



**Health, safety and wellbeing**

**Guidance notes for staff engaging in overseas travel on International  
and Global Engagement Office business**

**March 2023**

(Owned by Marcus Williams. Due for review March 2026)

## **Foreword**

Sussex is a globally orientated University, where undertaking overseas travel is a vital part of the institution's development. Whether travel is to raise the visibility of the University through education fairs, delivering guest lectures or aiming to enhance an institutional partnership relationship, the safety of staff undertaking this work is paramount.

The guidance set out in this document, describes the responsibilities of the member of staff undertaking overseas travel on behalf of the University's International and Global Engagement Offices, it gives practical advice to minimise personal risk and details what to do if something goes wrong.

Hundreds of trips are undertaken on behalf of the University each year without incident and we are committed to ensuring that best practice in health, safety and wellbeing is exhibited by staff travelling overseas and in the support provided to them.

There is an expectation that all staff travelling on behalf of the International and Global Engagement Offices will be familiar with the guidance in this document, follow its recommendations and ensure the highest professional standards when working overseas.

Dr Tim Westlake  
Chief Operating Officer

# **Guidance notes for staff engaging in overseas travel on International and Global Engagement Office business**

## **Contents**

1. Commitment and Statement of General Policy
2. Responsibilities
3. Itineraries
4. Risk Assessments
5. Country Briefings and cultural awareness
6. Insurance Services
7. 24 Hour Emergency Contacts
8. Staying in touch
9. Emergency procedures for handling an international incident involving staff

## **Appendices**

- |            |  |
|------------|--|
| Appendix 1 | Additional Advice – Useful websites                        |
| Appendix 2 | Sample Trip Itinerary                                      |
| Appendix 3 | Sample Risk Assessment                                     |
| Appendix 4 | Local Support – Agent and British Council Office addresses |

These guidance notes set out the responsibilities of staff travelling on behalf of the University on international recruitment and partnership activity and procedures to be followed in preparing for travel to ensure a safe trip. It goes on to document the arrangements that exist for dealing with international emergencies affecting staff travelling overseas. This document was last updated in November 2022.

## 1. Commitment and Statement of Guidance

The University is committed to best practice in health and safety performance and to meeting its responsibilities for the health, safety and wellbeing of its staff and students and alumni who may be affected by University activities overseas. This can only be achieved through the application of good practice in health and safety and positive actions by its managers and staff. Please see the people contacts for the management of health and safety in the University in the University's **Health, Safety and Wellbeing Policy** available at: <http://www.sussex.ac.uk/hso/people>

The University is committed to achieving effective control of risk by working to the health and safety management performance standards contained within this guidance document. As a statement of general policy the University of Sussex will:

- 1.1. Provide adequate control of the health and safety risks arising from our work activities by putting in place effective risk control measures and systems, conducted in a climate of continuous improvement.
- 1.2. Encourage ownership of health and safety through communication and consultation with our employees on matters affecting their health and safety.
- 1.3. Provide adequate information, instruction and supervision for employees while overseas.
- 1.4. Ensure all employees are aware of the hazards of overseas travel and to give them adequate training, including in the assessment of risk.
- 1.5. Take corrective and preventative action based on monitoring, auditing and investigating activities.
- 1.6. Set out clear arrangements for the management and maintenance of safe and healthy working conditions overseas .
- 1.7. Encourage staff to set high standards of health and safety by personal example.
- 1.8. Allocate sufficient resources for the management of health and safety.
- 1.9. Consider the health and safety implications arising from business decisions.
- 1.10. Review and revise this guidance at least every three years.

This guidance applies to every aspect of the University's business conducted overseas, by staff working on behalf of the International and Global Engagement Offices, including all educational field work activities. It applies to staff in University of Sussex owned-companies who may undertake work on behalf of the University.

- 1.11. Managers will follow this guidance and consider it when planning improvements, and

allocate resources according to risk priorities. The health and safety implications of business decisions shall be considered and addressed at the specification and design stages as well as at the development and implementation phases. The health and safety responsibilities of various groups of staff and others are detailed below.

## **2. Responsibilities**

For clarity on Health and Safety responsibilities as set out in the University's Health, Safety and Wellbeing policy, please copy and paste the following link into your browser:

<https://www.sussex.ac.uk/webteam/gateway/file.php?name=hs-p001-university-of-sussex-health-safety-wellbeing-policy.pdf&site=332>

In regards to overseas travel and in addition to the University's responsibilities, individual members of staff have a personal responsibility to:

### **2.1. In advance of travel**

- 2.1.1. Read the Fieldwork safety policy document by copying and pasting the following link into your browser: <https://www.sussex.ac.uk/webteam/gateway/file.php?name=fieldwork-safety-policy-2013.pdf&site=19>
- 2.1.2. Obtain up-to-date information about the security and general health and safety situation for the countries being visited.
- 2.1.3. Ensure that trip itineraries are in place (as detailed in appendix 2) and provide copies to the offices' central administration team and family members/next of kin.
- 2.1.4. Ensure that a trip Risk Assessment has been completed and that they understand and agree to follow all measures required to reduce risk to an acceptable level (as detailed in appendix 3).
- 2.1.5. Ensure they are briefed on the nature of the country being visited, cultural norms, do's and don'ts.
- 2.1.6. Inform the Insurance officer of dates of travel and ensure that they are fully covered for the duration of the trip.
- 2.1.7. Ensure that emergency contact numbers are up to date with the University's travel agent and that contact details are also accessible when travelling and available to colleagues remaining in the UK and are recorded in digital (online and in mobile phone) and hard copy form including those set out in Section 9 - Emergency contacts.
- 2.1.8. Ensure that a scanned copy of passport and next of kin details are given to the offices' central administration team.
- 2.1.9. Follow the FCO travel checklist to help plan for your trip abroad and stay safe while you are there: <https://www.gov.uk/guidance/foreign-travel-checklist>
- 2.1.10. Ensure appropriate vaccinations and fitness to travel by seeking advice from your doctor or a local travel clinic.
- 2.1.11. Ensure sufficient supplies or access to resources overseas where there is a pre-existing or recent medical condition that is controlled by medication, requires medical equipment or

supplies, or requires access to a clinician. Staff are encouraged to plan a contingency to cater for unforeseen delays.

