



# FIELDWORK TRAVEL PLAN AND RISK ASSESSMENT

## 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](mailto:insurance@hope.ac.uk) and [safety@hope.ac.uk](mailto:safety@hope.ac.uk) well in advance of departure to confirm your insurance cover.

### Fieldwork/Travel Summary

A section for staff to provide brief information about the fieldwork and trip.

## SECTION 1: TRAVELLER(S) DETAILS

Forename	Last name	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 but essential travel to this Country or Region?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have all the travel arrangements, been booked using the University's Travel Management Company - <b>Selective Travel Management</b> ?	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.	
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?	
Do Personnel and 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? <a href="http://www.fitfortravel.nhs.uk/destinations.aspx">www.fitfortravel.nhs.uk/destinations.aspx</a>	Yes <input type="checkbox"/> No <input type="checkbox"/>

### 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: <a href="mailto:hope@selective-travel.co.uk">hope@selective-travel.co.uk</a>
Travel Insurance:	In the case of emergency in the event of serious illness or injury abroad assistance <b>MUST</b> be obtained by contacting <b>AON Protect Travel Services</b> at any time, day or night. Aon will decide on the most appropriate course of action to help you through the emergency. T: +44 (0) 20 7173 7797
CHUBB TravelSafe App	Please contact the University H&S Advisor for information on downloading the university 'Free' Chubb Travelsafe App.
British Embassy:	<a href="https://www.gov.uk/world/embassies">https://www.gov.uk/world/embassies</a>
Emergency Tel Numbers:	<a href="https://en.wikipedia.org/wiki/List_of_emergency_telephone_numbers">https://en.wikipedia.org/wiki/List_of_emergency_telephone_numbers</a>

### 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"/>
If 'Yes' please read the following information:	<a href="#">Driving Overseas</a>

### STAFF DECLARATION (Part A)

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	

## 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 Evaluation guidance 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.

Arrangements to consider	Detail what will you do to reduce/manage the above risks	Overall Risk Level
<ul style="list-style-type: none"><li>• The form(s) of transportation you intend using.</li><li>• Air/bus/car/minibus/coach. (specify and say how this is safe and controlled).</li><li>• Local terrain and infrastructure.</li><li>• Transferring between different locations, e.g. from airport to accommodation.</li><li>• If driving abroad, consider licence and insurance arrangements.</li><li>• If using a driver, consider if they are suitably licensed.</li><li>• The availability of maps and navigational aids.</li><li>• Awareness of the trip, contact and emergency contact information and dietary requirements information.</li></ul>		Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		

## 2. 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.

Arrangements to consider	Detail what will you do to reduce/manage the above risks	Overall Risk Level
<ul style="list-style-type: none"> <li>• Whether you will be traveling or working alone.</li> <li>• Whether you are a lone female travelling alone and if there is any elevated risks to females at your country or region of travel.</li> <li>• Whether you have a host or have previous experience of working in the destination country.</li> <li>• Check FCO advice for information on crime levels, localised tensions and local customs.</li> <li>• Check local news whilst in the country to stay update to date on any public or political tensions or incidents.</li> <li>• 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.</li> <li>• 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.</li> </ul>		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"> <li>• Has the accommodation been researched and booked in advance?</li> <li>• Has it been booked with the University approved travel provider?*</li> </ul> <p><i>*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.</i></p> <ul style="list-style-type: none"> <li>• Have you stayed at this or similar hostel or hotel previously?</li> <li>• Are staying with a host organisation?</li> <li>• How you will check if clear evacuation procedures are in place and understood by travellers?</li> <li>• How do you know if basic security measures are in place e.g. Lockable doors, safety deposit boxes etc?</li> <li>• How you would raise the alarm in the event of a fire or emergency.</li> <li>• Will you need electrical adapters?</li> </ul>		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"> <li>• Food and water supply and any specific dietary requirements.</li> <li>• Suitable clothing, footwear, equipment specific to work/area considered.</li> <li>• Is an additional COSHH assessment required.</li> <li>• Whether any specific permissions are required to work in a particular site/area.</li> <li>• Working with vulnerable adults or unsupervised contact with anyone under 18.</li> <li>• Do specific supervision arrangements need to be in place?</li> </ul>		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 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.

Arrangements to consider	Detail what will you do to reduce/manage the above risks	Overall Risk Level
<ul style="list-style-type: none"> <li>• The location of local medical facilities including qualified first aiders and supplies.</li> <li>• Whether staff accompanying the trip should be first aid trained.</li> <li>• Availability of an emergency contact list, either physical persons locally or telephone numbers.</li> <li>• Mobile phone signal coverage in intended locations (Especially if travelling around in country).</li> <li>• The details of the local British Embassy.</li> <li>• Subscribing to the FCO email alert service or twitter feed.</li> <li>• Checking FCO advice/news reports regularly before travelling.</li> <li>• Access to emergency funds.</li> </ul>		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
<p><b>Extremes of weather and natural disasters</b> Heat/sunburn/heat stress Cold/cold effects/cold stress</p> <p><b>Insurance</b> It is important that the trip is adequately insured to provide contingency and cover for emergency incidents, injury and death.</p> <p><b>Essential Records</b> 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.</p>		Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		

## 7. STUDENTS OR ATTENDEES WITH ADDITIONAL SUPPORT REQUIREMENTS

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
<ul style="list-style-type: none"> <li>• Has a fieldwork/travel health questionnaire been completed? Has it identified any issues to be addressed?</li> <li>• Are any travellers subject to an LSP?</li> <li>• Are there any personal health matters and assurances of fitness to attend?</li> <li>• Is the fieldwork/trip accessible for students and attendees with disabilities?</li> <li>• Are there any specific dietary or medical requirements and how will this be managed?</li> <li>• Any known allergies?</li> <li>• Do any students require additional safety equipment such as deaf alert systems?</li> <li>• Do any students have or require a PEEP?</li> <li>• Have you considered emergency plans on how attendees with additional support requirements will be safely evacuated?</li> </ul>	<a href="#">Health Questionnaire</a>	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>
Any further actions required?		
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>		

## 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.

<b>Assessment carried out by</b>	
<b>Signature</b>	
<b>Date</b>	

## 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.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

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

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	