quality etc | 2  2  2 | 4  3  4 | 8  6  8 | **Medium**  **Medium**  **Medium** | * WANiger drivers will be used for pick up and drop from the airport and movement within Niamey. * Observe normal traffic regulations which are the same everywhere. * Ensure visa is obtained in advance for UK traveller. * Ensure that all other entry requirements are adhered to before take-off. * Ensure adequate planning, proper flight reservations and booking including all relevant vaccinations are undertaken before flight. * Politely caution the driver of your vehicle to reduce speed if over-speeding and inform WANiger SFP * WANiger to ensure that vehicles are always road worthy and in good condition * Fitted with all necessary requirement for road travel (First Aid Kit, tool kit etc.) including documentations. |
| **Infrastructure** | Road infrastructure, medical response infrastructure is poor in both urban and rural Niger.  Building standards, water-/power supply etc. You will experience intermittent power cuts at the hotel and Office  Poor Internet Access  The hotel has internet network but not strong. Mobile Internet from the communication network can also be used. | 3  2  2 | 4  3  3 | 12  6  6 | **Medium**  **Medium**  **Medium** | * Drivers to adhere to speed limits and always adjust their speed/style to the context and environment * WANiger to identify suitable and available medical facilities. * Hotel has alternative power sources to switch to immediately there is a power cut * WANiger has a generator power source to switch to immediately when there is power cut * WANiger will support in obtaining a SIM-card or float for the visitor if he requires one. SIM-cards have to be registered before use * WANI will be able to provide Internet Modem to the visitor if required |
| **Geography and nature** | The rainy season usually lasts 3 months (July to September), sometimes until mid-October. Malaria is very common this season because of the increasing number of mosquitoes. | 2 | 3 | 4 | **Medium** | * Carry appropriate clothing for the rainy season (shirt with long sleeve, a small scarf to cover the armsetc), * Body moisturizers will come in handy. * Floods can be prevalent during the rainy seasons alone. Natural disasters like hurricane, typhoon, avalanche etc. are not known to occur. * Take precautions to follow a treatment against malaria before coming. Make sure your vaccines are up to date. |
| **Health**  **(physical & psychological)** | Ill Health - Typhoid and Malaria are common as are many other diseases | 2 | 3 | 6 | **Medium** | * Consult [TravelGuard Health Advisory](https://travelguard.secure.force.com/TravelAssistance/TGTravelSecurity?PL=AIG%20UK&sfdc.tabName=01rA0000000iOvO&tab=destinationReports) prior to travelling * Bite avoidance - cover up, take prophylaxis * Wash hands often with soap and safe running water. You may also carry with you sanitizers for your use. * Be careful not to over consume food and water * Obtain medical insurance before embarking on your journey * Carry vaccination card, blood type and any other relevant medical information at all times * Carry details of WaterAid Insurance:   AIG Lifeline  Tel.: +44 (0) 1273 552 922  Policy Number: 0010014751  Website: [www.mylifeline.co.uk](http://www.mylifeline.co.uk) |
|  | Cholera can occur throughout the country. | 1 | 3 | 3 | **Low** | * Drink only sealed bottled water which is considered safe * Report any ill health to WANiger and SFP * If mosquito nets are required, the SFP will assist in liaising with the hotel to provide these. * Do not patronize food hawkers usually found on the streets. * Fruits, vegetables and other open foods should be thoroughly washed before eating * Maintain high personal hygienic standard |
| **Communications** | Poor or no mobile network coverage/internet, roaming not working, unable to contact host/colleague.  Lack of or poor Internet Access | 1 | 2 | 2 | **Low** | * WANiger will support in obtaining a SIM-card or float for the visitor if he requires one. SIM-cards have to be registered before use * WANiger will be able to provide Internet Modem to the visitor if required * The hotel has internet network but may not be strong enough. Mobile Internet from the communication network can also be used. |

**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** |
| August 25, 2018 | 11pm | TK008 (Washington, DC to Istanbul) |
| August 26, 2018 | 6:10 pm | TK 539 (Istanbul to Niamey) |
| **In-Country Flights** | **Date** | **Time** | **Flight Number** |
| N/A |  |  |
| **Return Flight** | **Date** | **Time** | **Flight Number** |
| August 31, 2018 | 2:55 am | TK 543 (Niamey to Istanbul) |
| August 31, 2018 | 2:45 pm | TK 007 (Istanbul to Washington, DC) |

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| **Accommodation whilst travelling** | **Dates staying** | **Hotel Name** | **Hotel Address** | **Hotel telephone number and email** |
| 26 – 31 Aug | Soluxe Hotel | N°1100 Avenue de l’Afrique. | Phone:  +227 20 33 22 22  +227 20 37 11 18  Email: [csi-niger@soluxeint.com](mailto:csi-niger@soluxeint.com)  Site. [www.soluxeint.com](http://www.soluxeint.com) |

**Emergency details**

**Your contact details whilst travelling:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact details** | **Mobile Phone (UK)** | **Mobile Phone (other)** | **Skype** | **Email** |
|  | +17578457393 | Danielle.ap | Daniellez023@gmai |

**Emergency contact in country:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | Oumarou Hamani | | | |
| **Position** | Country Director | | | |
| **Address** | 48, Rue Yantala Haut Niamey | | | |
| **Contact details** | **Landline Phone** | **Mobile Phone** | **Skype** | **E-mail** |
| +227 20 35 01 76 | +227 96 87 67 68 | hamani.oumarou | [OumarouHamani@wateraid.org](mailto:OumarouHamani@wateraid.org) |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Embassy** | **British Embassy, Mali** |  |  |
| **Address** | Rue des Ambassades  B.P. 11201  Niamey  Niger |  |  |
| **Contact Telephone Number** | (+227) 20-72-26-6  Email: niameypasn@state.gov  niamey-usembassy@state.gov |  |  |
| **Subscribed to Government Alerts?** | Yes / No *[please Highlight]* |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | Dan Silver | | **Relation to you** |  |
| **Contact details** | **Landline Phone** | **Mobile Phone** | **Skype** | **Email** |
|  | +16102565178 | Dsilver88 | Dsilver88@hotmail.com |

**Sign off**

Once your Risk Assessment is completed please send to the Global Security Manager, Steen Frederiksen at [security@wateraid.org](mailto:security@wateraid.org) to review. 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 attended WaterAid’s Travel Safety and Security training:** Yes/No *[please Highlight]* **Date:**

**I have reviewed this Risk Assessment and am happy that arrangements are in place to cover all reasonably foreseeable risks**

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| --- | --- |
| **1. Line-manager’s Name** |  |
| **Signature** |  |
| **Date** |  |

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

***Please ensure your Line-manager copy*** [***security@wateraid.org***](mailto:security@wateraid.org) ***and*** [***chiehiuraonyenakie@wateraid.org***](mailto:chiehiuraonyenakie@wateraid.org) ***in the ‘Sign Off mail’.***

**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-managers*

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