- 2.1.12. Become familiar with the emergency procedures as set out in these guidance notes and in the organisations, residences and locations visited overseas.
- 2.1.13. Each member of staff working for the International or Global Engagement Office will be issued with either a University corporate credit card or a cash advance.
- 2.1.14. Ensure they take with them their University mobile phone and charger (note: academics undertaking travel for the International Office should carry their own mobile phone with them).
- 2.1.15. Familiarise themselves with advice and guidance provided by the professional organisations set out in Appendix 1.
- 2.1.16. Identify a 'Travel Buddy' who will be the main point of contact at the University while on the overseas visit.
- 2.1.17. Identify a local contact who can provide support in the location overseas. Examples of local contacts and British Council office contacts are listed in Appendix 4.
- 2.1.18. Take a note of the contact details of the local British Embassy or High Commission by visiting: <https://www.gov.uk/world/organisations><http://www.fco.gov.uk/en/travel-and-living-abroad/find-an-embassy/>

## 2.2. During travel

**Individual members of staff also have a personal responsibility to:**

- 2.2.1. Act in a manner that is appropriate at all times in representing the University and do nothing that might endanger themselves or bring the University into disrepute.
- 2.2.2. It is a requirement that on arrival staff contact their Travel buddy within 12 hours to let them know they have arrived safely. If Travel Buddies do not hear from travelling staff within 12 hours of landing, escalation policy procedures will take effect.
- 2.2.3. Ensure familiarisation with the accommodation provided and take note of fire and emergency evacuation procedures.
- 2.2.4. Take steps to ensure security of their place of residence (hotel room/guest house etc.), e.g. requesting rooms not on the ground floor, using dead bolts when available, keeping curtains closed after dark, using room safe where in place. Where there is any concern about the residence, take steps to change place of residence.
- 2.2.5. Act in accordance with training and safety guidance received e.g. travelling safely, cultural awareness, dealing with threatening situations, dealing with difficult or aggressive people.
- 2.2.6. Follow the procedures set out in section 9.0 of this document, which details what to do in the event of a theft, medical incident, accident or emergency.

### **3. Itineraries**

- 3.1. Travelling staff are responsible for ensuring that itineraries are completed for every trip as a matter of course and that they include all contact details, both in-country and overseas.
- 3.2. An example of an itinerary template is outlined in Appendix 2.
- 3.3. Staff are prohibited from travelling to countries that the FCO advise or strongly advise against travelling to.
- 3.4. If the FCO advise against '*all but essential travel*,' a full risk assessment should be carried out and submitted with permission finally sought from the Head of Department, in conjunction with the Head of Health and Safety. This may be escalated up to the Director of Health and Safety and Compliance, the Chief Operating Officer (in the case of Professional Service staff and Pro-Vice-Chancellor Planning and Resources, in the case of academic staff) in some cases.

### **4. Risk assessments**

- 4.1. It is the responsibility of each member of staff to ensure that a new Risk Assessment is completed for every trip, at least two weeks prior to departure.
- 4.2. Training on completing risk assessments is provided by the Health and Safety Team. A sample Risk Assessment is outlined in Appendix 3.
- 4.3. Risk Assessments must be informed by accurate and up to date country information. When completing a risk assessment, all staff, including frequent travellers, are required to ensure they have looked up the latest country information on the FCO web site: <https://www.gov.uk/foreign-travel-advice> and Crisis24: <https://crisis24.garda.com>
- 4.4. Relevant cultural and security issues should be included in an assessment as to whether it is safe to travel. Where FCO and Crisis24 advice is not clear or is ambiguous, British Council offices in country should be contacted for an assessment on the ground. Where there is concern about travelling overseas, staff at other Higher Education Institutions (HEIs) currently in country may also be contacted for their assessment.
- 4.5. For the avoidance of doubt, if the member of staff is willing to travel but information suggests that there may be heightened risk in-country, or the FCO advise against '*all but essential travel*,' a discussion should be held with the Head of the International Office or the Head of Global Engagement as appropriate. The Head of the International Office or Head of Global Engagement, Director of Student Recruitment, Admissions and International Development and the Head of Health and Safety working with the member of staff will make a judgement as to whether it is safe to travel. This may be escalated up to the Pro-Vice-Chancellor Planning and Resources in the case of academic staff and the Chief Operating Officer in the case of Professional Services staff.
- 4.6. If insurance cannot be obtained for travel in a particular jurisdiction, the case may be escalated to the Pro-Vice-Chancellor Planning and Resources in the case of academic staff and the Chief Operating Officer in the case of Professional Services staff for further consideration.

### **5. Country briefings and cultural awareness**

- 5.1. Each travelling member of staff is responsible for understanding the cultural norms, key calendar dates and health and safety issues that might be pertinent to the region they are travelling to. In addition, staff travelling abroad on behalf of the International Office will be

given a copy of the relevant British Council Country brief and a Country Situational Analysis.

- 5.2. Cultural awareness training can be obtained through the University's Staff Development Unit and it is recommended that research is undertaken prior to travel to understand the cultural norms of the destination being travelled to..

