

The University's *Overseas Travel Safety and Security Risk Assessment* ([OTSSRA](#)) 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.

A. OVERVIEW OF THE FORM

1. All staff and students planning overseas travel which relates to University activities / business must complete the [OTSSRA form](#).

2. The OTSSRA form is divided into two parts. PART 1 should be completed by ALL staff and students* travelling overseas on University-related business. If the **Foreign and Commonwealth Office (FCO)** has issued a travel warning 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

** EXCEPTION: If you are registered as an independent distant student, and plan to do research fieldwork outside the UK in your normal place of residence (home country), where NO travel warnings have been issued, then you do not need to complete this form. If travel warnings have been issued, then you still need to complete Parts 1 AND 2.*

3. You should always research the country / region / city that you are visiting and consider the risks and special issues relevant to your trip. The [UCEA guidelines](#) provide comprehensive advice and practical suggestions for how to go about this.

4. If you are planning multiple trips relating to the same University business or research project, then you can apply for approval which is valid for one year. If the project is for longer than one year, you will need to complete the risk assessment on an annual basis.

PLEASE NOTE: you must still check travel advice regarding your destination immediately before you leave for each individual journey to ensure you have up-to-date information, and in case there have been any changes.

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B. HOW DO I COMPLETE THE RISK ASSESSMENT?

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