**Travel (In Country) RISK ASSESSMENT TOOL**

This risk assessment tool is to be used for low risk travel activities e.g. visiting another institute, attending meetings or conferences etc. This risk assessment should be used when travelling within a country e.g. within the UK OR within an overseas location to a different destination within the same country. If your travel arrangements includes crossing borders into a different country please use the Travel (International) Risk Assessment Tool.

***NB:*** *For trips that include medium to high risk activities the appropriate Fieldwork Risk Assessment Tool should be used instead.*

When planning your travel, using current [UK Government COVID-19 restrictions](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#travelling-within-the-uk-the-republic-of-ireland-and-the-channel-islands) or other country Government restrictions, monitor the advice and update your travel arrangements and this risk assessment accordingly.

Travel for work, study, research, or any other University business must **not** be booked without approval, no matter how far in the future the planned trip is. It remains foreseeable that the trip may be cancelled due to COVID-19, and therefore it is extremely unlikely that insurance cover will apply if your trip is cancelled for this reason. Any financial losses would need to be absorbed within your College or Service.

You must ensure that your trip is aligned to the University’s Principles for Essential Travel on the [Fieldwork Standard](https://www.exeter.ac.uk/staff/wellbeing/safety/guidance/fieldwork/) webpage,which sets out the required approval pathways.

For trips (education) the approval process can be found on the Place Based SharePoint site at: [Process and procedure (sharepoint.com)](https://universityofexeteruk.sharepoint.com/sites/PlaceBasedLearning/SitePages/Process-and-procedure.aspx?source=https%3a//universityofexeteruk.sharepoint.com/sites/PlaceBasedLearning/SitePages/Forms/ByAuthor.aspx)

