



UK TRAVEL HEALTH AND SAFETY CHECKLIST (National Conferences, Meetings and Short Visits)

Staff are duty bound by the University's Health and Safety policy to plan and undertake UK based trips in accordance with the standards set out below. **Failure to follow these standards may invalidate the insurance cover provided to you.**

This form should be used for local / UK travel only and is designed to address the inherently low risk nature of such trips. If you are travelling for an extended period, accompanying students or travelling overseas you should refer to the University's Health and Safety in Fieldwork Code of Practice. Staff should also seek further advice if transporting any hazardous materials or high value items during their trip.

Staff Member			
Faculty/ School/ Department			
Location to be visited			
Reason for visit	Conference <input type="checkbox"/>	Meeting <input type="checkbox"/>	Schools Visit <input type="checkbox"/> Other <input type="checkbox"/>
Travel dates	From:	To:	

NOTES FOR COMPLETION

1. Please indicate **ALL** methods of transport that will be used during your trip*
2. Indicate your perceived risk level associated with your method of transport considering;
 - a. Routes to be taken
 - b. Duration of journey
 - c. Whether travelling alone or with a colleague
 - d. The timing of journey e.g. late at night, during busier periods
 - e. Familiarity with route/ transportation method
 - f. Personal factors i.e. experience, impairments or pre-existing health conditions

This form is not to be used when planning Fieldwork or Student Placements.

*	Common Hazards	Risk Level	Agreed Control Measures
<input type="checkbox"/>	Car Travel (including Private Vehicles, University Owned and Hired Vehicles)	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>	<ul style="list-style-type: none"> • Staff using their own private vehicles MUST have business use included as part of their own private insurance arrangements. • Driver Declaration forms must be completed annually within your own department to confirm you hold the correct licence entitlements. • The University's Driving at Work Policy will apply. Please refer to the policy for additional information. • Plan routes before travel. • The use of mobile telephones whilst operating a vehicle is prohibited.
<input type="checkbox"/>	Taxis	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>	<ul style="list-style-type: none"> • Pre book local / reputable companies. • For outward bound travel use the University approved supplier. • Use taxi ranks and licensed vehicles only when off site.
<input type="checkbox"/>	Coach / Bus	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>	<ul style="list-style-type: none"> • Plan journeys in advance • Use reputable companies to supply vehicles / drivers • Note all emergency exits on vehicles upon boarding

<input type="checkbox"/>	Rail / Underground	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>	<ul style="list-style-type: none"> Plan journeys in advance i.e. route to hotels/ venue Observe all safety procedures and notices whilst travelling Travel with minimal baggage Stand back from platform edges Avoid isolated unmanned stations, especially after dark
<input type="checkbox"/>	Ferries / Boats	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>	<ul style="list-style-type: none"> Plan journeys in advance Check live departure times before travelling Observe all safety notices and briefings whilst on board
<input type="checkbox"/>	Motor Bikes and Cycles	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>	<ul style="list-style-type: none"> If staff wish to travel via motor bike or cycle on University business please contact Legal Services for further advice. <i>Please note this is a higher risk activity and a separate risk assessment may be required.</i>
<input type="checkbox"/>	Minibus	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>	<ul style="list-style-type: none"> A separate risk assessment is required when arranging minibus travel for a trip/ conference visit. <i>Please see Legal Services for further advice.</i>

	Other Hazards	Risk Level	Agreed Control Measures
A	Personal Factors	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>	<ul style="list-style-type: none"> Consider if or how any existing health conditions may make travelling or your trip overall more hazardous. Seek advice from Occupational Health or your GP if required. If travelling alone, have your mobile phone sufficiently charged. Ensure a colleague within your department is aware you are working off site.
B	Manual Handling	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none"> Consult the University's Manual Handling guide, if you will be moving, carrying, loading, unloading luggage or larger items during your trip. Consider using a courier for transporting heavier items separately. Ensure all loads are secured regardless of the method of transport If carrying high value equipment, this should not be left on show. Further insurance cover may be required - contact Insurance@hope.ac.uk for advice
C	Laptop Use and Handling	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none"> Ensure laptops are carried in an appropriate bag. Laptops and AV kit should be carried securely and not be left on show. Ensure you follow the Portable Data Device Security Policy if traveling with with sensitive University related data. https://my.hope.ac.uk/document_store/public/index.php/Download/file/26/Portable%20Data%20Device%20Security%20Policy.pdf
D	Accommodation	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none"> Arrange accommodation in advance of travel. Use the University's travel management system. Always take your room key with you in an emergency, you may need to return to your room if there are no safe means of escape. Should you become trapped in your room, use your mobile telephone/ hotel phone to raise the alarm. Use door latches/ deadlocks on hotel doors during the night. Familiarise yourself with escape routes and the location of escape stairwells upon check in.
E	Hazardous Substances	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> N/A <input type="checkbox"/>	<ul style="list-style-type: none"> If transporting chemicals or biological materials contact Health and Safety for advice. A separate risk assessment may be required.

F	Emergency Assistance	Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/>	<ul style="list-style-type: none"> • If you being hosted by another organisation, ensure you familiarise yourself / attend any welcome briefings detailing emergency procedures. • Ensure details of your visit is left with someone within your department. • (including your contact information & expected return date). • Check news updates periodically in case of travel disruption or national security alerts.
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The above list of hazards is not exhaustive, staff are expected to dynamically risk assess whilst working off site to continuously identify anything that could potentially cause harm, in order to preserve their own health and safety.

If you believe the arrangements listed above do not adequately control the hazards involved with your trip, a full risk assessment must be completed before travelling.

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	