

International risk assessment - checklist



This is intended as guidance and a supporting document for those planning an international trip and for Girlguiding's international advisors to promote as best practice. It is not Girlguiding policy, and the specifics of travel should be checked at the time of planning.

When planning and before travelling check the [foreign and commonwealth office](https://www.gov.uk/foreign-and-commonwealth-office) website for the most up-to-date travel advice. Please check the countries you are travelling to and through. Make sure you are aware of the guidance relating to travelling back into the country you started your journey in.

Don't forget to cover the standard risks associated with taking girls away, more information can be found here: <https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/events-and-going-away/going-on-residentials/>. Also include any risks associated with the activities you are taking part in at your destination.

Take time to read the advice on [Taking Girls Aboard](#) on the Girlguiding UK webpage.

Your risk assessment should inform your Terms and Conditions for the trip. Guidance on setting up Terms and Conditions can be found here <https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/events-and-going-away/going-on-residentials/setting-expectations-for-your-event-or-residential/>. Risk assessment is a continuous process and should start when you begin to plan and continue as you get ready for departure.

1. Additional risks to consider when planning an overseas trip and to cover in your risk assessment

General	Notes
<input type="checkbox"/> The plan if leaders have to drop out during the planning or delivery of the trip for personal or health related reasons.	
<input type="checkbox"/> Insurance: is this in place, what does it cover and does it include cancellation insurance.	
<input type="checkbox"/> Key documents, such as passports, visas, EHIC and tickets.	
<input type="checkbox"/> Risk of social and political unrest in the country you are travelling to.	
<input type="checkbox"/> Key contacts - including local embassies.	
<input type="checkbox"/> Managing relationships: between young members but also between leaders. International trips are an intense and rewarding experience but they can also be stressful and put pressure on relationships. The Volunteer Code of Conduct is a good place to start when looking at expected behaviours.	

Travel	Notes
<input type="checkbox"/> Getting there: think about the different risks associated with different modes of travel, including safety and safeguarding.	
<input type="checkbox"/> Travel at destination.	

Finance	Notes
<input type="checkbox"/> Have you included all possible costs relating to travel: visa, roaming charges, currency charges, covid tests?	
<input type="checkbox"/> Have the Terms and Conditions clearly set out what happens if they cannot travel? <ul style="list-style-type: none"> <input type="checkbox"/> If an individual drops out can their money be refunded? <input type="checkbox"/> Do members understand that if they transition from the group they will no longer be eligible for travel? <input type="checkbox"/> Do you have the same T&Cs for if a member cannot travel, rather than if they decide not to come? <input type="checkbox"/> How to prevent theft/loss/forgetting/out of date/wrong info and what to do if these occur. 	
<input type="checkbox"/> If travel is cancelled/postponed what will this mean for money paid or fundraised? <ul style="list-style-type: none"> <input type="checkbox"/> Fundraising as a group <input type="checkbox"/> Fundraising as individuals <input type="checkbox"/> Payments from participants 	

Health	Notes
<input type="checkbox"/> Vaccinations required pre-travel, or medication while out there (e.g. malaria).	
<input type="checkbox"/> Pre-existing medical conditions of participants and travelling against GP advice.	
<input type="checkbox"/> Allergies - including Adrenaline auto-injector availability and use.	
<input type="checkbox"/> Accidents, incidents and medical treatment while abroad; how will this be accessed and how will it be paid for?	
<input type="checkbox"/> Accessibility for any participants with a disability or additional needs.	
<input type="checkbox"/> Communications with parents/carers re medical interventions and permissions.	
<input type="checkbox"/> Review and update any adjustment plans/wellbeing action plans and take into account individual well-being needs - both physical and mental health.	
<input type="checkbox"/> Check what is covered by your insurance with regards to self-harm, as this is generally not covered.	
<input type="checkbox"/> Death of a participant while on trip.	

Public Health Related Restrictions (including coronavirus)	Notes
<input type="checkbox"/> Check travel restrictions when planning for the country you are travelling to, any countries you are transiting through and for your return to the U.K. from your destination county.	
<input type="checkbox"/> Check travel restrictions again immediately before travelling - be aware of the risk of changes meaning you cannot travel. <input type="checkbox"/> Do not travel to any country where you will be expected to quarantine or arrival or on your return to the U.K. <input type="checkbox"/> Restrictions may affect size of group, access to facilities, venues and events, need to wear face coverings, social distancing (whether within your own group, or between your group and other people).	
<input type="checkbox"/> Regulations to be followed for country of departure.	
<input type="checkbox"/> Regulations to be followed for destination county, check youth sector guidance for that country.	
<input type="checkbox"/> Once you have checked all restrictions decide if you will still be able to meet aims of trip within restrictions.	
<input type="checkbox"/> Check vaccine expectations, and covid passport rules: do participants need proof of vaccine or to download app etc?	
<input type="checkbox"/> Will you do need to ask participants to take regularly LFTs? What is the plan if someone tests positive? Or displays symptoms? <input type="checkbox"/> How will you isolate a participant while away? What are the isolation rules in your host country? How will this effect your adult:child ratio? <input type="checkbox"/> What are the plans if you need to return early?	

Environment	Notes
<input type="checkbox"/> Weather, seasons and climate at your destination.	
<input type="checkbox"/> Wildlife.	
<input type="checkbox"/> Consider the need for disaster planning, e.g. if going to an earthquake region.	

Law and Customs	Notes
<input type="checkbox"/> Brief and raise awareness of participants on differences in laws, for example, a different drinking age, or laws around LGBTQ relationships that could potentially affect participants or leaders.	
<input type="checkbox"/> Brief and raise awareness of participants on cultural difference and customs that affect behaviour in destination country and that could potentially affect reception by host country, e.g. clothing, language, footwear.	
<input type="checkbox"/> Language barrier.	
<input type="checkbox"/> Food: have you thought about availability especially relating to dietary requirements and preferences.	

Reputational	Notes
<input type="checkbox"/> Where those travelling are not complying with Girlguiding policies or procedures or local laws.	
<input type="checkbox"/> Unsafe practices that threaten the health and wellbeing of those travelling.	

2. Other Useful Resources

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

<https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19>