|  |
| --- |
| **Part 1: General information about the travellers and purpose of travel** |
| Reference / Module Number/Name*(if applicable)* |  |
| Travellers Name:(*Lead person if a group)* |  | College/Directorate: |  |
| Assessors Name:*(if different form above)* |  | Discipline/Service: |  |
| Travel Start Date: |  | Travel End Date: |  |
| Contact Details – provide details for both prior to the trip and during the trip if different |
| Email: |  | Telephone Numbers: |  |
| **NB:** Travel dates may be longer than the actual fieldtrip fieldwork dates. |
| **Travel destination**  *Answer all the questions in this section* Y / N |
| What is your destination location(s) within the country e.g. region, city, institution etc.? |  |
| Do you have any local contacts at the destination? |  |
| **Purpose of Travel** |
| Describe the purpose and objectives of the trip*(Provide as much detail as possible in a format that a lay person will understand)* |
|  |
| **Travellers** |
| Number of staff travelling?  |  | Number of students (inc. PGR/T) travelling? |  |
| **Traveller Considerations (health and wellbeing)** *Answer all the questions in this section* Y / N |
| Have all travellers completed a Health Questionnaire (or equivalent (students)) within the last 12 months and shared the results with their line manager/supervisor?***NB:*** *Health Questionnaire can be found on the* [*Fieldwork Standard*](http://www.exeter.ac.uk/staff/wellbeing/safety/guidance/fieldwork/) *web page and should be updated and re-submitted to the line manager/supervisor if/when there are changes to an individual’s health.* |  |
| Are any travellers at a higher greater risk of serious illness? *e.g. higher risk age group, and those with medical conditions, disabilities, unvaccinated e.g. COVID-19 etc.* |  |
| If yes, please indicate below the arrangements in place to mitigate this? |
|  |
| **Health services and travel requirements** *Answer all the questions in this section* Y / N |
| Have you considered how travellers will access healthcare if needed? |  |
| Have all welfare and wellbeing issues been taken into consideration and appropriate arrangements in place? *e.g. lone working / workload / stress / relationships (working & recreational) / medical needs / fitness levels / exhaustion / food intolerance / pre-existing health condition(s) / disabilities e.g. physical, sensory, mental impairments etc.* |  |
| If Yes to any of the above, provide details of the arrangements in place to address these issues |
|  |
| **Part 2: Travel, accommodation, reservations** *Answer all the questions in this section Y / N* |
| What modes of transport are you using to travel to your final destination and at your final destination?*(include all that apply from starting point to the destination country)****NB:*** *Consider both general travel safety principles AND COVID-19 requirements and select the highest risk from the options listed*[Coronavirus (COVID-19): safer travel guidance for passengers - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)***NB:*** *For Self Drive refer to the* [*Driving for Work Standard*](http://www.exeter.ac.uk/staff/wellbeing/safety/guidance/drivingvehiclesonuniversitybusiness/#d.en.535399) *for further information on licence and insurance requirements* | *Select all that apply* | *Risk Rating* |
| Private Vehicle (Self Drive) |  | **L** |
| University Vehicle (Self Drive) |  | **L** |
| Hired Vehicle (Self Drive) |  | **L** |
| Hired Vehicle (with Driver) |  | **L** |
| Public Transport (Road) |  | **M** |
| Public Transport (Rail) |  | **M** |
| Aircraft including internal transfers |  | **M** |
| Taxi |  | **M** |
| Motorcycle (Self Drive) |  | **M** |
| On Foot |  | **M** |
| Sailing vessel |  | **M** |
| If multiple flights or mode of transport used, provide a brief explanation? |  |
| On arrival, are you being met at your destination country and/or final location destination? | *Select all that apply* | *Risk Rating* |
| Traveling alone |  | **M** |
| Meeting an unknown person |  | **M** |
| Meeting a known person |  | **M** |
| If multiple answers given, provide a brief explanation? |  |
| **Accommodation** |
| How is your accommodation being arranged and booked?***NB:*** *All bookings should be made via the University’s preferred travel companies: Click Travel or Key Travel.**AirBNB accommodation is permitted – contact Procurement for further information* | *Select all that apply* |
| Arranged and booked by the destination host? |  |
| Arranged and booked via the University? |  |
| **Bookings, reservations and insurance (*financial implications*)** *Answer (Y/N N/A) for the questions in this section* |
| ***NB****: No advance bookings or reservations are permitted without prior approval from your senior management.**All travel bookings must be made via Click Travel or Key Travel.* |
| Has accommodation been reserved? |  |
| Will cancelling journeys or accommodation once booked incur costs? |  |
| If using personal vehicle for business use are vehicles adequately insured? *i.e. vehicle insurance policy includes ‘business use’* |  |
| Is any equipment being taken with you or brought back need any additional insurance to be in place? |  |
|  |
| **Part 3: Research, teaching/business activities** |
| What activities / tasks being carried out on the trip? (*include both work and recreational activities*) |
| ***NB:*** *Where multiple examples are provided in the activity / task list delete as appropriate**e.g. if ‘Photography’ only, delete the word ‘Filming’* |
| Photography / Filming |  | Lifting / Carrying / Moving Objects/Equipment |  |
| Teaching *(low risk activities)* |  | Research *(low risk activities)* |  |
| Attending Conferences |  | Presenting: Conference |  |
| Attending Meetings |  | Clerical / Administration *(low risk tasks)* |  |
| Attending/Partaking in a Recruitment Event |  | Interviewing People |  |
| Other?  |  | Other?  |  |
| **Equipment** *this includes University assets, samples, IT equipment etc.**Answer all the questions in this section Y /N* |
| Is there any equipment being taken on the trip and/or being brought back that you didn’t originally take with you *e.g.*? |  |
| If Yes, provide a summary list the equipment being taken with you or being brought back to campus?*Provide details below*  |
|  |
| Is equipment being transported separately from passengers? e.g. both outward and inbound destinations  |  |
| If Yes, what arrangements are in place? e.g. modes of transport etc.*Provide details below* |
|  |
| Is there any equipment / items that could harm users or others being taken on the trip e.g. x-ray, laser, containing radioactive equipment etc.? ***NB:*** *Care should be taken depending on the type and destination/route of travel* |  |
| If yes, summarise the arrangements in place to prevent harm to users and others? |
|  |
| **PART 4: Licences, permissions or site access permits**  *Answer all the questions in this section Y / N* |
| Do you need any licences, permissions or site access permits for this trip? |  |
| If Yes, describe what licences, permissions or site access permits are required including conservation areas and sites of special scientific interest |
|  |
| **PART 5: Working hours** *Answer all the questions in this section* Y / N |
| When will work be carried out? | Night: |  |
| Day: |  |
| Is there a possibility that someone will be lone working some or all of the time? |  |
| If Yes to lone working, what are the arrangements for maintaining contact with the lone worker(s)?*Refer to the Lone Worker Standard and lone worker risk assessment for further information and guidance.* |
|  |
| **PART 6: Communication methods / arrangements** |
| Detail the arrangements in place for communicating with the University and at local level whilst on the trip e.g. lone working procedures in place - buddy systems, GPS, radios, mobile devices, email, social media etc. |
|  |
| **PART 7: Are there any cultural issues to be considered?** *Answer Y / N to all the questions in Parts 7-10**i.e. the location / people / site where the work is taking place* |
| For subject sensitive matters or cultural specific site/locations, have all cultural issues been taken into consideration and appropriate arrangements in place?*e.g. visiting places of worship, working with people where cultural practices etc. are to be respected* |  |
| If Yes to any of the above, detail the cultural considerations and arrangements in place *e.g. clothing requirements / dress code / religious customs / spiritual considerations / language barriers / limitations in photography / film / media etc.* |
|  |
| **PART 8: Are there any security issues?** |
| Based on current knowledge, have all security issues been taken into consideration and appropriate arrangements in place? |  |
| If Yes to any of the above, detail the security considerations and arrangements in place *e.g. violent crime / assault / terrorist activity (local and/or national) / political unrest / theft / arrest etc.*  |
|  |
| **PART 9: Activity and recreation arrangements** |
| Have all staff and students been made aware of the rules and arrangements for the trip including both work and recreation activities? e*.g. code of conduct, Public Health restriction social activity, appropriate clothing, equipment, travel, accommodation, alcohol etc.* |  |
| **PART 10: Supporting information** |
| Can you confirm that all the information / documentation required in the ‘Supporting Information’ checklist can be obtained prior to departure?***NB:*** *Refer to the* [*Fieldwork Standard*](http://www.exeter.ac.uk/staff/wellbeing/safety/guidance/fieldwork/) *to access all additional forms, guidance etc.* |  |
| **PART 11: Action plan*****NB:*** *If you’ve answered negatively to any of the questions above indicating that further action is required transfer the action(s) to the action plan below* |
| Remedial Action to be Taken before or whilst on the trip  | By Whom | By When |
| *Insert Name* | *Insert Date* |
|  |  |  |
|  |  |  |
|  |  |  |
| *add more rows as necessary* |
| **PART 12: Other Considerations**  *Answer (Y/N N/A) for the questions in this section* |
| **Bookings & Approvals:** Confirmation that the trip has been approved is required prior to booking travel and accommodation. Bookings must be made via a University travel partner, instructions for this is obtained by contacting procurement-operations@exeter.ac.uk or your local College / PS Travel booking lead.**Insurance:** If the host destinations are considering cancelling or are currently closed or 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).**Costs** incurred as a direct result of COVID-19 e.g. cancellations cannot be recouped via insurance and need to be factored into your College/Service budgets. |
| **Sustainability** |
| Can the teaching/research/business objectives be achieved without undertaking travel? |  |
| Does the teaching/research/business objectives need to be through face to face interaction? |  |
| Can teaching/research/business objectives be conducted using alternative methods e.g. technology? |  |
| **Emergency arrangements** *e.g. communication, first aid, location of nearest medical centres, other emergency situations (non-medical) etc.* |
| Have you established what type/level of services are available from both a local and regional medical centre? |  |
| Are the type/level of services adequate to provide appropriate medical assistance should it be required? |  |
| **Ethics** |
| Does the teaching/research/business activity have any potential ethical implications? |  |
| If required, have you applied for or obtained ethical approval? |  |
| **Equality, diversity & inclusivity** |
| Can you evidence (if required) the measures are in place to ensure that ED&I has been taken into consideration to ensure there is no unintended discrimination *e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.* |  |