## **6. Travel Buddy**

A Travel Buddy is a member of staff that will remain at the University while another member of staff is travelling overseas. The Travel Buddy is the first point of contact for the travelling member of staff should things go wrong and is responsible for raising any concerns to the Head of International Office or Head of Global Engagement should they be concerned that an incident may have taken place.

The travelling member of staff is responsible for keeping up to date with any developing situations while overseas and informing the Travel Buddy in the first instance should they have any concerns.

## **7. First Aid Kits**

Basic First Aid Kits are available from the International Office and should be taken on the trip if indicated as necessary through risk assessment or upon request. Travelling members of staff should ensure that they stock with further items as necessary to the individual and the region they are travelling.

## **8. Insurance services**

- 8.1. All staff travelling on behalf of the University are responsible for ensuring that they have informed the Insurance Officer in the Finance Office that they are travelling in order to receive appropriate insurance cover. All staff must complete a travel insurance form and send it to the finance office at least a week prior to the intended departure date.
- 8.2. A copy of the Travel Cover Summary which includes the University's policy number and key contact numbers should be printed off and taken overseas by the traveller in hand baggage. The form is available from [here](#).
- 8.3. The University's insurance does not cover sporting activities and 'hazardous' activities such as quad biking, paragliding, scuba diving, skiing etc. Staff are responsible for consulting the University's Insurance Officer if clarification is required.
- 8.4. Staff who intend to take annual leave at the end of a visit should make sure that they have their own personal travel insurance in place.



## 9. 24-hour emergency contact details

- 9.1. Each member of International Office staff travelling overseas is issued with a mobile phone. Staff should ensure that it is charged regularly and a charger is taken overseas.
- 9.2. Prior to travel, the traveller should ensure that the mobile is set up to make and receive calls while overseas and any necessary plug adapter for the charger is taken.
- 9.3. Before they travel, all staff should ensure that they are carrying the telephone numbers listed below. These should be accessible in three key ways:
  - Mobile phone contacts – key contacts should be entered into a mobile phone contacts list.
  - Email – staff undertaking field work are recommended to email contacts to their own email address (in the event that the mobile phone is lost, stolen or damaged).
  - In paper format – it is good practice for staff to carry a copy of this document with them.

### **Insurance provided by U.M. Association Limited (UMAL)**

<https://www.sussex.ac.uk/webteam/gateway/file.php?name=university-of-sussex-j1-travel-twimc-letter.pdf&site=262>

**University Security number** +44 (0) 1273 873 333

**Director of Student Recruitment, Admissions and International Development** +44 (0) 1273 678033  
or +44 (0)7540677296

**The number of staff travel buddy** (To be documented on travel itinerary)

**A family number** (To be documented on travel itinerary)

**Agents contacts** (office and mobile for out of hours contact) – See Appendix 4

**British Embassy** (or relevant Embassy or Council for foreign nationals) contacts (city and country)

**British Council contacts** (city and country) – see Appendix 4

## **10 Staying in touch**

- 10.1. It is accepted that while travelling on University business, staff will need to maintain contact with their families at home. Staff are required to use their discretion as to the method of communication used and the length of the call – where possible, staff should use their work mobile phones.
- 10.2. Mobile phones should be carried by the traveller at all times.
- 10.3. As International and Global Engagement Office staff are expected to manage their emails while travelling overseas (where possible), contact with their team should be ongoing during the period away from the office.
- 10.4. When a traveller arrives at their destination it is essential that they email (and text) their Travel Buddy and the International Office ([intliaise@sussex.ac.uk](mailto:intliaise@sussex.ac.uk)) if undertaking recruitment activity to let them know they have arrived safely (even if it is the weekend). If the Office does not hear from the traveller after 12 hours of landing, escalation procedures may be used.

## **11. 24-hour emergency procedures for handling an International incident involving staff**

### **11.1. Financial Plan for emergencies**

Each member of staff undertaking overseas fieldwork for the International Office or Global Engagement teams will be issued with a corporate credit card or travel advance. In the event that this is stolen, in line with FCO advice, staff should:

- Contact the allotted Travel Buddy to inform them of the theft.
- Tell the local police as soon as possible and insist on a police report (needed for any insurance and/or compensation claim).
- Cancel their credit cards and travellers cheques immediately and re-book their travel tickets via the University.
- Contact the nearest British Embassy, High Commission or Consulate if a passport has been stolen (carry a photocopy and the image on phone, laptop, etc.). They can issue a replacement travel document once checks have taken place.

### **11.2. Medical emergencies and repatriation**

If a traveller becomes ill while overseas, they should initially see a doctor (recommended by an agent or the British Council). Any medicines prescribed should be purchased using the University corporate credit card or travellers cheques/currency and claimed back by the University's insurance. If the emergency is acute and there is need for repatriation, the following steps should be followed:

- Contact the allotted Travel Buddy to inform them of the medical emergency.
- Contact the local support as identified in the risk assessment prior to travel or the British Council.
- Ring the Insurance helpline:.
- Inform University Security on: +44 (0)1273 873333.

- 11.3. The travel itinerary should indicate who the Travel Buddy at the University is and this person will liaise with the member of staff travelling overseas should they require medical treatment.

#### 11.4. **Civil unrest and natural disasters or acts of criminality/terror**

If civil unrest breaks out whilst in-country, contact the allotted Travel Buddy to seek information and advice.

Where it is not possible to find out the latest information from the International Office, seek advice from the Foreign Office website, British Council in-country office and local contacts.

#### 11.5. **Checking in and Missing persons procedure**

It is important that the University knows its staff are safe while undertaking University business. It is good practice to ensure regular check-ins with colleagues in the UK and staff are encouraged to let next of kin know that they have arrived in-country and are safe.

Prior to departure, staff travelling will have contact details of a Travel Buddy who is based in the UK. The expectation is that staff travelling on University business will check in with their Travel Buddy within 12 hours of landing. If UK colleagues do not hear from travelling staff after 12 hours of landing, escalation procedures will be used.

