**FIELDWORK TRAVEL PLAN AND RISK ASSESSMENT**

**This is an example that is designed to make risk assessment production easier for you. You are welcome to use the control measures already provided for you in the right column, however it is important that you evaluate the specific risks of your trip and adapt the template control measures accordingly. If a section doesn’t apply – use N/A**

**PART A – TRAVEL CHECKLIST**

During the planning stages of any trip, a suitable and sufficient risk assessment must be carried out. The Head of School/Department has overall responsibility for fieldwork, however responsibility is delegated to the nominated Fieldwork Leader to complete an appropriate risk assessment and ensure that any measures and information required by staff and students is provided. For single person, short duration trips within Europe please complete **Part A ONLY**. For all fieldwork trips including groups/students or long-haul travel please complete **Parts A, B and C**. Once completed and signed off by the appropriate Head of School/Department, you will be required to submit this form to insurance@hope.ac.uk and safety@hope.ac.uk **well in advance** of departure to confirm your insurance cover.

|  |
| --- |
| **Fieldwork / Travel Summary** |
| This is a risk assessment for XYZ School for travel and placement to XYZ from…to….. X number of students will attend and will reside in shared accommodation at X |

**SECTION 1: TRAVELLER(S) DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Forename** | **Last name** | **Staff/student No** | **Faculty/department**  |
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|  |  |  |  |
| Total number of travellers  |  |
| Nominated Fieldwork Leader |  |
| Have you visited the destination(s) before? |  |

**SECTION 2: TRAVEL ITINERARY**

|  |  |
| --- | --- |
| Departure Date |  |
| Return Date |  |
| Travel Destination(s): Include Region, City and Country |  |
| Does the Foreign and Commonwealth Office advise against all but essential travel to this Country or Region? |  |
| Have all the travel arrangements, been booked using the University’s Travel Management Company - **Selective Travel Management**? |  |
| If ‘Yes’, please provide booking reference number | **(Provide booking ref)** |
| If ‘No’, please provide a brief travel itinerary, e.g. flight numbers / accommodation address. |  |
| Does travel include any incidental holiday time? |  |

**SECTION 3: TRAVELLER CONTACT INFORMATION**

|  |  |
| --- | --- |
| Contact Telephone Number |  |
| Contact Email Address |  |
| Have you checked your mobile phone and network will work if travelling overseas? |  |
| If travelling with a group, do you have emergency contact details for all travellers? |  |
| Have emergency contact details been left with a designated member of staff within the UK? |  |
| If ‘No’, how can the University contact travellers in the event of an emergency? |  |
| Do Personnel and Student Portal have up-to-date ‘Next of Kin’ information for travellers? |  |

**SECTION 4: TRAVEL HEALTH INFORMATION**

|  |  |
| --- | --- |
| Have all participants completed a Health Questionnaire? |  |
| Health Checks and Vaccinations identified to be necessary? www.fitfortravel.nhs.uk/destinations.aspx |  |

**SECTION 5: EMERGENCY CONTACT INFORMATION**

|  |  |
| --- | --- |
| Hope Park Security Lodge: | T: **+44 (0) 151 291 3800** |
| Selective Travel Management: | **T: +44 (0) 28 9044 2072** (Mon-Fri 8.30 am to 6.00 pm) T**: +44 (0) 28 9044 2063** (Emergencies only outside office hours) E: hope@selective-travel.co.uk |
| Travel Insurance: | In the case of emergency in the event of serious illness or injury abroad assistance **MUST** be obtained by contacting International SOS at any time, day or night. International SOS will decide the most appropriate course of action to help you through the emergency. **T: +44 (0) 20 7173 7797** |
| British Embassy: | **https://www.gov.uk/world/embassies** |
| Emergency Tel Numbers: | **https://en.wikipedia.org/wiki/List\_of\_emergency\_telephone\_numbers** |