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| **PART 13: OVERALL RISK RATING FOR THIS TRIP (***with control measures in place***)***Refer to the Risk Matrix for Guidance using tables 1a-c (Part 15)* |
| **HIGH RISK** | **Refer to Line Manager / Supervisor** | **Unacceptable – Do Not Proceed – Further Controls Required** |  |
| **MEDIUM RISK** | **Refer to Line Manager / Supervisor** | **Further Controls Required** |  |
| **LOW RISK** | **Adequately Controlled** | * Assessor/Traveller to sign the risk assessment
* Approver completes their sections once satisfied that all necessary arrangements are in place
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| **Part 14:** **Approval Process - See link to the** [**Travel Approval Pathways**](https://www.exeter.ac.uk/media/level1/academicserviceswebsite/governanceandcomplianceoffice/University_of_Exeter_Principles_for_Essential_Travel.pdf)***NB:*** *It is the responsibility of Colleges /Services to approve their own travel risk assessments* |
| *Every request for travel must be aligned to all of the overarching principle, and the approval process relevant to the College/Service making the request must be followed* |
| **Traveller (Assessor) Signature:** |  |
| **Confirmation received that all actions have been completed and the required control measures are in place:** | Yes / No |
| **Approvers Name:** |  |
| **Approver’s Title:** *e.g. Supervisor, Line Manager, Tutor, Principle Investigator, Head of Department / Service etc.* |  |
| **Approver’s Signature:** |  |
| **Approval Date:** |  |
| **Confirmation that copies of this risk assessment and all associated documentation is stored locally with an appropriate person:** *e.g. easily accessible if required in the event of an emergency* | Yes / No |

