The Travel Risk Assessment must be completed by anyone travelling internationally for University business as defined by the Travel Policy and must be completed in conjunction with the Travel Policy. All sections must be completed and submitted to the relevant approver. The form must then be sent to travel@aber.ac.uk to arrange Travel Insurance cover. A copy of the completed form is to be retained by your Faculty or Department for information in the event of an emergency.

***Please ensure that your personal details, including contact and next of kin details are up to date on your staff or student record prior to travelling.***

**Travel Details**

|  |  |
| --- | --- |
| Name of Traveller |  |
| Faculty/Department |  |
| Email Address |  |
| Staff/Student Number |  |
| Name of Line Manager/Supervisor  |  |
| Associated documents(To be held by Faculty/Department) | Participant information (including emergency contact details) □Communication plan and itinerary (including flight details/accommodation) □ |
| Date(s) of Travel | *Departure:* |  |
| *Return:* |  |
| Purpose of Travel including benefit to the participants/University |  |

**Risk Assessment**

| **Hazards and Controls** | **Controls in Place** | **Who may be harmed, how may they be harmed? Control Measures to be Implemented / Further Details**  |
| --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Personal Safety and Security** |  |
| Has the Foreign, Commonwealth and Development Office (FCDO) advised against all but **essential travel** to the region(s) | [ ]  | [ ]  | [ ]  |  |
| Foreign, Commonwealth and Development Office (FCDO) and Crisis 24 travel advice has been consulted and will be adhered to at all times | [ ]  | [ ]  | [ ]  |  |
| Are there any particular hazards in relation to terrorism: crime; conflict; unrest? | [ ]  | [ ]  | [ ]  |  |
| **Laws and Customs** |  |
| Legal variances and local customs are understood and can be accommodated | [ ]  | [ ]  | [ ]  |  |
| Dress code is understood and can be accommodated | [ ]  | [ ]  | [ ]  |  |
| Religious observances understood and respected.  | [ ]  | [ ]  | [ ]  |  |
| **Lack of Money** |  |
| Do you have access to local currency for duration of stay and allow for contingencies  | [ ]  | [ ]  | [ ]  |  |
| Check that credit card can be accepted in the country/region and that cash can be obtained via ATM’s | [ ]  | [ ]  | [ ]  |  |
| **Medical/Health** |  |
| Are there any known or pre-existing medical conditions which have the potential to affect or impact the traveller’s ability and fitness to travel | [ ]  | [ ]  | [ ]  |  |
| Is the Country regarded as high risk for diseases, epidemics, etc.  | [ ]  | [ ]  | [ ]  |  |
| Consideration for hygiene standards such as sanity of drinking water and food vendors (e.g. only drink bottled water) | [ ]  | [ ]  | [ ]  |  |
| Entry requirements for medication have been considered and addressed – please document if action taken. | [ ]  | [ ]  | [ ]  |  |
| Adequate supply of essential prescription and other medication to be carried, accompanied with GP letter justifying quantity and type of medication | [ ]  | [ ]  | [ ]  |  |
| Nearest medical facility researched | [ ]  | [ ]  | [ ]  |  |
| **Environmental** |  |
| Have you researched risks of environmental activity including seismic, storm and climate? | [ ]  | [ ]  | [ ]  |  |
| Is the location remote?  | [ ]  | [ ]  | [ ]  |  |
| Are there any altitude risks that need to be considered? | [ ]  | [ ]  | [ ]  |  |
| Are there any man made issues that need to be considered? | [ ]  | [ ]  | [ ]  |  |
| **Accommodation** |  |
| Accommodation health, and safety standards have been checked | [ ]  | [ ]  | [ ]  |  |
| Accommodation hygiene standards have been checked | [ ]  | [ ]  | [ ]  |  |
| Fire safety standards have been checked | [ ]  | [ ]  | [ ]  |  |
| Doors to be locked at night and when away during the day, and remain vigilant when arriving, leaving and answering doors | [ ]  | [ ]  | [ ]  |  |
| **Infrastructure** |  |
| Availability and standards of transportation are acceptable (i.e. equivalent to UK standards) and understood to the traveller, and any perceived unsafe transport methods will not be used, including airports and flights. | [ ]  | [ ]  | [ ]  |  |
| Utility standards are acceptable.  | [ ]  | [ ]  | [ ]  |  |
| There are no threats to Cyber Security? | [ ]  | [ ]  | [ ]  |  |
| Have you checked that your mobile phone will work and data roaming is available  | [ ]  | [ ]  | [ ]  |  |
| **Political** |  |
| The region(s) has political stability.  | [ ]  | [ ]  | [ ]  |  |
| All regional fragility has been assessed and risks considered | [ ]  | [ ]  | [ ]  |  |

**Declarations and Signatures**

***In signing this declaration, the traveller confirms that the information provided is correct to the best of their knowledge, and that any subsequent alterations required during the period leading to travel will be made as necessary.***

|  |  |
| --- | --- |
| Name of Traveller (PRINT) |  |
| Signature |  |
| Date |  |

***In signing this declaration, the approver confirms that they have reviewed the information provided, and that the identified hazards have been addressed and reduced as far as reasonably practicable to allow the travel to take place. Please refer to the Travel Policy for further guidance on approver levels.***

***Line Manager/FPVC/HoD (as defined in the Travel Policy)***

|  |  |
| --- | --- |
| Name of Approver (PRINT) |  |
| Signature |  |
| Date |  |

**Agreed by Health and Safety team (as defined in the Travel Policy)**

|  |  |
| --- | --- |
| Name of Approver (PRINT) |  |
| Signature |  |
| Date |  |

***AU Secretary (if applicable as defined in the Travel Policy)***

|  |  |
| --- | --- |
| Name of Approver (PRINT) |  |
| Signature |  |
| Date |  |

**Approving levels**

* Approval to negligible/low risk countries – **Line Manager**
* Approval to travel to moderate/ high risk countries (3.0 or above) - **FPVC/HoD**
* Approval to travel to high/extreme risk countries (4.0 or above) **– FPVC/AU Secretary**