Coronavirus – Enhanced UK Travel Considerations V2 (6 October 2020)

While we understand you are looking to the new academic year, and thinking about research, conferences, placements etc. you still need to be mindful that there continue to be restrictions of movement within the UK.

If there are circumstances meaning that travel is essential and unavoidable, please complete this coronavirus UK travel risk assessment form (see below).

Using up to date information, consider your destination and update your travel arrangements accordingly. This enhanced assessment is based on Government guidance and the standard UK fieldwork / travel risk assessment must also be completed. If you require additional support, please contact the Health and Safety Team via safety@exeter.ac.uk

|  |
| --- |
| **Trip Lead:****Destination:****Start date:****College:****Department:** |
| **Matters to consider** |
| **Staff** |
| Are any staff disinclined to travel? |
| If yes, will this have an impact on the staff to student ratio (for group activities)? |
| If yes, can alternative staff be identified who are willing to travel? |
| Are any staff intending to travel who are at a higher greater risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease etc.)? |
| Other considerations: |
| **Students** |
| Are there any students disinclined to travel? |
| Do any students have any underlying health conditions which may make them susceptible to infection? (e.g. medical conditions such as diabetes, heart and lung disease etc.)? |
| Other considerations: |
| **Travel within the UK** |
| Will you need to use public transport within the UK?  |
| Will you need to use airports (internal or flights within the UK)?  |
| If yes, have you considered the need to wear face coverings whilst at stations, on public transport and at airports? |
| Are you able to meet the requirements of wearing face coverings i.e. obtain suitable face coverings for the duration of the journey (i.e. sufficient quantity depending on length of time e.g. number of days travelling)? |
| Have you considered any additional mitigation requirements if current lockdown restrictions change (local or national) prior to and during travel within the UK? |
| **Travel Destination** |
| Is the destination affected by COVID-19 e.g. known UK hotspots?***NB:*** *Refer to the hyperlinks (dated) at the bottom of the page within this website which shows the regional data within a spreadsheet:* <https://www.england.nhs.uk/statistics/statistical-work-areas/covid-19-daily-deaths/>  |
| Have you checked the travel advice for the destination country if travelling outside England i.e. Wales, Scotland, Northern Ireland via the destinations local travel advice? |
| Does the UK Government have any additional local advice against travel or restricting movement within parts of the UK at your destination? |
| Can it be assured that staff/students are able to comply with the destination’s local instructions? |
| Has the receiving destination confirmed that travel to their premises can go ahead? e.g. businesses, institutes, schools, universities etc. |
| Is the destination or host affected by any lockdown or closures, including provision of accommodation, restaurants, shops, schools, universities etc.? |
| Have you considered any additional mitigation requirements if current lockdown restrictions change prior to travel or whilst at the destination? |
| If part of a multi-destination trip, please consider all elements of the trip and consider the implications of travelling from one to the other (including any existing restrictions or potential changes whilst you’re in transit)? |
| Other considerations: |
| **Airlines, Trains, Airports and Stations**  |
| Are trains and airlines continuing to travel to and from your intended destination? |
| Are there additional control measures within stations, trains, airports within the UK, during transit and at the final destination?  |
| Are you able to adhere to the additional control measures within stations, trains, airports etc.? |
| Are travel plans likely to be delayed/disrupted due to restrictions in place e.g. within stations and airports? |
| Do you have mitigation arrangements in place if you are unable to reach your final destination? |
| Other considerations: |
| **Medical Advice and Provisions** |
| All persons intending to travel should seek to provide advice to staff/students prior to departure? |
| Can arrangements be made to enable staff/students to wash their hands regularly and stay at a safe distance away from people who are coughing or sneezing? |
|  What will staff/students do if they feel ill while traveling? And who will they contact for support?  |
| Other considerations: |
| **Medical Infrastructure** |
| Have you gained information on the regions medical infrastructure? |
| Is the existing medical infrastructure at the destination already at capacity? |
| Have you considered how staff / students will access healthcare if needed? |
| Other considerations: |
| **Test and Trace** |
| Government advice <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-have-had-close-contact-with-someone-who-has-coronavirus>***NB:*** *Please read the whole of the advice within the government advice within the hyperlink above so that all travellers are aware of the full requirements including what to do if COVID symptoms are developed.* |
| Will you have access to a device or other means to record your journey and contact details? |
| Have you considered the implication to yourself and others if you are not be able to self-isolate safely if you develop COVID symptoms when travelling? |
| **Bookings and Reservations (*financial implications*)****NB**: No advance bookings or reservations are permitted without prior approval from your senior management. All travel and accommodation bookings must be made via Click Travel or Key Travel. |
| Have journeys been booked (trains or flights)?  |
| Has payment been made for the journey? |
| Has accommodation been reserved? |
| Has payment been made for accommodation? |
| Can cancellations be made without incurring costs? |
| Will cancelling journeys or accommodation incur costs? |
| Has the Insurance Office been informed of your travel plans? |
| Has the Insurance Office confirmed that insurance is in place for this trip?***Note:*** *If the host destinations are considering cancelling or are currently closed, the reason for travel has been removed and is beyond the control of the University, insurance cover may be in place. Insurance cover alone should not be the primary consideration when deciding whether to travel (or not). Cancellations as a direct result of COVID will* ***not*** *be covered.* |
| **Teaching / Learning Requirements**  |
| Does this teaching element need to be delivered at this time? |
| Can this trip be postponed or deferred to a later date? |
| **Research Requirements** |
| Does the researcher need to obtain the data through face to face interactions, meetings etc.? |
| Does the researcher need to travel? |
| If yes, can travel plans be postponed or deferred to a later date? |
| Can research data be obtained using alternative methods? |
| Have you considered the impact on research staff/students if they need to self-isolate on return to home? |
| Have you considered the impact on completion of the research grant if delays in obtaining data or final submission of findings is necessary? |
| **Business Travel** |
| Do staff need to travel to meet their aims? |
| Can staff reach their goal by other means e.g. technology? |
| Have you considered what impact not travelling to an event will have e.g. conference, meeting, trade fair etc.? |
| Can goals be achieved without travelling? |
| Can business data be obtained using alternative methods? |
| Have you considered the impact on the team if staff need to self-isolate on return to home? |
| Have you considered the impact on business if delays in obtaining data is necessary? |
| **Approval** |
| If research related, refer to the DVC Research for approval of the trip as essential and unavoidable. If not related to research, refer to your manager for this approval. |
| Should the DVC Research (or your manager if not research related) not be able to approve the trip, a referral will be made to the Registrar and Secretary for formal University approval. |
| Following formal University approval, details will be passed to the insurer, who will make the ultimate decision on whether cover can be provided. |
| If insurance cover cannot be provided, the trip must not go ahead. For this reason, please do not book any travel or accommodation until final approval has been confirmed. |
| **Outcome:** Please confirm your decision on continuation or cancellation of this trip |
|  |
| Name and Title of approver (print) |
| Signature of approver | Date of authorisation: |