

Short-term

Low Risk

## Risk and Personal Data Form for Frequent Travellers (FT1)

Please complete this form if you are travelling with Relational Mission to low risk countries regularly.

Surname	First Names
Destinations covered by this form	Date completed
Home Address	Mobile No.
Personal email address (contactable while away)	
Passport Number (and if dual nationality, which passport you will be using)	Passport expiry date
Who is the Apostolic team member who usually authorises your travel?	

Travel Insurance details for your trip/move		
Provider	Policy No.	Please enclose a copy of your travel insurance policy documents.

Emergency Contacts / Next of Kin		
Name, contact details and address of TWO people to be contacted in the event of an emergency		
1. Name of Contact	Phone no.	Address
2. Name of Contact	Phone no.	Address

<b>Medical Details:</b>		
<b>Relevant Medical Conditions &amp; Blood Group</b>	<b>Prescribed Medication / Allergies</b>	<b>GP Name and Address</b>

<b>Training and supervision</b>
<b>Is any additional training required for you to undertake the activities planned while travelling?</b>
<b>YES/NO</b>
<b>If YES, please detail how these training requirements will be met (must be met not more than 1 month before date of travel)</b>
<b>Are you being supervised/supervising anyone on this trip?</b>
<b>YES/NO</b>
<b>If YES, how will you ensure that all employees/volunteers comply with this travel risk assessment?</b>

<b>Travel Checklist:</b>	<b>Please indicate yes, no or NA</b>
Is a visa for this trip required and applied for?	
Do you have at least 6 months left on passport and 2 blank pages?	
Have you got a photocopy of your passport and visa (if applicable), as well as an extra passport photo?	
Are vaccinations / inoculations up to date and fully covered for this trip?	
Are malaria tablets needed and ordered for the trip?	
Have you undergone a DBS check / safeguarding training (within the last 3 years) if necessary?	
Have you got some local currency?	
<b>Have you sent us a copy of your travel insurance documents?</b>	
Do you have a copy of your travel insurance details and emergency contact numbers?	
Have you considered your emotional / spiritual health and preparation?	
Is a post-trip debrief needed / planned?	

### **Privacy Information**

We will treat your information with respect. Relational Mission will use the information you provide on this form to support you in the event of a crisis or emergency. We may share the information with relevant emergency services or government authorities if it is in the interests for your safety and security, or if required to under law. Once this has been completed & reviewed any personal information you have supplied will be deleted. We will not add your contact details to any of our distribution lists unless you consent for us to do so. For more information about our privacy practices please look at our Privacy Notice at [relationalmission.org/privacy](http://relationalmission.org/privacy). Please indicate that you agree that we may process your information in accordance with these terms by selecting **Yes**. If you do not agree select **No**.

**YES**

**NO**

**PLEASE NOW COMPLETE THE RISK ASSESSMENT BELOW.**

## RISK ASSESSMENT

The aim of this risk assessment is to evaluate the hazards and risks associated with your trip. Then to consider measures to remove those hazards or minimize the level of its risk by adding control measures. By doing so, you will remain safer and healthier while you travel. It is also to help identify the need for further security plans and measures.

This form is for **frequent travellers to low risk countries** and so it acts as a generic risk assessment. However, it is important to review ANY generic risk assessment prior to a trip being made. If circumstances have changed from when the assessment was carried out a new assessment should be done.

**Risk assessment instructions:** Risk is a measure of vulnerability to threats – i.e. the potential for harm.

1. Using the different criteria below (personal security, travel, health etc) list in column A the possible threats that the traveller might face.
2. Next, rank the threats according to severity on the basis of their impact (insignificant to major disaster) and likelihood (v unlikely to highly likely).
3. Using the simplified table to the right, decide whether the risk is then low, medium or high. Write this in column B.
4. A mitigating action must then be written in column C. This action can be either to avoid the threat, reduce the consequences (impact), reduce exposure to the threat (decrease vulnerability) or transfer the threat.
5. Follow the instructions on the final page to determine the overall level of risk and whether a personal crisis plan is required.

Impact	Major Disaster	L	M	H	H	H
	Very Serious	L	M	M	H	H
	Serious	L	L	M	M	H
	Fairly Serious	L	L	L	M	M
	Insignificant	L	L	L	L	L
		Very Unlikely	Unlikely	Possible	Likely	Highly Likely
Likelihood						

	A: Risk identified	B: Risk level	C: Mitigating action	Notes and examples
<b>1. Situation Overview</b>				Overview of the security situation in the countries where you will be travelling. Use the Foreign office website to read security profiles for each country. See: <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a>
<b>2. Personal Security</b> Risks from security threats				Do any of the security issues flagged up in Q1 relate to your travel plans in those nations.
Risks from crime				There are details of the risk from crime on the Foreign office website See: <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a>
Risks from being hosted by local people				<i>E.g.: You may draw attention to local Christians which may cause them problems with the authorities. The risk is minimised by meeting in private houses or hotels.</i>
<b>3. Travel</b> Risks faced in all forms of transport, inc walking during the trip				<i>E.g. You will travel from the airport by taxi to the church leader's home because no one in the church owns their own vehicle. The risk is minimised by only using the airport's "authorised" taxi service, making sure the chosen taxi "seems" roadworthy. You will be accompanied by a member of the church who will travel to meet you.</i>

