



FIELDWORK TRAVEL PLAN AND RISK ASSESSMENT

PART A – TRAVEL CHECKLIST

During the planning stages of any trip, a suitable risk assessment must be carried out. The Head of Department has overall responsibility for the Fieldwork. This is delegated to the nominated Fieldwork Leader to complete an appropriate risk assessment and ensure that any training or information required by staff or 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 / Dean you will need to submit this form to insurance@hope.ac.uk prior to departure to confirm your insurance cover.

SECTION 1: TRAVELLER(S) DETAILS

Forename	Surname	Staff / Student No.	Faculty / Department

Total number of Travellers	
Nominated Fieldwork Leader	
Have you visited the destination(s) before?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 2: TRAVEL ITINERARY

Departure Date:	
Return Date:	
Travel Destination(s): Include Region / City & Country	
Does the Foreign and Commonwealth Office advise against all / all but essential travel to this Country/Region?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have all the travel arrangements, been booked using the University's Travel Management Company, Selective Travel Management?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', please provide booking reference number:	
If 'No', please provide a brief travel itinerary, e.g. flight numbers / accommodation address.	
Purpose of Travel Provide brief details of the activity / project / research / conference which requires business travel.	
Does travel include any incidental holiday time?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 3: TRAVELLER CONTACT INFORMATION

Contact Telephone Number:	
Contact Email Address:	
Have you checked your mobile phone will work if travelling overseas?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If travelling with a group, do you have emergency contact details for all travellers?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Have emergency contact details been left with a designated member of staff within the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'No', how can the University contact travellers in the event of an emergency?	
Does Personnel / Student Portal have up-to-date Next of Kin information for travellers?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 4: TRAVEL HEALTH INFORMATION

Have all participants completed a Health Questionnaire?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Health Checks and Vaccinations identified to be necessary? www.fitfortravel.nhs.uk/destinations.aspx	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 5: EMERGENCY CONTACT INFORMATION

Hope Park Security Lodge:	T: +44 (0) 151 291 3520
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

SECTION 6: DRIVING ON UNIVERSITY BUSINESS

If overseas do travellers intend on driving?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
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STAFF DECLARATION

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 Travel Plan and I am satisfied that suitable arrangements are in place. I approve these travel arrangements.

Name	
Position	
Signature	
Date	

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 identify what could potentially cause you or others harm using the lists below. Then, 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.

1. TRANSPORTATION HAZARDS

Examples include; Potential breakdown of vehicle, road traffic accident, stationary/ stranded for extended period 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.

Arrangements to consider	Detail what will you do to reduce/ manage the above risks	Overall Risk Level
<ul style="list-style-type: none">• The form(s) of transportation you intend using• Consider the local terrain/ 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.		Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		

2. PERSONAL SAFETY

Examples include; civil unrest, muggings/ robbery, kidnap, local customs, cultural differences, religion, dress, language, communication with emergency services.

Arrangements to consider	Detail what will you do to reduce/ manage the above risks	Overall Risk Level
<ul style="list-style-type: none">• Whether you will be working alone.• 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-country to stay update to date on any public tensions/ incidents.• Whether you plan to carry out any high risk activities whilst in-country e.g. working remotely, on open waters, diving operations or in confined spaces. <p>If you are involved with any higher risk activities, specialist advice should be sought via Legal Services before completing this document.</p>		Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		

3. ACCOMMODATION

Examples include; fire, theft, personal safety.

Arrangements to consider	Detail what will you do to reduce/ manage the above risks	Overall Risk Level
<ul style="list-style-type: none">• Has the accommodation been researched and booked in advance.• Whether you've stayed at this or similar hostel/ 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/ emergency.• Will you need electrical adapters.		Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		

4. 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.

Arrangements to consider	Detail what will you do to reduce/ manage the above risks	Overall Risk Level
<ul style="list-style-type: none">• Food and water supplies and any specific dietary requirements.• Preparation of additional power supplies including adaptors, batteries, chargers and torches.• 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.• Have pre- departure briefings and any participant training been organised.• Do specific supervision arrangements need to be in place.• Are immunisations or other medication required for the region/ work area.		Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		

5. EMERGENCIES

A contingency plan should be in place to cover any reasonable 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.

Arrangements to consider	Detail what will you do to reduce/ manage the above risks	Overall Risk Level
<ul style="list-style-type: none">• 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.• Insurance details and contact numbers.• Subscribing to the FCO email alert service or twitter feed.• Checking FCO advice / news reports regularly before travelling.• Access to emergency funds.	<p>For complex or high risk fieldwork a separate written emergency plan is required. Contact Legal Services for further advice.</p>	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		

6. 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.

Arrangements to consider	Detail what will you do to reduce/ manage the above risks	Overall Risk Level
		Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		

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 carried out by	
Signature	
Date	

DECLARATION BY HEAD OF DEPARTMENT / HEAD OF SCHOOL / DEAN

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.

Name	
Signature	
Date	

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

Name	
Signature	
Date	