



Submission ID : 9aAnqjbv
Traveller : Indiana Jones
Destination : South Africa
Travel Date : 2024-06-17 00:00:00
Submission Status : Approved

Travel Details

Question	Answer
Organisation	University of Cambridge
Country	South Africa
Location	Johannesburg, South Africa
Destination Travel Out Date	2024-06-17
Destination Return Date	2024-06-22
Trip Purpose / Description	Visiting research collaborators at the University of Johannesburg

Essential Questions

Transportation

Question	Answer
What is the main mode of transport to your destination?	Air
How will your transit from your port of entry to where you are staying or working?	My University host will collect me from the airport in their own car.

Accommodation

Question	Answer
What type of accommodation will you be staying in? Please note that the use of unregulated accommodation such as AirBnB should only be used where no alternative exists. For more information please see: https://www.insurance.admin.cam.ac.uk/files/unregulated_accommodation.pdf	Hotel
If known, please give the name, address and phone number of your accommodation.	Garden Court Milpark, Corner of Empire Road and Owl St, Johannesburg, Gauteng, South Africa. +27 10 219 1000

Communication

Question	Answer
Are the details of your emergency contacts up to date in CHRIS? To check and amend if necessary please visit: Employee Self-Service (ESS) HR Systems (cam.ac.uk)	Yes

Travel Documentation

Question	Answer
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If you hold dual citizenship, what is your other nationality (in addition to that recorded in your Personal Profile)? Which passport will you be travelling on for this trip?

No dual citizenship, British passport

Please confirm that you have checked or considered the following: -that your passport has 6 months' validity after your intended return date; -whether you require a visa for your chosen destination; -whether any previous travel destination might cause an increased risk at your chosen destination. (Example: If you have an Israeli passport stamp it may cause issues if travelling to a Muslim country). Write down any relevant considerations or information in the box below.

I do not need a visa as my trip is for less than 90 days. My passport is valid for more than 30 days after my date of exit from South Africa.

Activity

Question

Please confirm that you have considered whether your risk profile on this trip could be increased by: -the discussion of topics considered sensitive or controversial at the destination you are visiting; -visits to high risk organisations / government agencies, buildings or facilities; -working alone. Information on what to consider can be found at: <https://www.safeguarding.admin.cam.ac.uk/individuals-travelling-health-and-safety-those-working-away/completing-risk-assessment/work-related> Write down any relevant considerations or information in the box below.

Answer

No increased risk relating to my activity. I will be discussing uncontroversial topics, and be in the company of my host and colleagues at the University most of the time.

Health

Question

Please confirm that you have considered your physical and mental health and wellbeing needs. Aspects to consider include: -any pre-existing medical conditions; - whether you need to take medication with you, and if so, is it permitted at your destination? -whether you need a Fit to Travel medical certificate; -any vaccinations recommended or required for the destination you are visiting. Health information for travellers can be found at <https://travelhealthpro.org.uk/> Information on what to consider can be found at: <https://www.safeguarding.admin.cam.ac.uk/health-physical-and-mental> Write down any relevant considerations or information in the box below.

Answer

I am up to date with vaccinations for Hepatitis A and tetanus and will seek advice on whether I need typhoid immunisation or not. I am not visiting an area of the country where there is any risk of malaria. I am aware of the symptoms of altitude sickness and will take recommended precautions eg: staying hydrated.

Personal

Question	Answer
<p>Please confirm that you have considered the implications for your risk profile of your personal characteristics within the local culture. Aspects to consider include: -religious and political differences; - alternative customs; -different laws and severity of punishment; -unfamiliar language; -attitudes towards different ethnicities, genders and sexualities; -safe use of social media. More information about what to consider can be found at: https://www.safeguarding.admin.cam.ac.uk/local-laws-and-customs Write down any relevant considerations or information in the box below.</p>	<p>There may be something I need to consider here, please could we have a conversation about it?</p>

Cyber

Question	Answer
<p>Please confirm that you have considered how to keep secure any valuable or sensitive data you are taking with you. More information on how to keep your data secure can be found at: https://help.uis.cam.ac.uk/service/security/cyber-security-awareness/data-security-researchers More information on cyber security risks overseas can be found at: https://www.gov.uk/foreign-travel-advice and https://www.gov.uk/government/collections/overseas-business-risk Write down any relevant considerations or information in the box below.</p>	<p>My laptop is encrypted and my data is securely backed up. I will be accessing the internet mostly via Eduroam on the University campus.</p>

