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Travel Planning Arrangements Guidance and Risk Assessment Forms

Guidance

1. Purpose

1.1 This guidance document is to be read in conjunction with the **Travel Policy – including, fieldwork, offsite visits and travel in the UK and Overseas**. Travellers working on behalf of the University, who plan to travel outside U.K, must complete a risk assessment prior to the booking and departure.

1.2 Travel includes any activity carried for the purposes of fieldwork, teaching, research, and attendance at conferences, business meetings or other activities while representing the University of London (UoL).

1.3 Risk assessments help with planning and mitigating any risks associated with the travel activity by careful examination of what could cause harm and weight up if enough precautions have been taken to protect from harm or if more is needed to ensure travellers' health and safety.

1.4 Please complete the relevant risk assessment form in the appendices in consultation with all relevant staff and other travellers participating in the travel activity and submit to the line manager/supervisor's authorisation three months before booking travel.

1.5 Please be aware that if travel is part of a research project which requires ethical approval, the form is to be submitted as part of the ethical approval process to the research services at research.ethics@sas.ac.uk

2. Repeat Visit

If making repeat visits to the same places, and there are no changes to circumstances; travel guidance or information; contact details whilst off-site; location of accommodation and work, there is no need fill in further copies for each occasion.

Simply complete the repeat visit section at the end.

3. New or expectant mothers

For new or expectant mothers, complete the new or expectant mother risk assessment.

4. Planning Arrangements

4.1 Documentation for Travel

4.1.1 Ensure all passports are current and valid for 6 months prior to expiry date

4.1.2 All relevant VISAs and documentation are in order

4.1.3 Re-entry permits are in order, if required

4.1.4 Vaccinations completed including COVID-19, where required.

The cost of a passport is the responsibility of the individual and will not be met by the University. The University may meet the costs of any other documentation if it is required for the fieldwork.

A full itinerary of all transport and accommodation must be completed and include addresses, contact details and preferably booked via the University's contracted TMC.

4.2 Threat Analysis

A threat analysis is fundamental to step that informs the risk assessment. Key to this step is ascertaining most current and reliable information. Useful information can be found from the following sources:

4.2.1 The University's Insurer

4.2.2 Foreign & Commonwealth Office

4.2.3 The Hospital of Tropical Diseases

4.2.4 Healthcare Abroad – NHS

4.2.5 WHO International Travel Health

4.2.6 Worldwise

4.3 Risk Assessment

All travellers must complete a risk assessment prior to travel for travel activities defined in **Travel Policy – including, fieldwork, offsite visits and travel in the UK and Overseas.** Travellers must complete one of the risk assessment forms required by their line manager or Department that best reflects the travel activity being undertaken.

The Risk assessment forms included in the Appendices are:

Appendix 1 - **Risk Assessment Form for fieldwork and research travel**

Appendix 2 - **Risk Assessment Form for Worldwide**

Appendix 3 - **Risk Assessment Form for other travel**

The risk assessment should be appropriate and proportionate to the circumstances. For example, low risk activities such as visits to other established academic institutions in either the UK, Western Europe or the US will not normally necessitate a detailed risk assessment. However, consideration will need to be given to those with needs, for example, arrangements for evacuating in the event of an emergency for persons with mobility or sensory impairment.

Generic risk assessments can be used for repeat visits to low-risk destinations; however the Line Manager must ensure that the generic risk assessments is suitable and sufficient given the level of competence of the participants. Further advice can be sought from the Health and Safety team.

Activities involving visits to potentially heightened risk environments will require a more detailed written risk assessment to be undertaken. This list is not exhaustive, but examples of heightened risk environments and activities include:

4.3.1 Destination: with poor infrastructure, no medical or emergency support

4.3.2 Travel to the destination including poor and unsafe rail and/or bus network

4.3.3 Unsafe accommodation including level of fire and electrical safety

4.3.4 Threats to personal security including terrorism, kidnapping, high levels of crime or anti-social behaviour such as drug use and/or prostitution

4.3.5 Visits to areas subject to political instability, civil unrest or disorder

4.3.6 Extremes of weather including sunburn, sun stroke, dehydration, hypothermia

4.3.7 Natural disasters including storms, cyclones, earthquake, landslides, work in water / open sea, etc.

4.3.8 Possible contact with dangerous and/or poisonous wildlife, insects, etc.

4.3.9 Visits to areas which pose a risk to health due to COVID-19 pandemic, disease, poor sanitation and poor hygiene or food contamination

