

Trip/Expedition Title: **Low-risk trips within the UK or to low-risk countries (see scope below)**

Scope of this Generic Travel Risk Assessment for simple University-related trips in the UK and to low-risk countries -

This form covers all trips that are considered to be low risk in terms of:

- **Country** – within the **UK**, or to countries that are categorised as LOW or MINIMAL risk by [Chubb World Aware](#) (password 7796 and quote policy number UKBBBD04447).
- **Activity** – travel to meetings, conferences, placement visits, sightseeing-type visits, visits to museums, low risk student groups and fieldwork activities. etc.
- **Traveller profile** – the traveller(s) do not have any personal characteristics or health concerns which increase their risk (e.g. religion, ethnicity, sexual orientation/LGBTQ+ status, disabilities, Covid-19 susceptibility, other health issues that could impact upon the trip).

Trips that fulfil all three of these criteria are covered by this risk assessment – **nothing needs to be added/removed and no further assessment is required**. The details below must be understood and complied with where applicable.

The trip will be covered by the university's insurer, provided the trip is for less than 12 months. Note that university insurance does not cover delays/self-isolation caused by Covid-19 but will cover medical emergencies.

Should anything fall outside the scope of this risk assessment then the trip is unlikely to be approved – this includes:

- Trips to countries that are considered to be MODERATE, HIGH or SEVERE risk by Chubb World Aware
- Trips that involve higher risk activities (including wider social surveys and some fieldwork)
- Trips where the traveller profile could increase the risk of the visit

Note: It is the responsibility of the Traveller/Manager/Supervisor to ensure the correct risk assessment is being used – if it is unclear, please contact your supervisor and ask them to email the LQ-SSP-Operations inbox.

Individuals will be held to account where this risk assessment is used to cover trips that fall outside of its scope.

Those at risk/affected parties: Staff and/or Students

Authored and approved by (Produced original master risk assessment)

University Health and Safety Department

Date: March 2022



Off Site Working - Low Risk Travel Risk Assessment (Master)

Activity	List the hazards and associated harm	Risk Evaluation without controls in place	Standard controls	Risk Evaluation with controls in place
Emergency Procedures	Injury or ill-health	Med	<ul style="list-style-type: none"> ▪ The UoN Travel Booking Process has been followed. ▪ To ensure that the university can contact the traveller(s), should there be an incident at/near their location, for their safety and to assist if required: <ul style="list-style-type: none"> • Staff will ensure their Traveller Profile is up to date prior to the trip (in Key Travel or held locally in business unit) • Students will provide their emergency contact details to their supervisor • For group trips with students, the group leader has collated personal details of all travellers, including next of kin details, and a copy is stored securely within the business unit ▪ Traveller will have emergency and medical services information for countries being visited / travelled through. 	Low
General Health Issues (individual fitness to travel)	Ill-health (including that related to Covid-19)	Med	<ul style="list-style-type: none"> ▪ The medical/first aid needs of the traveller(s) have been considered, the traveller(s) is/are deemed fit to undertake the trip and medical provisions at the destination are deemed sufficient. ▪ Travellers will carry sufficient personal medication as required. They will refrain from travelling or participating in trip activity if they are unwell or if health conditions make it unsafe for them to proceed/continue with the trip. ▪ In line with university recommendations, individuals who have any Covid-19 symptoms, or who test positive for Covid-19, should not travel. ▪ The traveller(s) will comply with the Covid-19 requirements of the countries they are visiting / travelling through. 	Low



Off Site Working - Low Risk Travel Risk Assessment (Master)

