



HEALTH AND SAFETY MANAGEMENT SYSTEM FORMS		Guidance	F006
 PRIFYSGOL ABERYSTWYTH UNIVERSITY	Travel Risk Assessment	Issue	2
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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) <input type="checkbox"/> Communication plan and itinerary (including flight details/accommodation) <input type="checkbox"/>	
Date(s) of Travel	Departure:	
	Return:	
Purpose of Travel including benefit to the participants/University		


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Risk Assessment


<u>Hazards and Controls</u>	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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Foreign, Commonwealth and Development Office (FCDO) and Crisis 24 travel advice has been consulted and will be adhered to at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any particular hazards in relation to terrorism: crime; conflict; unrest?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Laws and Customs				
Legal variances and local customs are understood and can be accommodated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dress code is understood and can be accommodated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Religious observances understood and respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lack of Money				
Do you have access to local currency for duration of stay and allow for contingencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check that credit card can be accepted in the country/region and that cash can be obtained via ATM's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Country regarded as high risk for diseases, epidemics, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	Yes	No	N/A	
Consideration for hygiene standards such as sanity of drinking water and food vendors (e.g. only drink bottled water)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Entry requirements for medication have been considered and addressed – please document if action taken.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate supply of essential prescription and other medication to be carried, accompanied with GP letter justifying quantity and type of medication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nearest medical facility researched	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental				
Have you researched risks of environmental activity including seismic, storm and climate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the location remote?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any altitude risks that need to be considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any man made issues that need to be considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accommodation				
Accommodation health, and safety standards have been checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accommodation hygiene standards have been checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire safety standards have been checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	Yes	No	N/A	
Doors to be locked at night and when away during the day, and remain vigilant when arriving, leaving and answering doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utility standards are acceptable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are no threats to Cyber Security?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you checked that your mobile phone will work and data roaming is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Political				
The region(s) has political stability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All regional fragility has been assessed and risks considered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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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	

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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**