4.3.10 Visits to environments where there are political or security threats against any individual travelling, or against a group they may represent, for example due to religion, race, ethnicity, gender¸ sexual orientation or political affiliation

4.3.11 Research involving the collection or transfer of data regarded as sensitive or likely to attract the attention of the security services in the country visited

4.3.12 Lone working by participants with limited experience of, or familiarity with, the area to be visited and or poor command of local languages spoken

4.3.13 Visits involving physical and environmental hazards such as travel across extreme or hazardous terrain, Nature of the activity

4.3.14 Fitness and competency of all participants

The risk assessment should identify potential hazards arising from the nature of the activity, the environment and location where the activity is taking place, and the individual(s) undertaking the activity.

The risk assessment should identify the control measures that will be taken to avoid, mitigate or control the hazards, as well as identifying persons responsible for acting in given timescales.

Risk assessment should be a dynamic process. Participants and all those concerned with the management and supervision of fieldwork activities must be mindful of the fact that risk levels can escalate as circumstances change, therefore the risk assessment must be kept under review.

Risk assessment templates are available to assist managers on the University intranet. For further assistance, please do not hesitate to contact Health and Safety team on healthandsafety@london.ac.uk

4.4 Vaccinations or inoculations and medical advice

Participants are responsible for declaring any pre-existing medical information to the University's Insurance Manager to ensure full and appropriate coverage can be organised with the University's

insurer. All personal medical information will be treated in accordance with GDPR legislative requirements.

All participants are responsible for ensuring they follow any travel advice to a particular location including COVID-19 travel testing requirements, vaccinations and inoculations prior to travelling.

The university will meet the costs of vaccinations and inoculations prior to travel where they are recommended by FCO and/or other health sources.

4.5 Emergency response planning

It is essential to be prepared in the event of an emergency. The plan needs to include available support directly from British Embassy's, local infrastructure if it exists. For travellers who have citizenship of the destination they are travelling to, it is important to know the support services in place.

Good communication is important throughout the duration of the visit/fieldwork between staff and/or students and line managers/supervisors or a senior member of the department. Prior to fieldwork, establish the best and most reliable method of communication during the fieldwork. All communication must be logged by the line manager/supervisor including date, time and summary of discussion.

Current details of next of kin and methods of contact are essential and need to be documented so that immediate support can be provided to participants and their family. Always ensure your current profile details are current and correct.

Consider any possible needs in the event of an emergency for example urgent need to return home to due family emergency.

4.6 Competence and training for fieldwork research

Where the travel activity being undertaken is fieldwork research then a Fieldwork Leader should be identified. Line Managers must be satisfied that the Fieldwork Leader has the personal capability and competence to lead, especially under possible adverse conditions, and has sufficient awareness of their obligations to those under supervision.

Fieldwork Leaders, independent fieldworkers and participants travelling abroad need to be competent to plan and undertake the work safely. Competence in this context is defined as having knowledge, experience and qualifications in the management, leadership and supervision of fieldwork as well as subject matter knowledge and expertise.

For some activities, formal qualifications and accreditations are necessary. For example, if outdoor fieldwork includes diving or mountain climbing, etc., relevant training and evidence i.e., certificates, would be required.

The risk assessment should help identify training requirements.

4.7 Insurance

Line Managers are responsible for ensuring that adequate insurance is in place for proposed activities and locations in consultation with the University's Insurance Manager.

Individuals undertaking lone or self-managed travel activity must also ensure that they have adequate insurance for the activities to be undertaken and the areas to be visited. The University's insurer's **must** be notified of any planned activities in areas subject to FCO travel warnings, as travel to these areas may involve exclusions and additional premiums.

4.8 Emergency response planning

All activities must have an emergency plan, setting out what the person undertaking travel activity on behalf of the University and or Fieldwork Leader (if appointed) and the University will do in the event of an accident or incident. The level and depth of emergency planning required will relate directly to the level of risk associated with the activity.

The emergency plan should be in place before travel. The plan should set out in what circumstances the plan will be activated and by whom. Where there is a Fieldwork Leader, they will activate the emergency plan, but deputies must be appointed in the event of the Fieldwork Leader becoming incapacitated.

The plan must indicate who within the University activates the plan in the event of contact being lost with the traveller. Where relevant, the emergency plan should cover the following:

4.8.1 Available support

4.8.2 Missing persons procedure

4.8.3 Methods for contacting next of kin

4.8.4 Civil unrest and natural disasters

4.8.5 Medical emergencies and repatriation

4.8.6 Financial plan for emergencies

4.8.7 Communication strategy

4.8.8 Media management plan

Where external stakeholders, including partner institutions or third-party providers, have roles or responsibilities in the emergency plan, it is vital that they are briefed (preferably face-to-face).