#### 11.6. **Escalation procedures**

11.6.1. The travel buddy will telephone the hotel (set out in the itinerary) to check that the member of staff has checked in.

11.6.2. If the member of staff has not yet checked in, they will telephone the airline with whom the member of staff flew.

11.6.3. If the member of staff arrived safely in-country, but has not arrived at the hotel and a substantial period of time has elapsed between the plane landing (i.e. normally adding more than two hours to allow for traffic congestion, etc.), the buddy will notify the in-country representative contact to receive intelligence as to whether there is an issue.

11.6.4. If the in-country representative is unavailable or unable to assist, the next step will be to contact the British Council. Where the British Council is unavailable, the British Embassy/High Commission will be contacted.

11.6.5. In the event that attempts to contact the member of staff in a reasonable amount of time via all of these routes fail, the issue will be escalated to the Local Incident Management Team (see 11.8 for a decision as to whether to involve Red24).

Please note, it is important for the Travel Buddy to consider the context in which the traveller is operating before commencing any escalation procedure.

### 11.7. **Methods for contacting next of kin**

Travellers are expected to provide details of their family members/next of kin on their travel itineraries which are left with International and Global Engagement colleagues. In the event of an emergency, if staff cannot reach their next of kin, they should contact Security on +44 (0) 1273 873 333.

### 11.8 **Procedures to be followed in the UK**

If an incident occurs a Local Incident Management Team (LIMT) comprising members of the Division of Communication, Marketing and Advancement and academic faculty (should a School representative be involved) will be convened either in person or virtually via phone in the first instance to assess any incidents that are reported in relation to overseas staff. The team will be comprised of:

- The Director of Student Recruitment, Admissions and International Development
- Head of the International Office or Head of Global Engagement as appropriate
- Deputy Head of the International Office, or representative from partnerships or study abroad teams as appropriate

If the LIMT determine that the scale of the incident is such that it needs to be escalated to the next level of decision making, the LIMT should report the incident via the University incident reporting system, escalate the incident to the International Incident Management Team and inform the Health and Safety Team.

An International Incident Management Team (IIMT) is formed of a group of senior managers to strategically deal with major incidents and emergencies/crisis' affecting staff travelling overseas.

In the event of an incident which is considered to present an immediate threat to safety, the IIMT will convene on the instruction of the Chief Operating Officer to co-ordinate the response to the emergency. This will ensure an effective and strategically co-ordinated response to any crisis in order to mitigate its impact on the individuals concerned and the operations of the University.

## University Key Contacts

**Mobile numbers for staff are available through the University's Security team should an incident arise outside of normal working hours.**

Team Role	Name	Work Tel.
<b>Incident Management Team Leader – COO</b>	Tim Westlake	01273 873814
<b>Reputation Management</b>	Emily Tofield	01273 678974
	Jonathan Street	01273 873868
<b>Sussex Estate Facilities Management</b>	Nicole Klesser	01273 877972
	Helen Hardy	01273 877186
<b>Security Management</b>	Steve Brazier	01273 678233
<b>Health and Safety Management</b>	Katie Bennett	01273 875261
	Alistair Hardwick	01273 872830
<b>Insurance/Finance</b>	Jo Rogers	01273 873934
	Carey McLaughlin	01273 678692
<b>Risk and Resilience</b>	Ben Toogood	01273 678734
<b>Other members may be called from the following:</b>		
<b>Student Wellbeing and Residential Services</b>	Amanda Griffiths	01273 872686
	Sarah Lord-Soares	01273 877327
	Jayne Aldridge	01273 678516
<b>Estates and Facilities</b>	Scott Noble	01273 678904
	Jayne Townsend	01273 875300
<b>Student Recruitment, Admissions and International Development</b>	Marcus Williams	01273 678033
<b>HR</b>	Peter Mitchell	01273 876656
	Melanie Bywell	01273 876646
<b>ITS</b>	Jason Oliver	01273 678700
	Clare Gryce	01273 676847
<b>Library</b>	Jane Harvell	01273 877831
	Fiona Courage	01273 877911
<b>Academic Registry/Switchboard</b>	Sally Smith	01273 873820 / 01273 678985

## Appendix 1

### **Additional advice - useful websites**

Fit for Travel :

<http://www.fitfortravel.nhs.uk/home>

TravelHealthPro Travel Advice :

<https://travelhealthpro.org.uk/countries>

UK Government Foreign Travel Advice:

<https://www.gov.uk/foreign-travel-advice>

The Hospital for Tropical Diseases :

<https://www.uclh.nhs.uk/OurServices/OurHospitals/UCH/HTD/Pages/Home>

Healthcare Abroad :

<https://www.nhs.uk/using-the-nhs/healthcare-abroad>

WHO Travel & Health :

<https://www.who.int/health-topics/travel-and-health>

CIA World Fact book :

<https://www.cia.gov/the-world-factbook>

CDC Travellers Health :

<https://wwwnc.cdc.gov/travel>

Personal Safety Advice:

<https://www.suzylamplugh.org/Pages/FAQs/Category/personal-safety>

Travel Health :

<http://www.travelhealth.co.uk/>

## Appendix 2 – Sample Trip Itinerary



### Overseas visit [schedule/report](#): Name, Country, Dates

#### STRATEGIC AIMS OF ACTIVITY:

- Strategic aims should relate to 3 year strategy / tri-annual report

#### PREPARATION CHECKLIST:

Task:	Date completed:	Completed by:	Notes:
<a href="#">Digital overseas update (including any social media promotion)</a> <a href="mailto:International-digital@sussex.ac.uk">International-digital@sussex.ac.uk</a>			International Officer to action
<a href="#">Insurance</a>			International Officer to action
<a href="#">Risk Assessment</a>			International Officer to action
<a href="#">Vaccinations</a>			International Officer to action
<a href="#">Visa (if required)</a>			Administrator to check with International Officer
<a href="#">Gifts (if required)</a>			Check last column in below schedule for details
<a href="#">Freight</a>			Freight deadline:
<a href="#">Allocated buddy</a>			Administrator please nominate buddy: NAME