<p><b>4. Task related health and safety</b> Risks faced from carrying out any tasks/jobs on behalf of Relational Mission</p>				<p><i>This is to include any activities that would be deemed to present a risk to your health and safety, e.g. Manual handling, working at heights, air quality.</i></p> <p><i>If you are involved in any activities that present a significant health and safety risk, you may be asked to complete a more detailed risk assessment.</i></p>
<p><b>5. Health</b> Risks to physical and psychosocial health (Consider disease, temperature, exhaustion, stress, diet, etc.)</p>				
<p><b>6. Accusations &amp; Reputation</b> Risks re. interaction with children or vulnerable groups</p>				<p><i>E.g.: Culturally and relationally, you are expected to stay in the home of the church leader you are visiting.</i></p> <p><i>Risk of accusation is minimised by your having undergone a Child Protection course and understanding and employing as many Child Protection measures as is culturally and relationally acceptable for the context. This will be agreed through Support Team discussion.</i></p>
<p>Risks re. interaction with the opposite sex</p>				<p><i>E.g. You are expected to travel to meet women’s groups involved in literacy training organised by the church.</i></p> <p><i>To minimise risk of accusation you ensure you are not alone with a woman or women but accompanied by another man. If there is no option you ensure that the meeting is in a public space.</i></p>
<p>Risks re. relating to different cultures/speaking different languages</p>				<p><i>E.g.: You are expected to preach to people groups vastly dissimilar to your own.</i></p> <p><i>In preparing to preach you check illustration ideas and use of humour with local hosts to make sure firstly it is translatable and secondly culturally applicable. In addition you clarify concerns with hosts and are led by the host in relating with people groups vastly different to yours.</i></p>

Official Advice Questions	Where to find out	Yes	No	Comments
A. Does the Foreign & Commonwealth Office advise <b>against</b> All Travel to a Country or All but Essential Travel to any of the countries you visit?	Look at the FCO website <a href="http://www.gov.uk/foreign-travel-advice">www.gov.uk/foreign-travel-advice</a>			
B. Are any of the countries in general hostile to the Gospel or are specific people groups to be visited hostile to the Gospel?	Look at the country profiles on the Open Doors website <a href="http://www.opendoorsuk.org/persecution/countries">www.opendoorsuk.org/persecution/countries</a>			
C. Does the country or location being visited significantly lack “infrastructure” or is the country or location visited determined to be one of the Least Developed Countries/places in the world?	Check the UN list of Least Developed Countries <a href="http://unctad.org/en/pages/aldc/Least%20Developed%20Countries/UN-list-of-Least-Developed-Countries.aspx">http://unctad.org/en/pages/aldc/Least%20Developed%20Countries/UN-list-of-Least-Developed-Countries.aspx</a>			

Travel Risk Map	Where to find the map	Medical risk rating	Travel security risk rating
What is the risk level on the Travel Risk Map? The map is produced by <a href="#">International SOS</a> and <a href="#">Control Risks</a> .	<a href="http://www.travelriskmap.com">www.travelriskmap.com</a>		

## What is your risk level?

Level	Criteria	Tick	Next step
Low risk	<ul style="list-style-type: none"> <li>• <u>All</u> risks are <b>low</b> (after mitigation)</li> <li>• You answered <b>NO</b> to all official advice questions</li> </ul>		<ul style="list-style-type: none"> <li>• Send this form to the Relational Mission Office</li> <li>• <b>Review annually (January)</b></li> </ul>
Medium Risk	<ul style="list-style-type: none"> <li>• One or more risks are <b>medium</b> (after mitigation)</li> <li>• No risks are high</li> <li>• You answered <b>NO</b> to all official advice questions</li> </ul>		You cannot travel using this form. Please talk to RM team for further instructions
High risk	<ul style="list-style-type: none"> <li>• One or more risks are <b>high</b> (after mitigation)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• You answered <b>YES</b> to 1 or more of the official advice questions</li> </ul>		You cannot travel using this form. Please talk to RM team for further instructions
Due to changing circumstances does this form need reviewing before your scheduled risk review (January each year)?			Yes / No
If yes, what is the date on which websites should be rechecked and form reviewed:			

***Your next risk review** – Please note that you will be asked to review this document in **January** each year.*

<b>Signed by:</b>	
<b>Traveller:</b>	Date
<b>Authorised by:</b> <i>(relevant RM team member)</i>	Date