All participants should be briefed on the arrangements for dealing with emergencies.

Dealing with a medical emergency is a possibility that should be considered for all foreign travel including supervised fieldwork and independent fieldwork.

Considerations include the duration of the work, the remoteness of the destination, the fitness of participants, access to medical assistance and standards of health care available.

UNIVERSITY OF LONDON

Appendix 1 – Risk Assessment Form for fieldwork and research travel activity

Instructions

Complete all fields providing correct details. If fields are not relevant, note by stating Not Applicable.

Once completed and prior to leaving, provide a copy of the risk assessment to your manager/supervisor, Health and Safety team and all staff/students travelling.

Complete contact details and general information
Name/s of key contact for this trip:
Contact details whilst away (include international and area codes): **Tel:** **Mobile:** **Email:**
Name of UK emergency contact (ensure this person knows they are the key contact whilst you are away): **Tel:** **Mobile:**
Department / Faculty:
Purpose of travel:

Name(s) of person(s) travelling (if applicable)		
Name	**Emergency Contact**	**Emergency Number**
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

List all countries and areas to be visited	
Country	**Area/s**
1.	
2.	
3.	
4.	
5.	

UK Embassy details in country visiting	
Address	**Contact number**
1.	
2.	
3.	
4.	
5.	

Itinerary		
Date	**Flight or train details**	**Hotel/Accommodation details**
	Flight / Train No: From/To: Departure time: Arrival time:	
	Flight / Train No: From/To: Departure time: Arrival time:	
	Flight / Train No: From/To: Departure time: Arrival time:	
	Flight / Train No: From/To: Departure time: Arrival time:	
	Flight / Train No: From/To: Departure time: Arrival time:	

List any identified issues associated with the country or area travelling (refer to FCO)
1.
2.
3.
4.
5.

List any specific health risks relating to the country/area travelling to (refer to FCO)	
Country	**Health Hazard**
1.	
2.	
3.	
4.	
5.	
List all COVID-19 requirements for each country/area travelling to (refer to government official health and/or sanitation sites) e.g. Vaccine passports, locator forms, testing requirements	
Country	**Government requirements of country/area**
1.	
2.	
3.	
4.	
5.	

List any cultural, religious, dress, or other requirements, if any.	
Country	**Specific requirement**
1.	
2.	
3.	
4.	
5.	

Types of issues to consider (refer to FCO and any local knowledge)	
Crime street crime, local scams, theft, hotel room security	
Terrorism bombings, security alerts, terror attacks	
Conflict / Political localised tensions that could result in outbreak of hostilities, civil unrest , strikes, riots, political demonstrations, upcoming elections or significant events	
Kidnap	
Infrastructure	**Transportation** airport collection, local driving standards, hazardous terrain, roadworthiness, safety belts
	Medical capabilities hospital proximity and standards, methods of payment for treatment, access to local doctor
	COVID-19 Medical assistance, hospital proximity and standards, methods of payment, treatment
	Contaminated food
	Contaminated water
	Utilities / Cyber Issues compatibility of equipment, power cuts , voltage, safety standards
Natural Risks	**Climate conditions** extreme heat or cold, high humidity, altitude
	Natural disasters typhoon, tsunami, avalanche, earthquake, flood, monsoon, storms etc.
	Contact with insects bites/stings, malaria, yellow fever
	Contact with animals bird flu, bites, rabies, stings
Cultural Risks	**Local Culture** customs, dress, religion, behaviour
	Legal differences local codes/guidance, local statute
Hazardous activities	**Activities** Skiing, white-water rafting, bungee jumping, diving etc.
	Hazardous substances/chemicals available antidotes, transport requirements, spillage
	Research permits to work, safe systems, tides/water conditions, medical back-up, remoteness of work site
Other	

List hazards identified and actions implemented to eliminate and/or reduce risk levels are as low as practicable	
Hazards (include any identified above in 1, 2, 3)	**Risk Mitigation Actions**
1.	
2.	
3.	
4.	
5.	

List emergency first aid arrangements and/or availability of medical aid, if necessary:

List contingency plans in the event of interruption to accommodation, plans or location of activity:

UNIVERSITY OF LONDON

Appendix 2 – Risk Assessment Form for Worldwide

International travel proposal and authorisation

Part A: travel request

What to do with this form:

Please complete the form and pass it to your line manager for approval. All UoLW travel has to be signed off by D/Operations or D/Finance.

Name

Directorate
GE

Phone extension

Email @london.ac.uk

Country or countries to be visited

Contact number while travelling
+44

Dates (from… to…)

Travel added to Global calendar: ☐

1. Reason for travel (please indicate all applicable):

☐Teaching Centre development and/or support
☐Teaching Centre QA/IPR visit
☐Alumni engagement
☐Liaison with government and related agencies
☐Corporate sector engagement
☐Specific programme business (say which programme/s):
☐Business to business development
☐Funder
☐Graduation
☐Student-facing activity (eg education fairs)
☐Other:
_____

2. Can the visit or parts of it be carried out through electronic means, eg skype or video-conference?

☐Yes Comments:

☐No Comments:

3. Are there current travel alerts or FCO advice that impact on the risk associated with the proposed travel?

☐Yes How is the risk being mitigated and managed? _____

☐No

UNIVERSITY OF LONDON

4. Please say what the intended outcomes of the visit are:

[NB: here we need to state the planned impact of the visit, ie what will change? - not a list of what will happen, which is at section 6.]

5. Please list any other UoL Worldwide, UoL or Member Institution staff members that are travelling with you (add lines as necessary):

_____ _____

_____ _____

6. Outline itinerary (add lines as necessary):

Date	Place	Activity

7. Budget

Flights/ Trains	
Hotels	
UK + Local Travel expenses	
Daily allowance	
Total	
Cost centre	

PART B – Booking details

(To be completed by traveller)

Name (as on passport): _____

FLIGHTS/ Trains	**Please give details of flights (dates of travel, times, airport, destination, airline).**

Flexible tickets required?	
Personal travel **(e.g. dates of travel, destination)**	
ACCOMMODATION	**Please indicate dates, number of nights, name of hotel (if known)**

Does FCO recommend against travel? supplied at A3) ☐ If so, refer to COO (attaching mitigation measures

Visa required? ☐

PART C – Approval

(To be completed by those indicated below)

I confirm the itinerary is accepted and should be booked

I have read and acted upon any advice from the FCO/Fit for Travel/Visas

Total duration of trip (days) ☐

Number of rest days ☐

Number of days working on UoL business ☐

Number of days working for a different employer ☐

Number of days on leave ☐

Budget paying	Project Code		Cost Centre	
Signature:	Traveller	Line Manager	GE Director	D/Ops or D/Fin
Date:				

UNIVERSITY OF LONDON

Appendix 3 – Risk Assessment Form for Other travel

This risk assessment is intended for short stay travel by a single person to low risk destinations.

Travel request

Please complete the form and pass it to your line manager for approval.

All travel needs to be signed by the department's senior executive officer.

Name

Department

Phone extension

Email @london.ac.uk

Country or countries to be visited

Contact number while travelling +44

Dates (from… to…)

1. Reason for travel:

2. Can the visit or parts of it be carried out through electronic means, eg skype, Micro-soft Teams, Zoom or other video-conference medium?

☐Yes Comments:

☐No Comments:

3. Are there current travel alerts or FCO advice that impact on the risk associated with the proposed travel? Refer to Types of issues to consider list in Appendix 1.

☐Yes Comments:

☐No Comments:

If YES, how is the risk being mitigated and managed?

List hazards identified and actions implemented to eliminate and/or reduce risk levels are as low as practicable	
Hazards	**Risk Mitigation Actions**
1.	
2.	

3.	

List emergency first aid arrangements and/or availability of medical aid, if necessary:

4. Outline itinerary (add lines as necessary):

Date	**Place**	**Activity**

5. Itinerary details

Name (as on passport):

FLIGHTS/ Trains	**Please give details of flights (dates of travel, times, airport, destination, airline).**
Flexible tickets required?	
Personal travel **(e.g. dates of travel, destination)**	
ACCOMMODATION	**Please indicate dates, number of nights, name of hotel (if known)**

UNIVERSITY OF LONDON

6. Budget

Flights/ Trains	
Hotels	
UK + Local Travel expenses	
Daily allowance	
Total	
Cost centre	

7. Approval

I confirm the itinerary is accepted and should be booked

I have read and acted upon any advice from the FCO/Fit for Travel/Visas

Total duration of trip (days) ☐

Number of rest days ☐

Number of days working on UoL business ☐

Number of days working for a different employer ☐

Number of days on leave ☐

Signature: Date:

Signature: Date: