

RISK ASSESSMENT FOR TRAVEL

Travel Insurance Applications (Restricted Countries)

Some travel destinations are not available to select from the list of countries on the online insurance application form, because they are classed as high risk. Travel to these destinations must be arranged via the Insurance Officer.

Staff

If you are a member of staff you must complete this risk assessment and obtain approval from your line manager/Head of Department. Approval must only be given if all hazards identified can be effectively managed and any risks still present are low and necessary.

Students

The member of staff organising the student travel should complete the risk assessment on the student's behalf. If a group of students is travelling to the same destination, one risk assessment can be completed to cover the whole trip. The risk assessment must be approved by the faculty before the travel insurance can be arranged. Approval must only be given if all hazards identified can be effectively managed and any risks still present are low and necessary.

Notes for completing the risk assessment form

When you complete the risk assessment you should take into account:

- Current Events
- Advice provided by the Foreign and Commonwealth Office (FCO - <https://www.gov.uk/foreign-travel-advice>)
- Advice provided by AIG
(<https://travelguard.secure.force.com/TravelAssistance/TGPreLoginTravelResources?PL=AIG%20UK>).
Register as a user with our policy number 0015902618.

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You do not need to send the risk assessment form to the Insurance Officer. A copy of the risk assessment must be kept on file by the faculty or department for future reference. If the same staff member is travelling to the same country multiple times, the same risk assessment can be used. However, this is on the condition that the risk assessment is reviewed each time and signed off by the Head of Department giving approval, and that any alteration or additional hazards are reassessed as and when they occur.

Once the risk assessment has been completed, the following information must be sent to insurance1@mmu.ac.uk:

- **Name of person travelling**
- **Traveller's Faculty/Department**
- **Email address of person travelling**
- **Purpose of Travel**
- **Traveller's MMU ID number**
- **Country to be Visited (and cities within the country)**
- **Departure airport**
- **Date leaving UK**
- **Date arriving back in UK**
- **Name of person who approved the risk assessment (line manager or Head of Department)**

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DATE OF RISK ASSESSMENT: 20 th April 2017
NAME OF TRAVELLER:
FACULTY/CENTRAL SERVICE: Faculty of Science and Engineering
SCHOOL/DEPARTMENT/RESEARCH INSTITUTE: School of Science and the Environment
COUNTRY AND AREAS WITHIN COUNTRY TO BE VISITED (INCLUDING ESTIMATE DATES IN LOCATIONS IF TRAVELLER IS INTENDING TO GO TO MULTIPLE COUNTRIES AND/OR AREAS WITHIN COUNTRIES): Ecuador
DATE OF DEPARTURE FROM UK (DD/MM/YYYY): 13.06.2017
DATE OF RETURN TO THE UK (DD/MM/YYYY): 06.07.2017
PURPOSE OF TRAVEL AND INTENDED ACTIVITIES: Tropical biology field course in Andean cloudforest and Ecuadorian Amazon. To study flora, fauna and environment. To develop field research and independent research skills.

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HAS THE TRAVELLER VISITED THIS COUNTRY BEFORE:

YES* / NO **Not all the travellers have*

DOES THE TRAVELLER HAVE EXTENSIVE KNOWLEDGE OF THE COUNTRY(GAINED FROM RESIDENCE/CITIZENSHIP OR A PREVIOUS JOURNEY TO THE COUNTRY FOR AN EXTENDED PERIOD OF TIME – PLEASE PROVIDE DETAILS): The travellers will be part of a large group of people, several of which have extensive knowledge of the areas covered in this field course, including knowledge of customs, language, bureaucracy and have multiple local contacts. Some of these people have lived in the country for periods of up to a year while others have been frequenting the area for many years.

WHAT ARE THE CURRENT RISKS IDENTIFIED BY THE FCO FOR THE COUNTRY? COPY AND PASTE THE TRAVEL SUMMARY FROM THE FCO WEBPAGE FOR THE COUNTRY (ACCESS WEBSITE AND SELECT COUNTRY - <https://www.gov.uk/foreign-travel-advice>)

The Foreign and Commonwealth Office (FCO) advise against all travel within the 20km exclusion zone along the border with Colombia except for the official border crossing town of Tulcan in Carchi province. **N/A** The FCO advise against all but essential travel to the areas of Tarapoa and the Cuyabeno reserve outside the 20km zone in Sucumbios. **N/A** The FCO advise against all but essential travel to the areas of El Angel Ecological Reserve inside the 20 km exclusion zone in the province of Carchi. **N/A**

Following the second round of presidential elections on 2 April 2017, there have been demonstrations across Ecuador. Though final results are still pending, opposition candidate Guillermo Lasso has questioned the integrity of the election and has called on his supporters to take to the streets in peaceful protest. Crowds have assembled in Quito in the vicinity of the National Electoral Council (Avenues 6th of December and Eloy Alfaro) and around the National Electoral Council offices in Guayaquil. You should monitor local media carefully and avoid large gatherings.

