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| Description of Work Activity | Business Travel in 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 |  |

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| What is the hazard | What is the risk | Who might be harmed | Control Measures | Further Controls Required? (Y/N) |
| Manual handling | personal injury carrying luggage or equipment | Staff / students | * Travellers are advised to keep the amount of baggage and equipment to a minimum and use wheeled cases or trolleys when required |  |
| Terrorist attack or civil unrest, getting lost, sudden illness etc. | injured or traumatised and may not receive adequate or timely assistance | Staff / students | * make travel arrangements via the University’s appointed travel booking agent, who can advise individuals directly in an emergency * 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 * leave their travel itinerary and contact details with school/local contact prior to departure * set up an 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 the telephone number in case of an emergency |  |
| Muggings and robbery | attacked while travelling around at location | Staff / students | * remain vigilant when on public transport or walking * select location of accommodation in relation to the location of the work, to ensure they can travel safely between venues * keep valuables out of sight and not to resist handing over valuables if this increases the risk to their personal safety |  |
| Risk of attack/abuse of travellers with protected characteristics | elevated risk of attack or abuse due personal characteristics | Staff / students | discuss any personal characteristics which may elevate the risk to individuals with individual including how to reduce the risk of attack or abuse |  |
| Driving – road traffic accidents | Personal injury accidents from RTA | Staff / students / passengers | * follow the University’s policy and guidance on driving at work, if driving on University business |  |
| Ill health | personal health issues or disability | Staff / students | * Take any relevant medication in-person * Discuss with line manager any potential implications, including adjustments that will need to be made, and to ensure these are implemented * Discuss any specific requirements in advance with organiser and their accommodation where relevant * Seek advice from University’s Occupational Health service in relation to pre-existing health problems where necessary |  |
| Food Safety | food poisoning or an allergic reaction to food | Staff / students | * only use restaurants which have a Food Hygiene Rating Score of level 4 or above, where possible * discuss any food allergy and specific requirements with the venue and accommodation in advance where possible, and to exercise vigilance during travel |  |
| Fire Safety in accommodation | Injury or death through smoke inhalation or burns | Staff / students | * book accommodation via the University’s appointed travel booking, who undertake safety checks on the accommodation, including fire safety * read any information regarding emergency procedures provided in the accommodation or other venues and familiarise themselves with the location of their nearest emergency exits upon arrival |  |

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