



HEALTH AND SAFETY

When does a student need to complete an Overseas Travel Safety and Security Assessment (OTSSRA)?

Students and staff must complete an OTSSRA form when traveling on behalf of the University of Sussex (UoS) for business, this includes travelling for research or attending conferences. Part 1 of the OTSSRA form applies to all travellers, part 2 of the OTSSRA form only applies to travel to regions where the [Foreign, Commonwealth and Development Office](#) has issued a warning against travel.

Scenario 1: The student lives in the UK and is going abroad.

- Example: Dave is travelling to take photos in Paris for their project. This project requires photographs of specific architecture that is only available in this region hence the travel.
- Result: an OTSSRA form needs to be completed

Scenario 2: The student lives in the UK and chooses to work while they are abroad

- Example: Sharon is on holiday with her family in India, where she works on her project. This could include photography, writing up a project or interviewing people within her social circle. This work could be carried out anywhere in the world and does not require travel but is carried out abroad due to the student's activities that are not part of her studies or work for the UoS
- Result: this example does not require an OTSSRA form to be completed. This example is likely the most contentious and some judgment may be required to determine if the work is incidental to the trip. If the UoS provides funding for the trip in any form the OTSSRA form should be completed. When in doubt, it may be advisable to complete an OTSSRA form.

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HEALTH AND SAFETY

Scenario 6 Distance learning student traveling to a third country that is neither the UK nor their home country

- Example Lalitha lives in Pakistan but studies at the UoS. As part of her project she needs to travel to India to conduct an ethnographic study.
- Result an OTSSRA form needs to be completed

Scenario 7 Attending a conference and representing the UoS

- Example Francisco has been asked to represent the UoS at a conference in Madrid. This is funded by the department and includes presenting at a seminar on behalf of his department.
- Result an OTSSRA form needs to be completed

Scenario 8 Attending a conference

- Example Sally is studying for an MSc in Engineering. She has chosen out of interest, to attend a conference that is not related to her course in Finland on Neuroscience and Psychiatry. Sally is not attending this conference for her course, is not representing the UoS and has not been provided with any funding to attend.
- Result an OTSSRA form does not need to be completed as this is personal travel.

Risk assessments for specific activities

This guidance refers only to assessing potential hazards from visiting a country or region. Regardless of if an OTSSRA form is required, if any hazardous activities are to be conducted, a risk assessment will be required prior to activity being undertaken.

Examples of activities that are considered hazardous is provided in Table 1 below.

Table 1

Laboratory work within another institution involving hazardous chemicals, biological agents, radiation electrical hazards	Work with any of the following groups Alcohol or drug users, protest movements, persecuted or marginalised groups, individuals engaged in activities which are criminal in the local region, individuals with a history of violence or aggression	The use of photographic or recording equipment in regions where this may put you at risk
Natural hazards e.g. extreme weather, volcanology, glaciology, fire.	Transporting heavy equipment (manual handling)	Hazardous flora or fauna, plants or animals
Dangerous activities e.g. climbing, diving, caving	Activities that increase the risk of exposure to infectious diseases, human or zoonotic.	Interviewing or visiting subjects in their home



HEALTH AND SAFETY

Bringingsamples back into the UKexcluding paper records and data	Work in areas with a significant likeliho of there being unexploded munitions recent conflict zones and or mined areas	The use of transportatio that is specifically listed dangerous in FCO guidance
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