Ecuador is situated in an area of intense seismic activity. There is a high risk of earthquakes, volcanic eruptions and tsunamis. You should make sure you are aware of the risks and are familiar with the relevant safety and evacuation procedures. In the event of a natural disaster, you should monitor official channels – the [Ecuadorean National Geophysical Institute](#) and the [National Secretariat for Risk Management](#) (both Spanish only) – and follow the advice of the local authorities.

UK health authorities have classified Ecuador as having a risk of Zika virus transmission. For more information and advice, visit the website of the [National Travel Health Network and Centre website](#).

Cases of armed robbery are increasing and petty crime is common. See [Crime](#)

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Around 26,600 British nationals visited Ecuador in 2016. Most visits are trouble free.

There is a low threat from terrorism. See [Terrorism](#)

If you're abroad and you need emergency help from the UK government, contact the [nearest British embassy, consulate or high commission](#).

The [Overseas Business Risk service](#) offers information and advice for British companies operating overseas on how to manage political, economic, and business security-related risks.

Take out comprehensive [travel and medical insurance](#) before you travel.

PLEASE STATE THE CURRENT COUNTRY RISKS IDENTIFIED BY THE AIG DESTINATION REPORT. COPY AND PASTE THE RISK INDICATOR (ACCESS WEBSITE AND REGISTER AS A USER USING POLICY NUMBER 0015902618)

Risk Indicator	
Overall	HIGH
Crime	MODERATE
Terrorism	LOW
Conflict	MODERATE
Political	MODERATE
Infrastructure	MODERATE
Kidnapping	HIGH
Corruption	HIGH
Civil Unrest	MODERATE
Cyber Issues	MODERATE

PLEASE STATE HOW THE TRAVELLER INTENDS TO TRAVEL WITHIN THE INTENDED DESTINATION, SECURITY ARRANGEMENTS AND PRECAUTIONS FOR THE TRIP (FOR EXAMPLE: ADVISE ON MODE OF AIRPORT TRANSFER, PROVISION OF ARMED GUARDS OR OTHER RELIVANT RISK CONTROL METHOD TO BE IMPLEMENTED)

Principal mode of transport to and from sites within the country will be by privately hired coach. Travel from Quito to Bellavista (first field site) and back is arranged by the Bellavista Cloudforest Reserve staff. Travel to Puerto Francisco de Orellana (last city before reaching Amazon site) is arranged with a known coach hire company that has been used for years on this field course. Travel from Puerto Francisco de Orellana to the final field site in the rainforest will be on small open trucks, again the same hired as in previous years, followed by a short canoe ride organised in advance with the local community.

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During the brief time spent in cities between field sites, staff and students will be advised to travel in groups by foot or by taxi. Staff and students will be informed how to distinguish reputable taxis from non-registered ones.

Other than remaining vigilant as one should in any city, no further precautions or travel advice during the field course is needed.

HAZARDS (COMPLETE THE FOLLOWING SECTIONS AND ATTACHED ANY FURTHER DETAILED ASSESSMENTS WITH APPROPRIATE RISK CONTROL METHODS TO THIS FORMS):

RISK TYPE	ASSOCIATED RISKS	PROBABILITY (LOW / MEDIUM / HIGH)	SEVERITY (LOW / MEDIUM / HIGH)	RISK MANAGEMENT MEASURES TO REDUCE RISK	HAZARD RATE WITH CONTROL METHODS IN PLACE (LOW / MEDIUM / HIGH)
CRIME	Mugging, Petty crime, local scams, assault.	MEDIUM	MEDIUM	<p>Students should exercise at least the same vigilance as they would in Manchester, but take into account that they lack knowledge of the area and language. Additionally tourists are easily identifiable targets if carrying expensive items such as cameras and phones in the open.</p> <p>Students are advised to always travel in groups whether day or night, to reduce walking or travelling at night as much as possible, and to restrict walking at night to known and well-lit streets.</p> <p>Students are advised to pre-arrange meeting points and time and to exchange contact numbers amongst other students and with staff.</p> <p>Special attention must be drawn to the dangers of drinking alcohol excessively and the use of illegal recreational drugs.</p> <p>Awareness briefing prior to departure.</p>	LOW