**STAFF DECLARATION (Part A) Please note, you may need to complete further sections of this form and provide further signatures at Part C if necessary. Please see the COP for guidance.**

To the best of my knowledge, I am physically and mentally fit to travel. I have considered the risks associated with my travel arrangements and an informed judgement has been made when planning my trip.

|  |  |
| --- | --- |
| Staff Name  |  |
| Signature  |  |
| Date |  |

**DECLARATION BY HEAD OF DEPARTMENT / HEAD OF SCHOOL**

I have reviewed the fieldwork travel plan and I am satisfied that suitable arrangements are in place. I approve these travel arrangements.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Signature |  |
| Date |  |

**SECTION 6: DRIVING ON UNIVERSITY BUSINESS**

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| --- | --- |
| If overseas do travellers intend on driving? |  |

**PART B – RISK ASSESSMENT SAFETY ARRANGEMENTS**

There may be specific safety hazards associated with the area you are travelling to which may place you at a greater risk of harm than if you were working on University campus. You must take steps to ensure that such risks are minimised so far as is reasonably practicable.

**IF TRAVELLING ABROAD**

* You should consult the Foreign and Commonwealth Office as a first step using the FCO Travel Advice website.
* Helpful information can also be gained from any local hosts or previous experience of visiting the country.
* General travel safety advice is available via the Overseas Travel section of the University’s Health and Safety webpages.

**Using this information to identify what could potentially cause you or others harm using the lists below. Describe what you have done in preparation to minimise these risks. It is accepted that further actions may need to be implemented on arrival at your destination, these should also be referred to below.**

**The University Health and Safety Risk Matrix should be used to evaluate the likelihood and potential consequences of identified hazards and assist in determining suitable control measures and the overall residual risk.**

1. **TRANSPORTATION HAZARDS**

Examples include; Potential breakdown of vehicle, road traffic accident, stationary, stranded for extended periods in remote areas, vulnerable to personal crime. For air travel consider personal factors, pre-existing conditions which may alter health risks, especially during longer journeys.

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| Arrangements to consider | Detail what will you do to reduce/ manage the above risks | Residual Risk |
| The form(s) of transportation you intend using. Air/bus/car/minibus/coach. (specify and say how this is safe and controlled)Local terrain and infrastructure.Transferring between different locations, e.g. from airport to accommodation.If driving abroad, consider licence and insurance arrangements.If using a driver, consider if they are suitably licensed.The availability of maps and navigational aids.awareness of the trip, contact and emergency contact information and dietary requirements information.  | Travel tickets to be pre-booked and checked by trip Leader before departure. Pre-trip itinerary and risk assessment information must be provided to students and travellers. If an e-ticket is on a student’s phone then the trip leader should confirm it is sufficient and correct with each student.Ensure all electronic devices are charged before departing for the airport. This is a safety requirement as your devices may be checked at Airport Security.If travelling as a group, stay together while travelling where possible. Ensure that the group are seated together where possible. Reserve seats while travelling where possible, particularly on long journeys. To avoid dehydration during travel, drink plenty of water and avoid alcohol.If using local buses, trains or subway underground, students should ensure that they are familiar with the network by means of apps and maps.Staff should be able to contact all students in an emergency or should any of the group become separated. Use hotel cars or recommended taxi companies as preferred.If staff or students are required to drive, ensure that you have the correct insurance, licence and are fully aware of local driving regulations.If using local transport on roads, be wary of the roadworthiness of the vehicle and safeguard your belongings. Wear seat belts on all forms of transport, even if the locals do not.Appropriate footwear should be worn by all members of the group appropriate to the travel terrain you are in. Roads should be crossed at appropriate safe controlled crossings points.Avoid routes with no pavements, if possible. If necessary, walk facing oncoming traffic.Staff and students should avoid known high risk road or traffic situations. | **L/M/H** |
| **Any further actions required** | No further actions required, however control measures and risk will remain under review. |

1. **PERSONAL SAFETY**

Examples include; lone travelling, female lone travelling, civil unrest, muggings, theft, robbery, kidnap, local customs and lack of awareness, cultural differences, religion, dress, language, communication with emergency services.

