|  |  |  |  |
| --- | --- | --- | --- |
| Division/Department |  | Work Activity |  |
| Assessment Completed By |  | Date Completed  |  | Review Period  |  |
| Crisis24 Horizon Overall Risk Rating |  | Who Might Be Harmed |  |
| This risk assessment should be periodically checked before travel to ensure all the information is current and accurate. Travel approver must be informed immediately if the risk level increases. |
| Crisis 24 Horizon Threat Scale Reference1 – **Negligible**: The operating environment is benign and there are only isolated threats to business and/or travel. 2 – **Low**: The operating environment is generally permissive, although there are a limited number of threats to business and/or travel that requires basic mitigations. 3 – **Moderate**: The operating environment is challenging and there are serious threats to business and/or travel that requires some mitigations.4 – **High**: The operating environment is hostile and there are significant threats to business, personal safety and/or travel, requiring comprehensive mitigations and planning5 – **Extreme**: The operating environment is characterised by pervasive direct threats to business, personal safety and/or travel, requiring strict risk management procedures. |

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| TRAVEL REFERENCE DOCUMENTS |
| 1 | TravelHealthPro |  |
| 2 | Crisis24 Horizon Country Report |  |
| PROPOSED TRAVEL ARRANGEMENTS |
|  | Departure Location | Date/Time of Departure | Mode of Travel | Arrival Location | Date/Time of Arrival | Airline/Train Ref |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| PROPOSED ACCOMMODATION DETAILS |
|  | Name of Hotel/Apartment | Address | Tel No. | Website | Check-in Date | Check out Date |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| COMMUNICATION AND SUPERVISION ARRANGEMENTS |
| Agree on a reasonable and practicable line of communication for daily/weekly check-ins. Who will you contact and what is your agreed escalation process in the event of an emergency? If a family member is acting as your point of contact, they must be provided with the contact details of your line manager or appointed member of staff at QMU. These arrangements should be detailed here. |

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| **RISK ASSESSMENT MATRIX** |  | **RISK LEVEL** |
|  | **SEVERITY** | **LIKELIHOOD (L) X SEVERITY (S) = RISK LEVEL** |
| **NEGLIGIBLE** | **MINOR** | **MAJOR** |
| **LIKELIHOOD** | **LIKELY** | Medium | High | High | Low | Acceptable | No further action is usually required, but existing control measures must be maintained and reviewed regularly**.** |
| **POSSIBLE** | Low | Medium | High | Medium | Tolerable | Medium risks may be tolerated while further control measures to reduce them are being planned and implemented or if no risk reduction is possible. Improvements should be made where practicable. |
| **UNLIKELY** | Low | Low | Medium | High | Unacceptable | Take immediate action and stop the activity if necessary. Maintain existing control measures thoroughly. Frequently monitor the effectiveness of implemented control measures. |
|  |  |  **DEFINITION** |
|  |  | Negligible | No injury |  | Unlikely | Occurs rarely |
|  |  | Minor | May need first aid assistance, not life threatening |  | Possible | Uncommon, but could occur |
|  |  | Major | Hospitalisation, incapacitation |  | Likely | Occurs frequently |

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| Reference | What are the hazards? | What are you doing to control the risks? | Any further action required? | Risk Level(Low/Medium/High) |
| SECURITY |
| 1 | Use Crisis24 Horizon report to identify security hazards. |  | Ensure the Crisis24 Horizon App is downloaded and trialled before travel. A modern smartphone capable of running the Crisis24 Horizon App should be carried and kept fully charged. Complete the Crisis24 Horizon e-Learning on the web platform. |  |
| POLITICAL |
| 2 | Use Crisis24 Horizon report to identify political hazards. |  |  |  |
| INFRASTRUCTURAL |
| 3 | Use Crisis24 Horizon report to identify infrastructural hazards. |  | Crisis24 Horizon App can be used to track your movements and allow you to check in and out. Carry additional water and first aid kit in your hire car in case of accident or breakdown in a remote area. |  |
| ENVIRONMENTAL |
| 4 | Use Crisis24 Horizon report to identify environmental hazards. |  | Ensure you carry a copy of our emergency contact numbers and a mobile phone with a full battery and suitable network coverage and data. |  |
| MEDICAL |
| 5 | Use Crisis24 Horizon and Travel Health Pro reports to identify medical hazards. | In the event of an emergency whilst travelling, call IMG for advice and assistance. This service is operated by a team of multi-lingual coordinators at IMG in the UK, who can be contacted 24 hours a day, 365 days a year. IMG will assist you with your requirements and decide on the most appropriate course of action to help you through an emergency. Should you need to use this service whilst travelling, the contact details are: **Tel: +44 (0)2920 662425** **E-mail: UMAL@global-response.co.uk** **Reference: UMAL/174** Contact IMG before incurring any substantial medical expenses or being admitted as an inpatient at any hospital, clinic or nursing home. Do not arrange repatriation without the prior approval of IMG. Medical expenses over £300 and any repatriation expenses will not be covered without the prior approval of IMG. | Consider carrying a travel first aid kit and receive the necessary training to become competent.Download the CitizenAID App to help deal with emergency incidents.  |  |
| ACCOMMODATION |
| 6 | Are there any particular hazards relating to your accommodation? |  | Travel door locks are available to increase room door security.  |  |
| TRAVEL DOCUMENTATION |
| 7 | Ensuring the appropriate passports, visas, permits and travel insurance is in place. |  |  |  |
| PERSONAL HEALTH AND WELLBEING |
| 8 | While travel can be enjoyable, it can sometimes be challenging. There are clear links between mental and physical health, so looking after yourself during travel and when abroad is important. Information on travelling with mental health conditions is available in our [guidance](https://www.gov.uk/guidance/foreign-travel-advice-for-people-with-mental-health-issues) page. Further information is also available from the [National Travel Health Network and Centre](https://travelhealthpro.org.uk/factsheet/85/travelling-with-mental-health-conditions) (NaTHNaC). |  | Any pre-existing physical or mental health conditions which may impact the traveller’s ability to travel safely should be discussed with their line manager and finance. This will ensure adequate travel insurance can be provided and the appropriate control measures are in place to protect the traveller’s safety.  |  |
| ACTIVITY/WORK |
| 9 | Ensure all hazards inherent to your activity/work are identified and controlled. |  |  |  |

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| CRISIS24 HORIZON |
| I have completed the Crisis24 Horizon e-learning | [ ]  |
| I have registered and downloaded the Crisis24 Horizon app | [ ]  |

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| TRAVEL APPROVAL |
| I am fully aware of the hazards related to my travel and this risk assessment details the reasonable and practicable steps I have taken to control the risks |
| Traveller Name: |  | Signature: |  | Date: |  |
| Line Manager/Supervisor Name: |  | Signature: |  | Date: |  |
| HoD Name: (>3.5 Risk Rating) |  | Signature: |  | Date: |  |
| Dean Name: (>4.5 Risk Rating) |  | Signature: |  | Date: |  |