**Part 15: Likelihood, Consequence & Overall Risk Scoring**

Consequence Score – Score B

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |   |   | **Consequence** |   |   |
| **Hazard Descriptor** | **ref** | **1** | **2** | **3** | **4** | **5** |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Injury** | a | Minor injury not requiring first aid treatment | Minor injury (e.g. cut, bruise) / illness (e.g. faint) requiring first aid treatment | Moderate injury (e.g. sprain strain, fractures) / ill health / absent from work/studies for more than 3 days butless than 7 days | Major / multiple injuries / long-term incapacity / disability / absent from work/studies for 7 days or more | Serious injury / multiple persons injured / permanent incapacity / fatality |
| **Student Experience** | b | Unsatisfactory experience (resolved) | Unsatisfactory experience (readily resolved)  | Miss-managed (short term effects) | Miss-managed (long term effects) | Totally unsatisfactory outcome or experience |
| **Complaint / Claim Potential**  | c | Locally resolved complaint | Justified complaint | Below excess claim / justified complaint involving lack of appropriate care | Claim above excess level / multiple justified complaints  | Multiple claims or single major claim |
| **Objectives / Projects**  | d | Insignificant costs increase / schedule slippage /barely noticeable reduction in scope or quality | <5% over budget / schedule slippage / minor reduction in quality / scope | 5-10% over budget / schedule slippage / reduction in scope of quality requiring client approval | 1-25% over budget / schedule slippage / doesn't meet secondary objectives | >25% over budget / schedule slippage / doesn't meet primary objectives |
| **Service / Business Interruption** | e | Loss / interruption <1 hour | Loss / interruption >8 hours | Loss / interruption >1 day | Loss / interruption >1 week | Permanent loss of service or facility |
| **Human Resources / Organisational Development** | f | Short-term low staffing level / temporary reduction in service quality <1 day | Ongoing low staffing level reduction in service quality | Late delivery of key objectives / services due to lack of staff (e.g. recruitment, retention, sickness) . Minor error due to insufficient training / ongoing unsafe staffing level | Uncertain delivery of key objective/service due to lack of staff | Non-delivery of key objective/service due to lack of staff / loss of key staff / very high turnover |
| **Staff****Experience** | b | Unsatisfactory experience (resolved) | Unsatisfactory experience (readily resolved)  | Miss-managed (short term effects) | Miss-managed (long term effects) | Totally unsatisfactory outcome or experience |
| **Financial**  | g | Small loss >£100 | Loss >£1,000 | Loss >£10,000 | Loss >£100,000 | Loss>£1,000,000 |
| **Inspection / Audit** | h | Minor recommendations / minor non-compliance with standards | Recommendations given / non-compliance with standards | Challenging recommendations / non-compliance | Enforcement Action / multiple challenging recommendations / major non-compliance | Prosecution / severely critical report |
| **Adverse Publicity / Reputation**  | i | Rumours | Local Media(short-term) | Local Media(long-term) | National Media<3 days | National Media>3 daysMP concern (Questions in House) |

Likelihood Score – Score A

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| **Descriptor** | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost Certain** |
| **Frequency** | Not expected to occur for years | Expected to occur at least annually | Expected to occur at least monthly | Expected to occur at least weekly | Expected to occur at least daily |
| **Probability** | < 1% | 1 – 5% | 6 – 20% | 21 – 50% | > 50% |
| Will only occur in exceptional circumstances | Unlikely to occur | Reasonable chance of occurring | Likely to occur | More likely to occur than not |

Overall Risk Score (A x B) – Risk Rating

|  |  |
| --- | --- |
| **Likelihood** | **Consequence** |
| **1****Insignificant** | **2****Minor** | **3****Moderate** | **4****Major** | **5****Catastrophic** |
| **1 - Rare** | **1** | **2** | **3** | **4** | **5** |
| **2 - Unlikely** | **2** | **4** | **6** | **8** | **10** |
| **3 - Possible** | **3** | **6** | **9** | **12** | **15** |
| **4 - Likely** | **4** | **8** | **12** | **16** | **20** |
| **5 - Almost** **Certain** | **5** | **10** | **15** | **20** | **25** |