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| Arrangements to consider | Detail what will you do to reduce/ manage the above risks | Residual Risk |
| Whether you will be traveling or working alone.Whether you are a lone female travelling alone and if there is any elevated risks to females at your country or region of travel.Whether you have a host or have previous experience of working in the destination country.Check FCO advice for information on crime levels, localised tensions and local customs.Check local news whilst in the country to stay update to date on any public or political tensions or incidents.Whether you plan to carry out any high-risk activities whilst in-the country e.g. working remotely, in volatile regions, on open waters, diving operations or in confined spaces. If you are involved with any higher risk activities, specialist advice should be sought with the University Health and Safety Advisor before completing this risk assessment. It is important to be aware of social and political issues to allow the group to prepare for and avoid related hazards. The group may be more vulnerable to crimes such as kidnap while outside of the UK and should take sensible measures to avoid and minimise.The group should be aware of local culture that may differ from that in the UK and seek to avoid any related issues. Countries outside of the UK may have legal differences to that of the UK. | Download the Universities free Chubb Travel Safe app for awareness on travel risks and updates on security incidents in your region of travel. Students to be advised on actions to be taken when approached by people they do not know overseas:* Always be polite.
* Do not speak with them alone.
* Do not leave the group.

Do not accept offers of gifts, food, drink etc from anyone outside of the travel group in public.If students feel threatened, raise the alarm Students should contact staff immediately.**Social and Political Issues** Staff and students should be informed from planning of the current security situation in the cities and regions you are visiting.Staff must be informed by planning of traveladvice for British citizens and any other passportholders as part of the travel group. Avoid all political demonstrations and large gatherings during your trip. Chubb Travel Smart will inform you of any planned events. Plan and prepare an alternate travel plan if strikes are anticipated.Check dates of trip against local elections, major sporting events and public holidays.Be alert to the existence of street crime in the host city and that you may stand out as non-local and therefore of interest to street criminals. **Local Culture**Staff and students should ensure that they are informed through planning of and respect local religious restrictions and festivals.Staff and students should dress appropriately at all times in accordance with local customs and rules. Be aware of causing offence when taking photographs in public or of local people.Do not take photographs near police, military or political establishments.Consider if there is anything about the local culture that places you or anyone in the group at risk as a result of your background.**Legal Differences**Be aware that local legal and Health and Safety standards may not be as robust or as well enforced as they are in the UK.If you are taking prescription medication, take a copy of your prescription in your hand luggage.Some medications legal in the UK are not legal internationally. Check the embassy website of the country being visited that you are able to carry your specified medication in the country you’re visiting.Be informed of potential levels of police and services corruption, associated extortions, and issues surrounding the reporting of a crime.Be aware of local laws relating to alcohol, gender equality, females, racial equality, sexual assault and local attitudes towards people who are LGBTQ+.**Crime**Groups identified as tourists stand out as non-local and can often be a target for local criminals and pickpockets. Staff and students should be mindful of pickpockets in crowded places and **never** resist a mugger. Keeping your valuables out of sight reduces the risk of you being a target. Be aware of credit card fraud and do not allow waiters, service staff or shop assistants to take your card out of your sight.Do not wear expensive jewellery and be cautious of your surroundings when using electronics such as mobile phones in public.Be aware of any common street scams and corruption where possible, and think about how to react if you are approached by people intent on scams and distraction techniques to facilitate a crime against you. Use a secure safe in your accommodation room if provided, use the security chain, and a rubber door wedge to jam the door from inside while you are in your accommodation room if possible. Ensure staff and students have required contact numbers available to cancel credit cards, travellers’ cheques and mobile phone network services. **Terrorism** Staff and students should familiarise themselves with **Run-Hide-Tell** Guidance.Staff and students must be fully aware of the current security situation in the cities you are visiting by means of good prior planning. Check dates of your trip against public holidays or days of special recognition.Avoid foreign embassies and hotels next door or nearby whenever possible.Be aware of the mental anguish that can result from being in or near the impact zone of a terrorist attack, even when not directly involved.Wherever you are, be aware of your surroundings. There may be little or no warning of a terrorist attack.Pay attention to the location of fire exits in all venues.Be aware of unusual behaviour. This, and suspicious packages should be reported to the police or security personnel immediately.Do not be afraid to leave your environment if you feel uncomfortable or if something does not seem right.Do not accept packages from strangers. Do not leave luggage unattended.If in a building located near the site of a terrorist attack, stay away from windows. As soon as it is deemed safe, leave the building and get as far away as possible.If in the vicinity of an attack, do not stay to watch what is happening, as you will only get in the way of the emergency services. Be aware of the risk of secondary devices intended to target emergency personnel.Make a mental note of havens, such as hospitals.**Kidnap and Abduction**As a national that is foreign to the country or region you are in, there is potential for you to be a target for political or monetary means. React to any security information provided to you and consider contingency and emergency actions.Maintain a low public profile while in public and do not publicise your itinerary.Be alert to suspicious persons, vehicles and activity, particularly in the vicinity of your accommodation.Pre-programme your mobile phone to the local emergency services and university staff emergency contact.**Lone Travellers and Lone Females**If you are a lone traveller, please ensure you complete the Lone Traveller e-module on the Chubb Travel safe app. If you are lone travelling you may face elevated level of risk and most plan how you will deal with matter if you become unwell on your trip and how you can raise the alarm. A lone traveller may also be a target for crime and so you should consider your movement in public while you’re alone, particularly in the evenings and so sensible care must be taken. In some countries or regions, **female travellers** face an elevated threat of being sexually harassed and in extreme cases, subject to assault. It is best to dress as modestly in some regions so as to discourage unwanted attention and to exercise extreme caution when travelling alone. Female travellers can experience some sexism or chauvinism in some regions. Check if there is any specific risk to females at your travel destination.  | **L/M/H** |
| **Any further actions required** | No further actions required, however control measures and risk will remain under review. |