**EXECUTIVE SUMMARY / REPORT**  
 After the visit please bullet point the key outcomes as well as any important market updates

<b>EMERGENCY CONTACT DETAILS</b>	<b>Contact number</b>	<b>Address (if needed)</b>
<b>Martin Hookham (Sussex mobile contact number for emergencies)</b>	<b>+44 7718 100736</b>	
<b>Sussex Buddy</b>		
<b>University 24 hour security</b>	<b>+44 1273 873333</b>	
<b>Insurance</b>		
<b>Key Travel (emergency out of office hours help)</b>	<b>+44 207 8439602</b>	
<b>Barclays (lost/stolen credit card 24 hr helpline)</b>	<b>+44 1604 230230</b>	
<b>British Embassy in country travelling to</b>		
<b>Emergency contact numbers (fire/ambulance/rescue) in country travelling to</b>		
<b>Contact mobile number for traveller(s)</b>		
<b>Next of kin contact details for traveller(s)</b>		
<b>Frequent Flyer No:</b>		

<b>KEY FACTS (Please provide only figures – no text)</b>	
<b>Countries visited:</b>	
<b>Cities visited:</b>	
<b>Trip duration (in days):</b>	
<b>Flights taken:</b>	
<b>Agents visited:</b>	
<b>Partners visited:</b>	
<b>Schools visited:</b>	
<b>Events attended:</b>	
<b>Enquiries taken:</b>	

## Appendix 3 – Sample Risk Assessment

### Overseas Travel Safety and Security Risk Assessment

This form is provided to assist you in the planning process for your proposed travel overseas as part of University-related activities.

It has been designed to help you identify the steps you need to take to ensure your trip is safe and successful; it also assists the University to comply with legal, ethical and social obligations in respect of activities associated with the University.

**This assessment relates solely to Overseas travel, any other risks associated with the fieldwork activities must be assessed separately.**

Before completing the form please refer to the guidance document Guidelines for Completing the University's Overseas Travel Safety and Security Risk Assessment;

<https://www.sussex.ac.uk/webteam/gateway/file.php?name=guidelines-for-completing-the-university-ostssra.pdf&site=332>

#### **COMPLETING THIS FORM**

##### **PART 1 – To be completed by ALL**

*\*Except those who are registered as a distant learning student, who plan to do research fieldwork outside the UK in their normal place of residence (home country), where NO travel warnings have been issued. See guidance note for more information.*

**PART 1 & 2 – To be completed when** you are travelling to a country or region where the Foreign & Commonwealth Office have advised:

- Against all travel
- Against all travel to parts of the country
- Against all but essential travel
- Against all but essential travel to parts of the country, or
- You are aware that you will be going to places that you believe may be of higher risk

**The University considers that these areas are of higher risk and therefore both you and the University need to take all reasonable and practicable steps to reduce the risk to you while you are travelling.**

**PART 1 – To be completed by ALL\***

<b>NAME</b>	
<b>School/ Department</b>	

Does this risk assessment relate to a single trip or are you planning multiple trips associated with the same business / research activities	<input type="checkbox"/> Single Trip	<input type="checkbox"/> Multiple Trips +(Risk Assessment valid for 1 year from date of first trip)
<b>Where are you travelling to?</b> Country, Region & Town  <b>When will you be travelling?</b>  +For multiple trips, please list all the places you are planning to travel and the estimated dates you will be away.		
<b>Does this Country/Region appear on the UK Government website advising against travel?</b> <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No  *if 'YES' then you <b><i>must</i></b> complete Part 2 of this form.	
<b>What is the purpose of this trip / these trips?</b> (e.g. Fieldwork, Conference, Recruitment, other)  <b>Why is this travel essential?</b>  <b>How long will you be there?</b>		
<b>Have you travelled here before?</b> On how many previous occasions? Please specify if you have extensive knowledge of the country you are visiting (gained from residence, citizenship or work experience there)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Contact Information</b>  Mobile Number if applicable  Main Address & Telephone number  Additional Addresses & Telephone Number		
<b>What form of transport will you use whilst in the destination country?</b>  If driving a vehicle do you have an appropriate driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>At any point will you be travelling alone?</b>  If yes, please refer to the UCEA field working guidelines.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Have you or will you be arranging insurance with the University Insurance Office (grp_insurance@sussex.ac.uk)?</b> <i>If no insurance can be obtained then staff will not be permitted to travel.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No  If there are any restrictions please outline them here:	

<b>Health Checks and Vaccinations identified to be necessary.</b> (Advice available from FCO or GP) - Include any details and dates here of inoculations / malaria medication courses etc.	
<b>Any other health-related information you may think is relevant</b> <i>This information will enable us to provide you with any further support you may need.</i>	
<b>Next of Kin</b> Please provide information of who to contact in the event of an emergency	

**Part 1 sign-off (only if you are not completing Part 2)**

The information given on this form is correct to the best of my knowledge and in the event of subsequent alterations I will ensure that it is updated as necessary.