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TERRORISM	Bombs, threats, physical and psychological terror attacks	LOW	LOW	There is no risk of terrorism in Ecuador, with the previous exception of along the southern Colombian border, which will not be visited during this trip.	LOW
CONFLICT	Tension or fighting in a localised area which could precipitate further unrest and even war	LOW	LOW	There is some political tension in the country currently following election results, but these are limited to peaceful demonstrations in the cities and are unlikely to escalate.	LOW
POLITICAL	Strikes, riots, protests, demonstrations, or other significant events that could heighten risk to a traveller	HIGH	LOW	There is some political tension in the country currently following election results, but these are limited to peaceful demonstrations in the cities and are unlikely to escalate.	LOW
KIDNAP	Abduction which does not always result in demands for ransom	LOW	HIGH	<p>The AIG report claims to be a high risk in Ecuador. However, it is not believed to pose a substantial risk on this field course.</p> <p>There could only be risk of kidnapping during the brief time in which the group will be in cities. In cities students will be advised exercise caution and vigilance (See RISK MANAGEMENT MEASURES for the CRIME section).</p>	LOW
INFRASTRUCTURE	TRANSPORTATION - poorly maintained roads, avalanches, landslides, standard of local vehicles, and the presence of seatbelts etc.	HIGH	MEDIUM	<p>There is a high probability of encountering blocked roads due to avalanches. Road warnings and precautions are checked by staff and drivers prior to departure from each location.</p> <p>Avalanches are cleared from roads relatively quickly in Ecuador and so if a recently blocked road this can cause delays to the journey. Depending of the point in the journey at which a blockage may be encountered, the best course of action is usually to wait until road services clear the way.</p>	LOW
	MEDICAL – standard of care and knowledge, methods of payment, proximity to suitable hospitals and doctors	HIGH	MEDIUM	For the most part of this trip, the group will not be near any hospitals and will be in relatively isolated areas. At both field sites there is emergency transportation available should evacuation of small parties be necessary, reaching a hospital in 2-3 hours or 3-4 hours depending on field site.	LOW

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				<p>In the cities there are also known and trusted private clinics if necessary. Care must be paid but is cheap compared to the UK.</p> <p>There are emergency action plans for both field sites.</p> <p>Accompanying the group will be a qualified doctor(s) to treat any minor/moderate illnesses and injuries, as well as to assess the severity of conditions and whether further treatment or evacuation is needed. Several members of staff are trained in basic first aid and/or secondary care and/or wilderness first aid.</p>	
	<p>HYGENE AND DISEASE - contamination of tap water and food, allergies, toxins, prevalence of blood born and water borne diseases such as malaria, legionella, etc.</p>	MEDIUM	MEDIUM	<p>Members of the group will only drink water from bottled or treated sources. Students will be asked to make sure they never drink from the same bottle as others (whether ill or not). There will be hand washing stations and antibacterial hand washes available at field sites. Students are advised to bring their own additional alcohol hand gel to keep with them at all times. Members of the party will be advised to take Imodium or similar personal medication with them.</p> <p>Everyone is advised to take anti-malarials. Advice should be sought from a medical professional prior to travel on what is the most appropriate malaria prophylactic for the individual. Additionally, avoiding being bitten by wearing long sleeves and trousers as well as applying insect repellents (50% DEET) to exposed skin is strongly recommended. Mosquito nets are to be used in sleeping areas and can be impregnated with insecticide (permethrin) for increased effectiveness. Feverish illness to be taken seriously and reported during expedition and up to 3 months after return.</p>	LOW
	<p>HEALTH AND SAFETY STANDARD – safety</p>	MEDIUM	LOW	<p>Buildings at both sites is primarily wooden, so they would be vulnerable in the event of a fire. Wooden structures in forests are particularly prone to damage from wood boring</p>	LOW

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	standards for electrical supply, buildings			invertebrates and moulding, so this will be checked and reported if found. Members are advised on proper conduct within and around these buildings. Group will be briefed on emergency procedures in the event of a fire and there are up-to-date fire extinguishers.	
ENVIRONMENT	CLIMATE – heat, cold, weather, humidity, sunlight, altitude, storms, blizzards, ice	HIGH	MEDIUM	<p>Most members of the group may not be accustomed to the level of heat and humidity they may experience. They are therefore advised to act sensibly, not to overexert themselves in the heat and to always carry drinking water.</p> <p>All are advised to wear sunscreen at all times when out during the day, even when it is overcast. Wearing a hat is advisable.</p> <p>The group will be informed of the symptoms of altitude sickness to look out for, as there will be work at high altitudes and changes in altitude between field sites.</p>	LOW
	NATURAL DISASTERS – volcanos eruptions, earthquakes, tsunami, tornados, avalanche, monsoon/floods	HIGH	MEDIUM	<p>There are a number of active volcanoes, earthquake zones, tsunami vulnerable areas and a risk of forest fire. Check the FCO travel advice prior to departure: https://www.gov.uk/foreign-travel-advice/ecuador/natural-disasters</p> <p>There has been flooding in the west of Ecuador in April 2017, but there are currently no alerts for the areas being visited (April 19th 2017) – this may change, but will be checked again.</p> <p>Avalanches are the most likely natural disaster the party is to encounter but most often this leads to road blockages which are efficiently managed by Ecuadorian authorities and cleared within hours or days (See RISK MANAGEMENT MEASURES for the TRANSPORTATION section).</p> <p>In the event of a natural disaster follow local advice.</p>	LOW

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	WILDLIFE – poisonous or contaminated stings/bites, animal attacks, strays	MEDIUM	MEDIUM	<p>Advised to wear sensible clothing (light coloured, long sleeved and long trousers, gloves). Application of repellents (containing "DEET") to exposed areas. Use of appropriate footwear (boots). Students will be informed of dangerous animals and plants that might be encountered at each site and informed of appropriate handling or avoidance procedures. Students will not be allowed to work with animals in a way that is likely to pose a significant threat to health and safety.</p> <p>Daily briefings will be arranged and important issues discussed. Warnings will be issued where necessary.</p>	LOW
CULTURAL	Customs, religion, language, concepts and beliefs, social etiquette, protocols, dress code	LOW	LOW	<p>People should be treated politely and with respect as they should anywhere else. The group will be informed of local practices and customs in the indigenous community of the second field site, but there is no particular risk of cultural or religious upset.</p> <p>Several Spanish speakers will be among the group and students are provided with some useful phrases in the field course handbook. Students are advised to learn some key phrases before departure, as knowledge of English is not guaranteed anywhere in Ecuador.</p>	LOW
ACTIVITIES	Permits, remote area of work site, Risky activities such as winter sports, mountaineering, motor cycling including pillion riding, flying other than a passenger, driving, hunting, parachuting etc. – please note all risky activities should be notified to the insurance	MEDIUM	LOW	<p>No permits necessary for work on short group projects in first field site. The work carried out in the second field site is covered by the annually reviewed and renewed permits the field station holds from the Ministry of the Environment.</p> <p>Work will be carried out in remote areas, the risks of which and corresponding mitigation measures are covered in the other sections of this RA, particularly the INFRASTRUCTURE sections.</p>	LOW

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	officer for every trip prior to travel.				
OTHER Collection of specimens	Risks associated with working away from base camp such as minor injuries while away from the station, group members getting lost, running out of daylight, etc.	MEDIUM	MEDIUM	<p>Separate risk assessments will be produced where there is a significant risk.</p> <p>Careful choice of route selection. Safety and medical kit carried at all times. Competent, experienced group leaders. Minimum group size of four. Radios carried. Use of appropriate footwear, wearing of sensible clothing (light coloured, long sleeved and long trousers, gloves). Application of repellents (containing "DEET") to exposed areas. Emergency evacuation procedures have been defined in the attached emergency plan. Daily risk assessment undertaken to include effects of weather. Students advised never to stray out of the sight and earshot of their nearest companion. Whistles to be provided and carried. A high staff: student ratio to be maintained so that all students receive frequent visits from a member of staff. Groups forced by nature of work to travel beyond contact must notify a member of staff of their proposed itinerary, likely timings, and full group membership.</p> <p>Appropriate level of fitness and awareness of conditions to be found (through residential training activities). Comprehensive first aid kit carried with each research group.</p> <p>Effective training in use of data collection equipment and methods.</p> <p>Night time work will include the use of head torches, and carrying appropriate spares.</p> <p>When snorkelling is used the group must stay together and will accompanied by a trained life saver.</p>	LOW

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				Daily briefings will be arranged and important issues discussed. Warnings will be issued where necessary.	
<p>WILL ANY SPECIFIC <i>TRAINING</i> BE REQUIRED PRIOR TO TRAVEL (IF YES GIVE DETAILS)? YES</p> <p>One traveller (O'Reilly) will attend Wilderness Medical Training at the beginning of May. Several other members of the group that we will be travelling with have this or similar training. No further training necessary besides this.</p>					
<p>ANY OTHER ISSUES (E.G. ASSOCIATED WITH THE TRAVELLERS HEALTH, DIVERSITY, DIETARY REQUIREMENTS OR SOCIAL ACTIVITIES)</p> <p>Most dietary requirements can be catered for IF the group leader (Prof Richard Preziosi, covered by UoM insurance) is informed well before departure. However, vegans may find it difficult to remain completely vegan and acquiring any necessary supplements is the responsibility of the individual and must be done before departure.</p>					
	NAME	SIGNATURE	DATE		
TRAVELLER					
HEAD OF DEPARTMENT					
<p>REVIEW OF RISK ASSESSMENT (PLEASE NOTE ANY CHANGES OR ADDITIONAL HAZARDS IDENTIFIED ON SEPARATE SHEET AND ATTACH TO THE RISK ASSESSMENT)</p>					
1)					
2)					
3)					