A logo of university of bristol

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Travel Risk Assessment Form

**Section 1: To be filled out by all travellers**

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| **Name** |  | **Destination(s)** |  | |
|  | | **Dates of trip** | **From:** | **To:** |
| **Faculty/School/Division/Department** | |  | | |
| **Provide a list of activities** | |  | | |

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| **Safety factors** | **Description of hazards identified** | **Risk High / Medium / Low** | **Hazard management** |
| **FCDO (UK Gov.) Travel Advice**   * Have you checked the current UK Government travel advice? * If there are active warnings or advice are in place; what plans have you made to address these? |  |  |  |
| **Health & Environment**   * Vaccinations required? * Safe drinking water? * Food standards? * Medical Infrastructure? * Are prescriptions drugs available? * Advice on endemic diseases? * What measures are in place to review current local infection/health related advice or restrictions in any countries you will be visiting or transiting during your trip? * Environmental factors (Wildfires, Floods, Earthquakes, Volcanos, Drought, Altitude etc.)? * Isolation/remote working * Emergency response infrastructure * Do you have travel insurance to cover work (University) and any additional days (personal) in place? |  |  |  |
| **Security and Personal Safety**   * Legal system – drug / alcohol prohibition / penalties? * Threat of terrorism? * Political instability? * Conflict? * Civil unrest? * Threat of kidnap? * Threat of abduction? * Sanctions? * Human rights and intolerances? |  |  |  |
| **Samples/hazardous substances**   * Is there a potential for work (e.g., lab work, field site history, field workers) to contaminate samples/kit or bring back contamination to Bristol? * Will you need to transport any hazardous goods? * Is so have ADR or IATA requirements been considered and implemented? * Have suitably trained persons been appointed to consign and package items correctly? |  |  |  |
| **Transport**   * Are the modes of transport regulated/safe? * Is the route safe? * Is Driving license legal? * Are driving age limits different? * When considering travel time, ensure that excessive driving time is not applied to meet the required day trip limit. |  |  |  |
| **Personal safety**   * **Consider lone working, possible attacks on people or property, communication.** |  |  |  |
| **Information Security**   * **Are your work IT devices permitted in your destinations?** * **Is any data you are taking or bringing back secure and GDPR compliant?** |  |  |  |
| **Contingency**   * **Is an adequate contingency plan in place if a traveler falls unwell on the trip?** * **Have you downloaded and activated SafeZone?** * **What arrangements are in place for participants to raise concerns or request additional support?** |  |  |  |

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| **EMERGENCY PLAN** | | | |
|  | **PHONE NUMBER** | **ADDRESS (if necessary)** | |
| **Local Emergency Services** | 999 |  | |
| **Nearest Hospital** |  |
| **University of Bristol Security** | 0117 331 1223 (24/7) | **University Safety and Health Services** | (0117) 45 59403 (M-F, 9-5) |
| **Student Wellbeing Service** | 0117 428 4300 (M-F, 9-5) | **Travel Insurance provider details**  **(policy and 24/7 contact number)** |  |

**Section 2: For groups of travellers or field trips only**

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|  | **Names** | **Mobile phone number (ensure enabled for use abroad)** | **Staff or PhD or Undergrad.** | **Type of first aid qualification** | **Required to drive?**  **YES / NO** | **D1 on licence**  **YES / NO** | **Minibus training**  **YES / NO / NA** |
| **Lead traveller** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |

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| **Type of trip**  Tick the relevant box | **Supervised** |  | **Independent** |  | **Research** |  |
| **Transport arrangements (e.g., hire vehicle, coach)**  Business insurance cover needed for own vehicle use |  | | | | | |
| **Locations of work**  Include a daily schedule with maps/grid references if applicable |  | | | | | |
| **Accommodation arrangements** |  | | | | | |

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| **Additional checklist for fieldtrips** | **Tick boxes** | | | | | |
| Has a pre-trip meeting with students been arranged to discuss this risk assessment? | **YES** |  | **NO** |  | **N/A** |  |
| Has the leadership team been identified and deemed as competent with adequate training? | **YES** |  | **NO** |  | **N/A** |  |
| Are any of the participants under 18? If so, has a specific risk assessment been completed? | **YES** |  | **NO** |  | **N/A** |  |
| Have the necessary permissions been obtained? | **YES** |  | **NO** |  | **N/A** |  |
| Has adequate [travel insurance cover](https://www.bristol.ac.uk/directory/finance/insurance/) for all students and staff been obtained? | **YES** |  | **NO** |  | **N/A** |  |
| Is there adequate provision for participants regarding health problems, disabilities, and gender? | **YES** |  | **NO** |  | **N/A** |  |
| Is there an adequate provision of drivers? | **YES** |  | **NO** |  | **N/A** |  |
| Are contingency plans in place in case of an emergency? | **YES** |  | **NO** |  | **N/A** |  |
| Has the school re-induction been completed? | **YES** |  | **NO** |  | **N/A** |  |
| Has the signature section been completed? | **YES** |  | **NO** |  | **N/A** |  |

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| **Signatures** | | | |
| Name of Lead Traveller or Supervisor |  | | |
| Signature of Lead Traveller or Supervisor  Typing your name here will be accepted instead of a signature if you are submitting this form via email |  | **Date** |  |
| Name of person completing assessment (if different) |  |  |  |
| Signature (if different)  Typing your name here will be accepted instead of a signature if you are submitting this form via email |  | **Date** |  |
| Name of person checking |  | | |
| Signature of person checking  Typing your name here will be accepted instead of a signature if you are submitting this form via email |  | **Date** |  |
| Approved by (position and name) |  | | |
| Approvers signature  Typing your name here will be accepted instead of a signature if you are submitting this form via email |  | **Date** |  |

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| **Report all accidents and near misses using the** [**Safety and Health Services reporting tool**](http://bristol.ac.uk/safety/accident/) **while logged into the University network (eg, using the UoB VPN): bristol.ac.uk/safety** |

**Emergency Procedures**

**1. Central University Emergency Plan**

The University has a standard procedure in the event of any incident resulting in death or serious injury to a member of staff or student, or to any other person on University premises;

* Member of the public or the University community reports incident to Emergency Services (usually including the Police) and also may inform Security Services.
* Depending on the situation the Police or appropriate member of emergency services should notify the next of kin.
* Police or member of University community informs Security Services who informs Registrar/Nominee and the Director of Health and Safety.

The following persons should be contacted by the Registrar/Nominee:

1. Vice-Chancellor
2. Personnel Director (staff) / Academic Registrar (student)
3. Director of Communications and Marketing
4. Bursar
5. Director of Health and Safety
6. Head of Department / Warden of Hall
7. International Students’ Advisory Service
8. Staff/Student Counseling Service
9. Student Finance Office
10. Chaplaincy
11. Accommodation Office
12. Students Union

### The Personnel Director/Academic Registrar/Registrar Nominee should:

* Ensure that the next of kin have been notified
* Quickly inform the next of kin of their main contact point, if needed, at the University
* Ensure appropriate arrangements for collection of the deceased’s belongings
* Ensure that colleagues/friends of the deceased are informed in an appropriate manner. The friends of deceased students may be identified through the department, residence, and Students’ Union clubs and societies
* Ensure appropriate arrangements are made if the next of kin visit the University
* Take responsibility for strategic decisions, overall co-ordination and University’s general response
* Ensure that friends/colleagues are aware of the help and support which is available e.g. staff/student counseling, Students’ Health Service (if there are health concerns), Hall Wardens/Tutors, departmental personal tutor, Chaplaincy
* Inform friends/colleagues of funeral arrangements and attempt to ensure appropriate University attendance at the funeral
* Ensure Embassy or High Commission is informed, if appropriate
* Ensure wishes regarding treatment of body are ascertained and repatriation, financial and funeral arrangements are satisfactory, if appropriate\*
* Ensure Faculty Office is informed for record-keeping purposes – students only
* Ensure memorial service, collection/other financial support and messages of condolence are arranged as appropriate\*
* Arrange for letter from Vice-Chancellor to be sent to the family on behalf of the University.

Director of Communications and Marketing:

* Prepare and circulate a statement to all appropriate University staff, if the media are likely to be interested, and liaise with the media directly if required.

### Director of Health and Safety:

* Assume tactical control of the event if involving serious injury or death, referring to Registrar for strategic decisions as necessary. Represent the University in any official investigations if these prove necessary.

**2. Procedure Following a Serious Accident or Incident**

1. Attend to anyone injured and withdraw remaining members of your group to a safe location. Send for help (preferably at least two persons), or use a mobile phone to summon emergency services giving information on the exact position of the party and the nature of the injuries. Take steps to warn other persons of any dangers that may remain, until local authorities etc take over.
2. Do not discuss the matter except with authorised personnel, (e.g. Police or Fire Brigade). Do not give opinions, even if you are competent to do so, and limit any discussion to a factual report.
3. In the case of a serious accident or incident, notify the University Safety Officer by telephone Bristol 44(0) 117 455 9403 during office hours or Security on 44(0)117 928 7848 (out of office hours). If a message has to be passed on indirectly, make sure that it includes a telephone number at which you may be reached.
4. A spokesman for the party, usually the Leader, must draw up a factual report as soon as practicable after the incident while memories are fresh.

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