Insurance arrangements	Injury or ill-health	Med	<ul style="list-style-type: none"> ▪ Checklist for Insurance Cover has been checked and all relevant criteria are met. ▪ Overseas traveller(s) to ensure they take Chubb insurance details with them. ▪ The traveller/trip organiser can access university insurance details, including emergency numbers, relevant to the trip. 	Low
Transportation to/from and during the trip	Injury related to transport-related accident	Med	<ul style="list-style-type: none"> ▪ Transport (air, rail, sea, or road) has been booked with UoN-approved suppliers. ▪ The safety of using local services (e.g., bus services) has been considered and does not require any specific precautions. ▪ If hired vehicles are to be used (eg coaches or taxis), they will be booked through approved University suppliers. ▪ If hiring a self-drive vehicle to drive self or others during a trip, vehicles will be booked through approved suppliers, drivers will hold a university Drivers Permit and an appropriate license for the category of vehicle being hired (and appropriate training has been undertaken, e.g., minibuses, towing). ▪ If using own vehicle whilst on university business, traveller will hold appropriate business insurance on their motor insurance policy. 	Low
Accommodation	Injury related to accommodation	Med	<ul style="list-style-type: none"> ▪ Accommodation will be booked via Key Travel or a dispensation form completed and approved for booking outside of Key. ▪ Traveller is aware of checks that can be carried out locally to ensure accommodation is suitable and is empowered to relocate if considered unsafe. 	Low
Information, Training, supervision & competency	Injury, incidents or ill-health, due to no	Med	<ul style="list-style-type: none"> ▪ Travellers have been provided with (or have undertaken their own research to have) suitable and sufficient information and training to allow the trip to be undertaken safely. 	Low



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	or poor controls		<ul style="list-style-type: none"> Group trips - levels of supervision have been considered and are deemed appropriate. 	
Down Time	Injury, incidents, or ill-health due to no or poor controls	Med	<ul style="list-style-type: none"> Travellers/trip organisers have considered down-time activities (activities that travellers may undertake whilst away but are not directly related to university business) and there are no specific health and safety issues that require separate consideration. Travellers understand they are effectively ambassadors for the university and will behave accordingly. 	Low
Communication, Wellbeing and Lone Working	Injury, incidents or ill-health not appropriately managed due to absent or poor communication between traveller and UoN	Med	<ul style="list-style-type: none"> There are appropriate means of communication for keeping in touch with the traveller(s) whilst they are away. Methods of contact and frequency have been agreed with the manager/supervisor and checked for operation (e.g., mobile phone signal availability). Mobile phones will be fully charged upon departure and the means of charging them for extended trips is available. Should a local SIM card be used, the new mobile number will be conveyed to emergency contacts at the university. Regular monitoring of the traveller's wellbeing during the trip will be undertaken by their manager/supervisor or other nominated person. Lone working has been considered and satisfactory measures are in place to mitigate risk (i.e., there will be regular contact between the solo traveller and their university contact/other designated contact e.g., to let them know they've arrived safely at the destination, during the trip if for an extended stay, and upon arrival back home). 	Low
Natural Environs and Weather/Climate	Injury or Ill Health	Med	<ul style="list-style-type: none"> Traveller provided with information about local environmental conditions had suitable controls (e.g., Clothing sun protection, footwear) 	Low



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Laws and Customs	Incidents due to no or poor controls	Med	<ul style="list-style-type: none"> ▪ Travellers have been provided with relevant information on local laws, dress codes and customs and will conform accordingly. ▪ Travellers have been made aware of restrictions on imports and exports 	Low
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Guidance on the form

This form is a Master Risk Assessment for low-risk university business-related trips in the UK or to countries categorised as LOW or MINIMAL risk by Chubb Aware. As it is not expected that there will be local amendment of the content, the guidance on how to complete each field has been simplified.

- **Responsible Person - Approver of the trip** – set at university level.
- **Those at risk / affected parties** – this assessment identifies staff and/or students as those who are potentially at risk during the trip.
- **What are the hazards?** – these have been set specifically for low-risk trips and further amendment is not required.
- **List the harm associated with the hazard** – the typical harm has been entered for each hazard.
- **Risk Evaluation – High (H), Medium (M) or Low (L)** – this has been set based upon the nature of trips that this risk assessment is expected to cover, i.e. medium risk before controls, low risk with controls in place.
- **What control measures are, or will be put, in place** – the controls have been set based upon the low-risk nature of the trips that this risk assessment covers.
- **Review Period** - In line with the university policy for revising risk assessments every two years to ensure validity, the H&S Department will update this master risk assessment as required.