1. **ACCOMMODATION**

Examples include; fire, theft, personal safety.

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| Arrangements to consider | Detail what will you do to reduce/ manage the above risks | Residual Risk |
| Has the accommodation been researched and booked in advance?Has it been booked with the University approved travel provider? **\*Airbnb is not covered by University insurance. Airbnb cannot provide the same personal safety, security and Health and safety standards as hotels and accommodation provided by the approved travel provider.** Whether you’ve stayed at this or similar hostel or hotel previously.Whether you are staying with a host organisation.How you will check if clear evacuation procedures are available.How do you know if basic security measures are in place e.g. Lockable doors, safety deposit boxes etc?Check crime reports in the area in advance of travel.How you would raise the alarm in the event of a fire or emergency.Will you need electrical adapters? | **Safeguarding** of students must be in place and fully considered when using hostels are allocating students to stay with host families. **How will you be sure that they are safe and protected?** Students will be allocated individual single rooms where possible or well considered communal rooms. This will be determined during trip planning.Conduct onsite visual inspection and awareness of fire escapes, alarms, equipment, meeting point and procedures upon arrival at the accommodation.All students will be fully briefed by the group leader on fire routes and procedures, practice fire alarm drill if appropriate.Ensure that no smoking is allowed in the accommodation unless at external designated smoking area is used.Students will be briefed on any foreseeable hazards and the group leader will establish necessary rules. Staff should brief students on security and safeguarding measures.**Students with LSP’s and disabilities**Does your trip, activities, intended destination exclude any of your students as a result of accessibility? How will you manage this? If students include those with LSP’s, wheelchair users or those with impaired movement, sensory, sight or hearing, appropriate measures must be taken to ensure that all group members can evacuate safely in response to a fire alarm. Students will be briefed to report any faulty items or dangerous equipment found at the accommodation or room they are sleeping in.**Utilities and Cyber Issues** Check the type of electronic plugs required and ensure you take the correct type with you.Charge mobile phones frequently and check they can be used outside of the UK with your providing network. If not, arrange with your provider for data roaming. Staff and students should e-mail important documents to themselves to use as a backup in the event of loss or theft of electronics, laptop, USB etc.If a wall socket, electrical plugs and wires look damaged or there is water damage, DO NOT USE IT.Check internet availability in the country you are visiting and ensure Google mail etc is available. | **L/M/H** |
| **Any further actions required** | No further actions required, however control measures and risk will remain under review. |