<b>Name :</b>	
<b>Signature</b>	
<b>Date</b>	

**STUDENTS:** Send the form to your Supervisor for checking and signature

**STAFF:** Send the form to your line manager for checking and signature

**SIGNATURES**

<b><i>Supervisor Signature (Students) or Line Manager Signature (Staff)</i></b>	
Assessment & Recommendations:	
Name of Supervisor / Line Manager	
Signature of the Supervisor / Line Manager	
Date	

## **PART 2**

**To be completed by those travelling to a country or region that the Foreign & Commonwealth Office have advised:**

- Against all travel
- Against all travel to parts of the country
- Against all but essential travel
- Against all but essential travel to parts of the country, or
- You are aware that you will be going to places that you believe may be of higher risk

<b>Safety and Security Arrangements</b>	
<p>Please detail the country/areas information as it appears on the UK Government Foreign travel advice website:  <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a></p> <p>NOTE: this information <b>must</b> be reviewed immediately before travel, and during your stay.</p>	<p><i>This information may be printed off and attached.</i></p>
<p>What will you do to reduce/manage these risks?</p>	
<p><b>Are you being hosted by another organisation.</b></p> <p>If yes, Organisation Name</p> <p>Will you be given a security briefing by them on arrival?</p> <p>Is there any security training provided by the host organisation?</p> <p>Does that organisation have a security or emergency system in place which you will use?</p> <p>(Please provide or attach details)</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>.....</p> <p><input type="checkbox"/> Yes*   <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes*   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p> <p><small>*Please submit confirmation of this in writing from the organisation</small></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> N/A</p>
<p>How will you transfer to and from the location?</p> <p>What are the security arrangements in place for the transfer?</p>	
<p><b>What contingency/communication plans have you put in place?</b></p> <p>Where applicable, do you have a satellite phone?</p> <p>Do you have a mobile phone and does it work in the area to which you are travelling?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>

Where applicable, is the host organisation providing a mobile phone/walkie-talkie etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If appropriate, have you devised a call-in schedule? Please provide details	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you advised your Embassy of your visit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Where applicable, what evacuation arrangements are in place?</b>	
<b>What advice have you sought from others on the destination?</b>	
<b>Have you attended a training course concerning travelling security?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Is there any equipment that you require that will help facilitate your travels?</b>	

**Please note: Individuals have the right to withdraw from an assignment or refuse to travel if they have a reasonable concern for their own safety.**

## **PART 2 sign-off**

The information given on this form is correct to the best of my knowledge and in the event of subsequent alterations I will ensure that it is updated as necessary.

<b>Name :</b>	
<b>Signature</b>	
<b>Date</b>	

**STUDENTS: Send the form to your Supervisor for checking and signature**

**STAFF: Send the form to Head of School / Director for checking and signature.**

<b><i>Supervisor Signature (Students only)</i></b>	
Assessment & Recommendations:	
Name of Supervisor	
Signature of the Supervisor	
Date	

<b><i>Signature of Head of School / Director</i></b>	
Assessment & Recommendations:	
Name of Head of School/Director	
Signature of Head of School/Director	
Date	



## **Appendix 4 - Local Support – Agent and British Council Office Addresses**

### **Selected Representatives' Contact Details**

#### **China**

##### ***Beijing***

University of Sussex, The British Business Centre  
Room 1001, China Life Tower  
No.16 Chaoyangmenwai Ave.  
Beijing, China, 100020  
Tel: 0086-10-8525 1111 ext. 328  
Email: [china@sussex.ac.uk](mailto:china@sussex.ac.uk)

##### ***Shenzhen***

University of Sussex, China Office  
Room 511, Student Centre, CUHK-Shenzhen  
Shenzhen, China, 518172  
Tel: 0086-755-8427 3951  
Email: [china@sussex.ac.uk](mailto:china@sussex.ac.uk)

##### ***Guangzhou***

Golden Arrow Group  
Suite 2003, 20<sup>th</sup> Floor, Main Tower  
GITIC Hotel, 339 Huanshi Dong Road  
Guangzhou  
Guangdong 510098 China  
Tel: 0086-20-83312756  
Email: [andy.yang@ukpass.org](mailto:andy.yang@ukpass.org)

##### ***Shanghai***

Golden Arrow Group  
Suite 707, Tian An Center  
No.338, Nanjing West Road  
Shanghai 200003 China  
Tel: 0086-21-63595353 (switchboard)/33110233/33110368  
Email: [gaoning.kong@ukpass.org](mailto:gaoning.kong@ukpass.org)

#### **Greece**

Mrs Rhea Calogeracos  
18 P Tsaldari, Maroussi  
15122, Athens  
Tel: +30 210 8026696  
Email: [Greece@sussex.ac.uk](mailto:Greece@sussex.ac.uk)

#### **Hong Kong**

Aston Education  
Dahlia Leng (Manager)  
[dleng@aston.edu.hk](mailto:dleng@aston.edu.hk)

Tel: +852 2866 9933

## **India**

### ***Chennai***

IDP Education Chennai  
1st Floor, KPR Towers New No 2, Subba Rao Avenue,  
1st Street, College Road, Nungambakkam,  
Chennai 600006, Tamil Nadu  
Tel: +91 044-61738888  
Email - [info.chennai@idp.com](mailto:info.chennai@idp.com)

### ***New Delhi***

IDP Education India  
Suite No. 10-616, 6<sup>th</sup> Floor  
International Trade Tower  
Nehru Place  
New Delhi – 110019  
Tel: +91 1144 118888  
Email: [info.newdelhi@idp.com](mailto:info.newdelhi@idp.com)

### ***Hyderabad***

IDP Education India Pvt Ltd  
3<sup>rd</sup> Floor North Wing  
Challa Chambers, Kapadia Lane, Raj Bhavan Road  
Somaiiguda, Hyderabad – 500082  
Tel: +91 4044 118888  
Email: [info.hyderabad@idp.com](mailto:info.hyderabad@idp.com)  
Web: [www.idp.com/india](http://www.idp.com/india)  
Time: Monday – Saturday 9:00am – 5:30pm  
Representative: Mr. Kaushal Kumar Chowbay

### ***Kolkata***

IDP Education Kolkata  
1st Floor, Corporate House,  
3A Shakespeare Sarani, Beside A C Market  
Kolkata  
Tel: +91 033 44118888  
Email: [info.kolkata@idp.com](mailto:info.kolkata@idp.com)

### ***Mumbai***

IDP Education Mumbai-Andheri  
Waterford Building, 4th Floor, C Wing,  
Unit No. 401 / 402 Above Navnit Motors (BMW Showroom),  
CD Barfiwala Road, Juhu Lane, Andheri West,  
Mumbai - 400058.  
Tel: +91 22 66497000  
Email: [info.mumbai@idp.com](mailto:info.mumbai@idp.com)

## **Nigeria**

### ***Lagos***

Louis Omolayo Adekola,  
Regional Officer (West Africa)  
Lagos, Nigeria  
Tel: +234 814 830 3207  
Email: [west.africa@sussex.ac.uk](mailto:west.africa@sussex.ac.uk)

Dave Abion Consulting  
3 Olu Oni Close,  
Off Kaffi Street, Alausa  
Opposite Entrance 1, Ikeja City Mall  
Ikeja, Lagos,  
Nigeria  
Tel: +234 806 270 0622  
Email: [info@daveabionconsulting.com](mailto:info@daveabionconsulting.com)

## **Saudi Arabia**

UKuni  
Ibrahim Al-Najjar  
Office # 7  
3144 King Abdullah Branch Rd  
Riyadh 6181-12481  
P O Box 19312  
Riyadh 11435  
Saudi Arabia  
Email: [info@UKuni.org](mailto:info@UKuni.org)  
Tel: +966 (0) 11 275 4606

## **South Korea**

### ***Seoul***

UK Education Network  
Hyun Khil  
897-2 Daechi-dong, Gangnam-gu, Seoul, 135-283  
Tel. + 82 2 2052 1221  
Email: [uken@uken.co.kr](mailto:uken@uken.co.kr)

## **Taiwan**

### ***Taipei***

Index education Services  
10F, No. 261, Section 3  
Roosevelt Road  
Taipei City 106  
Tel: +886 2 23692928  
Email: [jon@indexedu.com.tw](mailto:jon@indexedu.com.tw) and [cindy.chang@indexedu.com.tw](mailto:cindy.chang@indexedu.com.tw)

## **Turkey**

### ***Istanbul***

İstiklal Cd. Kallavi Sk. Leon Apt.

No:1/3-4

Beyoğlu, Istanbul

Turkey

Tel: +90 212 244 4000 / 531 376 3074

Email: [turkeyist@britisheducation.com.tr](mailto:turkeyist@britisheducation.com.tr)

### ***Ankara***

British Education Bureau (BEB) Consultancy

Tunus Cad. No:65 D:9 06680

Kavakhdere

Ankara, Turkey

Tel: +90 312 4682 020

Email; [ankara@britisheducation.com.tr](mailto:ankara@britisheducation.com.tr)

Web: [www.britisheducation.com.tr](http://www.britisheducation.com.tr)

### ***Izmir***

British Education Bureau (BEB) Consultancy

Kibris Sehitleri Cad. 1443 sok.

Mayis Apt. No: 4/2 35220

Alsancak

Izmir, Turkey

Tel: +90 232 3231 010

Email: [izmir@britisheducation.com.tr](mailto:izmir@britisheducation.com.tr)

Web: [www.britisheducation.com.tr](http://www.britisheducation.com.tr)

## **British Council contacts**

For a complete list of British Council offices and contact details see:

<https://www.britishcouncil.org/contact/local-office>

### **Canada**

#### ***Ottawa***

British High Commission  
80 Elgin Street  
Ottawa  
Ontario K1P 5K7  
Canada  
Telephone +1 613 237 1530  
Web <https://www.britishcouncil.ca>

#### ***Quebec***

British Consulate-General Montreal  
2000 McGill College Avenue  
Suite 1940  
Montreal  
Quebec H3A 3H3  
Canada  
Tel: +1 514 866 5863  
Web: <https://www.britishcouncil.ca>

### **China**

#### ***Beijing*** British Council, Cultural and Education Section

British Embassy 4/F Landmark Building Tower 1  
8 Dongsanhuan Beilu,  
Beijing 100004 China

Tel: +86 (0) 10 6590 6903

Email: [bj@britishcouncil.org.cn](mailto:bj@britishcouncil.org.cn)

Web: <https://www.britishcouncil.cn/en>

#### ***Shanghai***

Cultural and Education Section, British Consulate-General,  
17F Garden Square, 968 West Beijing Road,  
Shanghai 200041 China  
Tel: 86 (0)21 2225 6888  
Email: [sh@britishcouncil.org.cn](mailto:sh@britishcouncil.org.cn)

#### ***Guangzhou***

Cultural and Education Section, British Consulate General,  
7th Floor, Teem Tower, 208 Tianhe Road  
Guangzhou 510620 China  
Telephone +86 (0) 20 8510 3000  
Email [gz@britishcouncil.org.cn](mailto:gz@britishcouncil.org.cn)

## **Chongqing**

Cultural and Education Section  
British Consulate-General,  
Room 2805-07, 28 Floor Metropolitan Tower,  
68 Zourong Road, Yuzhong District,  
Chongqing, 400010 China  
Tel: +86 (0) 23 6399 7150  
Email: [cq@britishcouncil.org.cn](mailto:cq@britishcouncil.org.cn)

## **Hong Kong**

British Council  
3 Supreme Court Road  
Admiralty, Hong Kong Island  
Tel: +852 2913 5100  
Email: [enquiries@britishcouncil.org.hk](mailto:enquiries@britishcouncil.org.hk)  
Web: <https://www.britishcouncil.hk/en>

## **Greece**

### **Athens**

British Council  
17 Kolonaki Square (Plateia Philikis Etairias)  
106 73 Athens  
Tel: +30 210 369 2333  
Email: [customerservices@britishcouncil.gr](mailto:customerservices@britishcouncil.gr)  
Web: <https://www.britishcouncil.gr>

### **Thessaloniki**

British Council  
Platia Commercial Centre  
43 Tsimiski Street  
546 23 Thessaloniki  
Tel: +30 210 369 2333  
Email: [customer.services@britishcouncil.gr](mailto:customer.services@britishcouncil.gr)

## **India**

### **New Delhi**

British Council Division  
British High Commission  
17 Kasturba Gandhi Marg  
New Delhi - 110 001 India  
Tel: +91 0120 456 9000 / 6684353  
Email: [IndiaCustomerCare@britishcouncil.org](mailto:IndiaCustomerCare@britishcouncil.org)  
Web: <https://www.britishcouncil.in>

### **Chennai**

British Council Division  
British Deputy High Commission

737 Anna Salai  
Chennai - 600 002 India  
Tel: 0120 4569000 / 6684353  
Email: [chennai.enquiry@in.britishcouncil.org](mailto:chennai.enquiry@in.britishcouncil.org)

### **Kolkata**

British Council Division  
British Deputy High Commission  
L & T Chambers  
First Floor  
16 Camac Street  
Kolkata - 700 017 India  
Tel: 0120 4569000 / 0120 6684353  
Email: [kolkata.customercare@in.britishcouncil.org](mailto:kolkata.customercare@in.britishcouncil.org)

### **Mumbai**

British Council Division  
British Deputy High Commission  
901, 9th Floor, Tower 1  
One Indiabulls Centre  
841, Senapati Bapat Marg  
Elphinstone Road (West)  
Mumbai - 400 013 India  
Tel: 0120-4569000/ 6684353

### **Nigeria**

#### **Abuja**

Main Office  
British Council, Plot 3645  
IBB Way Maitama  
PMB 550  
Garki, Abuja  
Tel: +234 (0)14 603 091  
Email: [info.nigeria@ng.britishcouncil.org](mailto:info.nigeria@ng.britishcouncil.org)  
Web: [www.britishcouncil.org/ng](http://www.britishcouncil.org/ng)

#### **Lagos**

20 Thompson Avenue,  
PO Box 53702, Falomo  
Ikoyi, Lagos  
Tel: +234(0)14603093, +234(0)17007955  
Email: [info.nigeria@ng.britishcouncil.org](mailto:info.nigeria@ng.britishcouncil.org)  
Web: [www.britishcouncil.org/africa](http://www.britishcouncil.org/africa)

#### **Kano**

British Council  
24 Lamido Road  
Nassarawa GRA, Kano

Kano State  
Tel: + 234(0)14603092, +234(0)17007955  
Email: [info.nigeria@ng.britishcouncil.org](mailto:info.nigeria@ng.britishcouncil.org)

***Port Harcourt,***

3 Odi Street,  
Old GRA,  
Port Harcourt, Rivers State,  
Nigeria  
Tel: +234(0)14603094, +234(0)17007955  
Email: [info.nigeria@ng.britishcouncil.org](mailto:info.nigeria@ng.britishcouncil.org)

**Saudi Arabia**

***Riyadh***

British Council Main Centre,  
Office No. C-14, 1<sup>st</sup> Floor,  
Al-Fazary Square, Diplomatic Quarter,  
P.O. Box 58012  
Riyadh 11594  
Tel: +966 9 2000 3668  
Email: [KSAinfo@sa.britishcouncil.org](mailto:KSAinfo@sa.britishcouncil.org)  
Web: <https://saudiarabia.britishcouncil.org>

***Jeddah***

British Council  
4th Floor  
Farsi Centre,  
King Abdullah Street  
PO Box 3424  
Jeddah 21471  
Tel: +966 2 657 6200  
Email: [KSAinfo@sa.britishcouncil.org](mailto:KSAinfo@sa.britishcouncil.org)

***Damman***

Prince Mohammed Program for Youth Development (PMPYD) Building  
Prince Mohammed Bin Fahd Road, Al Nuzha  
Dammam, 32252  
Email: [KSAinfo@sa.britishcouncil.org](mailto:KSAinfo@sa.britishcouncil.org)

**South Korea**

***Seoul***

9 Seosomun-ro 11-gil  
(2F, B-dong, Paichai Jeongdong)  
Jung-gu, Seoul  
Tel: +82 (0)2 3702 0601  
Email [info@britishcouncil.or.kr](mailto:info@britishcouncil.or.kr)  
Web: <https://www.britishcouncil.kr/>



## **Turkey**

### ***Ankara***

British Council,  
PO Box 34, Cankaya,  
Ankara, Turkey  
Tel: +90 212 355 56 57  
Email: [customer.services@britishcouncil.org.tr](mailto:customer.services@britishcouncil.org.tr)  
Web: [www.britishcouncil.org.tr](http://www.britishcouncil.org.tr)

### ***Istanbul***

British Council  
PO Box 188  
Istanbul, Turkey  
Tel: +90 212 355 56 57  
Email: [customer.services@britishcouncil.org.tr](mailto:customer.services@britishcouncil.org.tr)

## **United States of America**

### ***Washington***

British Council  
British Embassy  
3100 Massachusetts Avenue NW  
Washington DC 20008  
Email: [info@us.britishcouncil.org](mailto:info@us.britishcouncil.org)  
Web: [www.britishcouncil.us](http://www.britishcouncil.us)