Equipment

Question	Answer
<p>Please confirm that you have considered arrangements for any equipment you are taking with you, other than standard ICT kit such as a laptop and mobile phone. If any of the following apply, please consult: https://www.importexport.admin.cam.ac.uk/imports-overview/goods-baggage and https://www.insurance.admin.cam.ac.uk/insurance-guidance/goods-transit to make additional arrangements: -you will be carrying items of special equipment into and/or out of the UK in your luggage; - you will be carrying items of special or high value (>£5000) equipment which need insurance.</p>	<p>I won't be taking any equipment with me other than my laptop and phone.</p>

Insurance

Question	Answer
Please confirm that you will apply for University travel insurance upon completion of this risk assessment: https://www.insurance.admin.cam.ac.uk/insurance-guidance/travel-insurance . If any of the following apply, please contact insurance@admin.cam.ac.uk to make additional arrangements: -you will be undertaking high risk activities as part of your fieldwork eg: climbing, diving, caving; -you are over 70 years of age; -you will be travelling with dependents; -you have a serious underlying health condition.	I will apply for University travel insurance

Country Threat

Question	Answer
Activities	Low
Culture, Customs & Religion	Low

Risk Assessment

Activities / Meeting colleagues

Consequence		
None - this activity presents very little risk.		
Likelihood	Impact	Initial Risk
Unlikely	Minor	Insignificant
Treatment/Mitigation		
None - no mitigation required.		
Likelihood	Impact	Residual Risk

Unlikely

Minor

Insignificant

Culture, Customs & Religion / **N/A no risks in this category**

Consequence

N/A

Likelihood

Impact

Initial Risk

Very Unlikely

Insignificant

Insignificant

Treatment/Mitigation

N/A

Likelihood

Impact

Residual Risk

Very Unlikely

Insignificant

Insignificant

Crime / **Falling victim to violent crime**

Consequence

Loss of cash and valuables, injury, loss of life.

Likelihood

Impact

Initial Risk

Possible

Major

Moderate

Treatment/Mitigation

I will dress inconspicuously and not have any valuables on show. Most of the time I will be accompanied by my University colleagues who know the areas to avoid, and will not be walking alone after dark (around 17.30 in midwinter). I will be using transport provided by my University colleagues and ensure I keep car windows shut when stationary. I will withdraw small amounts of cash from ATMs located within hotel or bank buildings.

Likelihood

Impact

Residual Risk

Unlikely

Moderate

Low

Terrorism / Terrorist attack

Consequence

Loss of life, injury, severe disruption to my activities.

Likelihood

Impact

Initial Risk

Unlikely

Major

Low

Treatment/Mitigation

I will be in the company of my colleagues and on university premises for much of the time, and will rely on their local institutional procedures for emergency situations. I will make sure I have my mobile phone with me at all times and I have noted the UoCambridge arrangements for getting help in an emergency overseas (I have saved the Healix helpline number in my phone and have it noted in hard copy as well).

Likelihood

Impact

Residual Risk

Unlikely

Moderate

Low

Conflict / N/A no risks in this category

Consequence

N/A

Likelihood

Impact

Initial Risk

Very Unlikely

Insignificant

Insignificant

Treatment/Mitigation

N/A

Likelihood

Impact

Residual Risk

Very Unlikely

Insignificant

Insignificant

Political / Getting caught up in demonstrations / civil unrest

Consequence

Severe injury, police attention

Likelihood

Impact

Initial Risk

Possible

Major

Moderate

Treatment/Mitigation

I do not plan to visit townships or low-income areas during my trip and will spend most of my time in the company of colleagues on university premises. I will monitor local media for news of any demonstrations which may be taking place in the city during my stay and be sure to avoid those areas. Our discussions are unlikely to touch on South African politics.

Likelihood

Impact

Residual Risk

Possible

Minor

Low

Environmental / N/A no risks in this category

Consequence

N/A

Likelihood

Impact

Initial Risk

Very Unlikely

Insignificant

Insignificant

Treatment/Mitigation

N/A

Likelihood

Impact

Residual Risk

Very Unlikely

Insignificant

Insignificant

Health / N/A no risks in this category

Consequence

Please see my answers to the Health question earlier in the risk assessment.

Likelihood

Impact

Initial Risk

Unlikely

Minor

Insignificant

Treatment/Mitigation

Please see my answers to the Health question earlier in the risk assessment.

Likelihood

Impact

Residual Risk

Very Unlikely

Insignificant

Insignificant

Infrastructure / Powercuts (=loadshedding)

Consequence

Not being able to undertake work on the laptop once the power in the battery has been used up. Not being able to communicate using mobile phone once the battery has run down.

Likelihood

Impact

Initial Risk

Possible

Moderate

Low

Treatment/Mitigation

I will check the schedule of planned power outages at <https://www.eskom.co.za/distribution/customer-service/outages/municipal-loadshedding-schedules/> closer to the time of my visit to understand the likely impact. I will take advice from my University collaborators on how we can plan our meetings around any scheduled loadshedding, and speak to my hotel about how they manage loadshedding episodes. I will take a power bank with extra charging cables for my laptop and phone, and take a battery-powered torch. I will keep paper/hard copies of important and emergency contact details so I am not reliant on electronic devices to access this information.

Likelihood

Impact

Residual Risk

Possible

Minor

Low

General Contingency

General Contingency	
Medical Emergency - What actions will be taken in the event of a medical emergency?	While on campus with my collaborators, they can support if I am taken ill. If on my own I will call 112 or 10177 and ask for an ambulance. I will contact the University's insurer's helpline as soon as I am able.
Department Contact - Please give the name and phone number of the person in the Department, Faculty or Institution who is willing to be your contact while you are away on your trip. (Eg: supervisor, line-manager, administrator, Departmental Safety Officer)	Departmental Safety Officer, Jen Sargent, +44 1223 123456
Travel Insurance - If travelling outside the UK, please note here the University's Travel Insurance Policy number and contact details, once you have registered the trip. For UK trips enter N/A.	SZ/29265357, Healix +44 1483 365696
Consular Services - If travelling outside the UK, please provide the address and contact details of your home nation's consular services. For UK trips, enter N/A.	British High Commission Pretoria 255 Hill Street Arcadia, Pretoria, Gauteng 0002. Emergency number +27 12 421 7500,
Emergency Services - If travelling outside the UK, please note here the local emergency service contact details (police, fire and ambulance). For UK trips enter 999.	112 from mobiles. Police 10111, Fire and Ambulance 10177.
Extended Contingency	
Regular Contact Arrangements with your Department - How frequently will you contact the person nominated as your Departmental contact during the trip? What is the protocol for missed contact?	I will make contact with the Department on arrival in SA, and if plans change for any reason, such as visiting any location outside Johannesburg.
University Emergency Contact 24/7 - In an emergency you should contact as follows: Outside the UK: Healix +44 (0)1483 265 696 and/or University Security +44 (0)1223 767444. In the UK: University Security +44 (0)1223 767444. Please state that you confirm.	Confirmed.
In Country Emergency Contact - What are your in-country emergency contact points, which the University can call if necessary?	Professor A.S, email@uoj.ac.za, +27 10 000 1234

Extended Contingency

Travel documents - What are your back-up plans in case of loss of passport and travel documents?

I will carry a copy of the ID and visa pages of my passport while I am out and about in case I am asked for ID, keeping my original documents in the hotel safe. If I lose my passport I will use the online service to apply for an emergency travel document: <https://www.gov.uk/travel-urgently-from-abroad-without-uk-passport>

Medical Facilities - List medical facilities that you could use in case of an emergency.

Milpark Hospital +27 11 480 5690

Communications - What are your back-up plans in case of loss of communications? What will you do if you are in an area or situation where mobile phones cannot be used? Are satellite phones permitted at your destination?

I will have access to landline phones in my hotel and on the University campus. To manage in the case of power cuts I will take a power bank to recharge my phone, and keep a hard copy of emergency contact numbers.

Emergency relocation - If you need to leave your location of travel, where will you relocate or evacuate to?

I will call the insurer's helpline for assistance: Healix +44 1483 265696, and also take advice from my University hosts.

Prevented from leaving - If the airport is closed (due to natural disaster, war, civil unrest) at time of return and you cannot leave, how will you evacuate?

I will call the insurer's helpline for assistance: Healix +44 1483 265696.

It is essential before travel to revisit this risk assessment and review the contents to see if risk treatment is still acceptable and appropriate. A risk environment is always changing and it is vital that you conduct this process prior to departure. Should you require any advice, guidance or there are concerns over the threat landscape contact a member of your Travel Safety Team to discuss or contact Peregrine Risk Management via your organisations Travel Safety Programme Account Manager.

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Name: _____

Position: _____

Date: _____

Signature: _____