1. **WORK ACTIVITIES**

Examples include; working with/ proximity to hazardous substances, remoteness of work site, likely natural disasters, physical hazards, likely exertion, insects and animal bites, climate conditions, man-made hazards.

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| Arrangements to consider | Detail what will you do to reduce/ manage the above risks | Residual Risk |
| Food and water supply and any specific dietary requirements.Personal health matters and assurances of fitness to travel.Any known allergies.Suitable clothing, footwear, equipment specific to work/area considered.Is an additional COSHH assessment required.Whether any specific permissions are required to work in a particular site/ area.Working with vulnerable adults or unsupervised contact with anyone under 18.Do specific supervision arrangements need to be in place? | Any pre-existing medical conditions will be discussed with the University Health and Safety Advisor with evaluation and planning. Medical records and dietary requirements will be recorded by organising staff. **Contaminated Food**Eat only recently prepared food that has been thoroughly cooked. Busier restaurants may be safer as they are more likely to serve freshly cooked food.Be cautious with pork products, fish/seafood and dairy products.Be cautious of buffets (is the food properly covered and how long has it been standing?).Be wary of drink-spiking and do not leave consumables unattended.**Contaminated Water**Drink bottled water only and avoid ice in drinks.Use bottled water to brush your teeth dependant on country. (Not required in Krakow.Check beaches/rivers for warning signs. (It is not expected that the group will visit beach areas). | **L/M/H** |
| **Any further actions required** | No further actions required, however control measures and risk will remain under review. |

1. **EMERGENCIES**

A contingency plan should be in place to cover any reasonably foreseeable emergencies. This may include but is not limited to serious illness, loss of travel documentation, repatriation, missing persons, civil unrest, natural disasters, terrorist attack.

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| --- | --- | --- |
| Arrangements to consider | Detail what will you do to reduce/ manage the above risks | Residual Risk |
| The location of local medical facilities including qualified first aiders and supplies.Whether staff accompanying the trip should be first aid trained.Availability of an emergency contact list, either physical persons locally or telephone numbers.Mobile phone signal coverage in intended locations (Especially if travelling around in country).The details of the local British Embassy.Subscribing to the FCO email alert service or twitter feed.Checking FCO advice / news reports regularly before travelling.Access to emergency funds | If a staff or student passport is lost, stolen or damaged while on an international trip, an emergency replacement must be sought with the British or relevant Consulate to allow staff and students to get back home. No student must be left alone overseas as a result of this and staff contingency must be considered in these circumstances. British consulate information and local emergency numbers must be recorded with pre-planning. Where possible, a first aid trained member of staff should attend the trip. The Health and Safety Advisor can arrange training. Check if a suitable first aid kit and first aid trained member of staff will be present at the accommodation and event location. Fully operational mobile phone will be held by staff with key emergency numbers 'programmed'.All students will provide consent for medical treatment if required.Location of nearest A&E to be known and recorded for destination.Emergency procedures should be taken by the group leader during the visit.Ensure an emergency plan is in place and ensure access to contingency funds during the visit.Staff and students must be aware of the procedure to summon emergency assistance and contact emergency contacts. Follow directions given by emergency services at all timesCheck if cash payment up front is required for medical attention (even in an emergency).Be aware of the ambulance, medical response provision at your destination. Many countries will have private and public ambulance services with excessive costs and response times may vary. Ensure a sufficient amount of any prescribed medication for the trip. | **L/MH** |
| **Any further actions required** | No further actions required, however control measures and risk will remain under review. |

1. **OTHER HAZARDS**

The above list of travel hazards is not exhaustive. If there are any other hazards associated with your fieldwork/ research trip please detail them below and the steps taken to reduce the associated risks. These might include,Presence of people with disabilities,Planned recreational activities,Environmental impact of trip,Misuse of drugs/ alcohol.

