|  |  |  |  |
| --- | --- | --- | --- |
| Description of Work Activity | Business Travel Outside the UK - Example  This example is intended to be used as a prompt for people completing their own travel risk assessment. Not all hazards listed below will be relevant, and there may be hazards present on your trip which are not listed below. When writing your risk assessment it should be tailed to your specific travel arrangements. | | |
| Assessor(s) |  | Location |  |
| Assessment Date |  | Review Due |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What is the hazard | What is the risk | Who might be harmed | Control Measures | Further Controls Required? (Y/N) |
| Terrorist attack or civil unrest, getting lost, sudden illness etc. | Injured or traumatised and may not receive adequate or timely assistance | Staff and students | * Make travel arrangements via the University’s appointed travel booking agent, who can advise individuals directly in an emergency * set up arrangement to contact supervisor or colleague by text, phone or email at an agreed frequency during the trip * have adequate means of communicating in an emergency i.e. Mobile phone with adequate coverage and charge or, where necessary, a satellite telephone * Provide travel itinerary and individual's contact details with school/UK contact prior to departure * Provide travel itinerary and individual's contact details with an “in country” contact prior to departure, if travelling within the country * keep emergency contact details for the University’s travel insurer (AIG) and the local embassy in person * provide family members with university contact details and the telephone number for University Security in case of an emergency * have adequate first-aid training and equipment |  |
| cyber attack | Loss of communication contact with the University | Staff and students |  |  |
| Muggings (robbery) and personal attack while travelling around | Personally attacked while travelling around at location | Staff / students | * Follow available advice regarding safest form of transport * Remain vigilant when on public transport or walking * Select location of accommodation in relation to the location of the work * Carry as little money and as few documents as possible on person * Ensure that possessions and/or valuables are not visible and personal stereos/headphones are not worn * Be wary of socialising with strangers and of spiked drinks * Try and avoid empty carriages on trains and move near to other passengers * Avoid walking alone at night, especially in quiet or unsafe areas * Avoid entering known unsafe and unfamiliar neighbourhoods * Keep to well-lit streets and check with locals which areas are to be avoided * If necessary, inform a “reliable” person of plans and location and to arrange a rendezvous (e.g. by phone, email or face-to-face) and a response trigger if this is not met |  |
| Terrorist attack or civil unrest | injured or traumatised | Staff / students | * Watch the short [government video](https://www.gov.uk/government/publications/stay-safe-film) on their “run, hide, tell” campaign which gives advice on how to respond if caught up in a suspected act of terrorism prior to travel * set up arrangement to contact a colleague by text, phone or email at an agreed frequency during the trip   Provide family members with university contact details and telephone number in case of an emergency |  |
| Theft/loss of money and personal possessions and data security |  | Staff / students | * Use the hotel safe to store money, when available * Ensure that laptops and smartphones are encrypted * Ensure the University’s GDPR guidelines are followed and to be aware of what personal and University data is on laptops / smartphones * Take photocopies of all travel / insurance / health related documents on the trip * Prior to travel, check that credit cards are generally accepted in country and that cash is available via ATMs etc and personal credit card providers and banks are advised prior to travel * Keep information separate from the cards themselves * Take emergency numbers for contacting bank / credit card company |  |
| Lone working (including  working out of sight of other colleagues) | may be attacked, be injured or fall ill and not received treatment quickly | Staff / students | * avoid lone working where possible * carry a means of contacting others in an emergency e.g. a fully charged mobile phone * prior to travel, who ensure their mobile phones will work in the country and they have sufficient data and ensure they take a means of charging their mobile phone * if necessary, inform a “reliable” person of plans and location and to arrange a rendezvous (e.g. by phone, email or face-to-face) and a response trigger if this is not met |  |
| Risk of attack/abuse of traveller with protected characteristics | attack/abuse | Staff / students | * discuss any personal characteristics which may elevate the risk during travel with line manager or academic supervisor; including how to reduce the risk of attack or abuse |  |
| Ill health | Impact of travel on existing personal health issues or disability | Staff / students | * Travellers to ensure that they take any relevant medication with them * Travellers to be aware some medication is restricted abroad and they should check this before travel * Travellers to discuss with line manager any potential implications, including adjustments that will need to be made, and to ensure these are implemented * Travellers to discuss with organiser any specific requirements in advance about the work location and their accommodation where relevant * Where necessary, a referral is made to the University’s Occupational Health service who can advise on travel health in relation to pre-existing health problems |  |
| Ill-health due to disease contracted in location | diseases due to airborne virus or vector- borne disease (e.g. from biting insects or animals) | Staff / students | * check for the requirements for any [vaccinations](https://www.nhs.uk/conditions/travel-vaccinations/), or prophylactics required in good time prior to travel * If travelling in Europe, obtain a UK Global Health Insurance Card (UK GHIC) (previously European Health Insurance Card) prior to travel) which provides the right to access state-provided healthcare * ensure that basic medication and first-aid materials are available * If necessary, take further advice or make a referral to Occupational Health prior to travel |  |
| Transporting luggage and equipment | Manual handling injury from carrying luggage or equipment | Staff / students | * keep the amount of baggage to a minimum and use wheeled cases or trolleys when required |  |
| Self- driving overseas | Personal injury- accidents from driving,  the risk of kidnap or unexpected incident,  accident or delay on the road, or ambush | Staff / students | * Avoid driving if possible * Be aware of and follow the University’s policy and guidance on driving at work, if they drive on university business * Be aware of the local driving laws and requirements for any equipment to be carried on the vehicle * Undertake basic visual checks on the condition of the vehicle each time before use * When parking a car in daylight consider what the area will be like after dark. * When returning to the car give due attention to surroundings to make sure it is safe * Ensure that valuables are not left visible in any vehicle or within reach of open windows, even when the vehicle is occupied * When driving, if the car is forced to stop by another car, stay in the car, lock the doors and speak through a slightly open window * Know what to do in case of a breakdown * Check and follow the Driving Abroad Safety Advice provided by FCDO * Carry a fully charged mobile phone, water and food on all lengthy trips, in case of incident or emergency scenarios. * Keep to busy and well-lit roads. |  |
| Food Safety | food poisoning or an allergic reaction to food | Staff / students | * Travellers to discuss any food allergies and specific requirements with the venue and accommodation in advance where possible, and to exercise vigilance during travel * Travellers are advised to take general precautions in relation to food and drink, further information can be found on the [NHS website](https://www.nhs.uk/live-well/healthy-body/food-and-water-abroad/) |  |
| Fire Safety | injury or death through smoke inhalation or burns | Staff / students | * book accommodation via the University’s appointed travel booking agent * read any information regarding emergency procedures provided in the accommodation or other venues and familiarise themselves with the location of their nearest emergency exits immediately upon arrival * Raise any concerns around emergency exits immediately with the accommodation provider |  |
| Security and personal safety in accommodation | personal attack or robbery | Staff / students | * Be aware of security arrangements and make a note of the security/reception telephone number, if available. * Lock doors at night and when you go out during the day. * In the event of a disturbance in accommodation, remain in the room and phone for help. * Avoid letting strangers find out where they are staying * Not to let unknown people into accommodation * Not to enter into other people’s rooms unless it is known to be safe |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Further Actions | Responsible Person | Due Date | Close Out Date |
|  |  |  |  |
|  |  |  |  |