|  |  |
| --- | --- |
| Description of Work Activity | Business Travel – TemplateThis template 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) |
| Transport |
| Road Transport | Road traffic collisionBreak down | Individual traveling | * Use of prearranged transport with reputable providers
* No self-driving
* Use of public transport only
 |  |
| Air Transport | Plane crash / hijackDeep vein thrombosisAir sickness | Individual traveling | * Use of reputable airline
* In flight stretching exercises
* Air sickness tablets
 |  |
| Driving abroad | Road traffic collision | Individual traveling / others driving nearby | * 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.
 |  |
| Working conditions |
| Insect or animal bites | Adverse reaction | Individual traveling | * Use of insect repellent
* Avoidance of high risk areas
* Cover skin
* First aid kit
 |  |
| Weather conditions | Extreme heat or cold Adverse weather – floods, storms etc. | Individual traveling | * Check weather forecast before travel
* Appropriate clothing
* Plan of staying hydrated
* Avoiding midday sun
* Have plan for evacuation or repatriation
 |  |
| Separation / lost |  | Individual traveling | * Establish a meeting point
* Use of mobile phones
* Emergency contact numbers
 |  |
| Working in the field | Cuts / abrasions | Individual traveling | * General safety precautions
* First aid kit
 |  |
| Slips, trips, falls | Personal injury | Individual traveling | * Appropriate footwear
* Mindful of terrain
* Avoid clutter around work area
 |  |
| Demands of work | Physical / mental exhaustion | Individual traveling | * Work planning
* Individual support
* Rest and breaks
 |  |
| Fire | Personal injury / death | Individual traveling / others nearby | * Follow emergency procedures in hotels or buildings
* Know the escape routes and assembly points
 |  |
| Poor sanitation | Waterborne disease or infectionOther illness | Individual traveling | * Ensure adequate supply of water and facilities
* Bottled water may be required
* Avoid contact with stagnant water
 |  |
| Equipment Failure | Personal injury | Individual traveling | * Back up equipment
* Repair kit
 |  |
| Lack of power or power failure |  | Individual traveling | * Backup generator
* Safe lamps for lighting
 |  |
| Complacency | Higher risk of accidents occurring | Individual traveling | * Supervision
* Clear expectations set before travel
 |  |
| Health |
| Ill health | Impact of travel on existing personal health issues or disability | Individual with health condition  | * Travellers to ensure that they take any relevant medication with them
* Travellers should be aware that some medication is restricted abroad and they should check that their medication is permitted for use in the country they are travelling to
* 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) | Individual traveling | * 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
 |  |
| Food | Food poisoning | Individual traveling | * 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/)
 |  |
| Personal Safety |
| Theft, mugging, assault |  | Individual traveling | * 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
* Use of throw away wallet and phone
 |  |
| Accommodation | Inadequate securityInadequate hygiene | Individual traveling | * Accommodation booked through the university’s approved travel agent
 |  |
| Cultural differences | Risk of attack / abuse of traveller with protected characteristics | Individual traveling | * 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
 |  |
| Lone working | May be attackedInjured or fall ill and not receive prompt treatment | Individual traveling | * 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
 |  |
| Security and personal safety in accommodation | Personal attack or robbery | Individual traveling | * 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
 |  |
| Civil unrest or terrorism | Injury / death | Individual traveling / others nearby | * 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
 |  |

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