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| --- | --- | --- |
| Arrangements to consider | Detail what will you do to reduce/ manage the above risks | Residual Risk |
| **Extremes of weather and natural disasters**Heat/sunburn/heat stressCold/cold effects/cold stress**Insurance**It is important that the trip is adequately insured to provide contingency and cover for emergency incidents, injury and death. **Essential Records**It is important to keep a record of essential documents and contact information to allow quick and correct action during an emergency or other need.  | Check weather forecast, and adjust fieldwork trip plans accordingly if extremes of weather are reported.Appropriate clothing and footwear must be used for weather conditions and checked before departure or activity.**Wet or Cold** - Warm, waterproof clothing with warm drinks.**Hot -** Cold liquids, hydration and sun protection. Wear clothing that covers skin to protect from the sun.Use high-factor sunscreen and carry a bottle of water in hot conditions.Avoid strenuous activity during the hottest part of the day and drink sufficient liquids to prevent dehydration.**Insurance**Staff must ensure that the international visit is suitably and sufficient insured for the trip and all related activities. Insurance must be checked and in place with the University finance team at insurance@hope.ac.uk **Essential Records** Staff must record and retain the below before and during the trip.* Pre-existing medical conditions.
* Flight numbers.
* Trip itinerary
* NOK Details for all.
* Insurance documents.
* University emergency contact information.
* Hospital information
* Embassy information.
* Emergency Services Information.
* This risk assessment.
 | **L/M/H** |
| **Any further actions required** | No further actions required, however control measures and risk will remain under review. |
| * University staff and attending students must note the stated control measures during event planning and ensure continued adherence to the control measures during the fieldwork trip.
* The risk must be suitably and sufficiently controlled after the preventative and protective control measures have been put in place. The controls should be reviewed periodically, after monitoring indicates needed change, following an incident or changes during the fieldwork trip.
* If any further required action is identified, staff must ensure that this is recorded and completed on this risk assessment before the fieldwork trip goes ahead.
* All students should have this risk assessment brought to their attention by means of a detailed talk through with staff.
 |

**PART C – DECLARATION**

* The information given on this form is correct to the best of my knowledge and in the event of subsequent alterations I will ensure that it is updated as necessary.
* To the best of my knowledge all persons are physically and mentally fit to travel and I confirm that no person is travelling against the advice of a qualified medical practitioner.
* I have referred to the guidance issued by the Foreign and Commonwealth Office and I have personally evaluated the risks myself if travelling overseas. I will continue to refer to the FCO website until the date of departure and will alert the University to any change in the ‘risk classification’ of my destination.
* I have considered the risks associated with my proposed travel arrangements and an informed judgement has been made.
* If travelling as part of a group, I have completed suitable briefing sessions with staff and students prior to departure.
* I also accept that the University has the right to require me to return to the UK at any time if the University considers this to be necessary.

|  |  |
| --- | --- |
| Assessment conducted by |  |
| Signature |  |
| Date |  |

**DECLARATION BY HEAD OF DEPARTMENT / HEAD OF SCHOOL / DEAN OF SCHOOL**

I have reviewed the risk assessment for overseas travel and I am satisfied that suitable and sufficient arrangements are in place to minimise foreseeable risks as far as is reasonably practicable. I approve these travel arrangements.

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| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

Approval by the Dean is also required if the residual risk level is medium or high risk.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |