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|  | **Trip-specific Travel Risk Assessment** |

**If the University Generic Travel Risk Assessment is sufficient to cover all reasonably foreseeable risks, that document will be regarded as the relevant risk assessment for the trip. This form is intended to be used where there are foreseeable risks beyond those covered in the Generic Travel Risk Assessment. This includes any areas subject to Government travel warnings for whatever reason.**

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| **Part A – General information** |
| **Summary Details** |
| **Management Unit:** School /RI/ Service |  |
| **Name of person assessing trip:** |  | **Job Title:**  |  |

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| **Trip description:** |  |
| **Location and Date(s):** |  |
| **Lead traveller - name and mobile number:** |  |
| **Other travellers – names and mobile numbers:** |  |
| **OVERALL RISK RATING\*** |  **Low/Moderate/ High /Very High** (delete as applicable) |
| **\* The Overall Risk Rating should be determined from the risk assessment carried out as Part B of this form.** |
| **Purpose and description of planned activities** |
| **What is the purpose of the trip and the business/study aims and outcomes expected?** (Please indicate the likely business/study impact if the trip does not take place.)  |
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| **What activities are involved?** (Note that a separate fieldwork risk assessment may be needed for practical activities) |
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| **The University is keen to minimise non-essential travel as a matter of policy. Please explain why the objectives cannot be achieved by alternative means, other than travel to the location(s**)? e.g. online meetings. |
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| **Travel arrangements and insurance** |
| **Please confirm that travel is being booked via the University provider, Selective Travel.** <https://glasgow.selective-travel.com/>(If elements of the trip cannot be booked via Selective Travel, please provide a full explanation of why and details of the alternative booking method proposed for those elements.) |
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| **Please confirm that the University’s travel insurance application will be completed.** <https://frontdoor.spa.gla.ac.uk/tins>(If use of University travel insurance is not possible, please explain why and detail the alternative arrangements to be used.)  |
| *This question is only applicable if the trip is within the UK and involves air travel, or an overnight stay, or is an overseas trip. If none of these apply mark as not applicable.* |
| **If you will have insurance cover, please confirm that you have checked the level and type of cover and understand what potential losses may not be insured.** (Provide details of any foreseeable uninsured losses that are identified and information on how these will be managed. Examples may include healthcare charges or the cost of extended stay if travel restrictions are imposed. Note that special insurance conditions may apply if you are travelling against UK Government advice. Please also consider how short-term funding will be made available to meet emergency costs such as hospital admission fees. e.g. credit card) |
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| **UK Government foreign travel advice category** (Proposed action in response to any specific advice should be provided within your risk assessment. | (See <https://www.gov.uk/foreign-travel-advice>) (not applicable if UK travel only) |
| **Are any relevant safety risks identified in UK Government Overseas Business Risk report?** | (See <https://www.gov.uk/government/collections/overseas-business-risk>) (not applicable if UK travel only) |
| **Accommodation** |
| **Address and Telephone:** List all – i.e. hotel, stopovers and other accommodation (if applicable) |
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| **Transport** |
| **Arrangements for outward and return travel:** |
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| **Flight Times and dates:** (if applicable) |  |
| **Arrangements for transfer to accommodation:** (if applicable) |  |
| **Travel itinerary and arrangements within host destination(s)** (include anticipated dates, locations, contact details as well as any known intended travel routes for touring itinerary**). Please provide details if any members of the party will be driving overseas.** |
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| **Emergency planning** |
| **First Aid Cover** | (Provide details of arrangements, if applicable) |
| **Local Hospital(s)** | (Address, accessibility and facilities, if relevant to trip) |
| **Contingency plans** | (If Travel Insurance has been activated, support is available via the University insurer helpline – make sure you have this number.) |
| **British Consulate(s)** | (Address and telephone number) (not applicable unless overseas) |
| **Destination contact(s)** | (if applicable) |
| **University/Home contact(s)** |  |

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| **Planning checklist**  | Tick all that apply | Confirm complete |
| **Has appropriate pre-travel safety advice and information been obtained?**  | √ |  |
| **If group travel, has an information pack or health and safety briefing been provided to group members?** |  |  |
| **Have recommended travel immunisations been completed for all travellers?** |  |  |
| **Are personal contact details and trip details available on file within the department/ University?** | √ |  |
| **Have you downloaded and registered the** [**SafeZone app**](https://www.safezoneapp.com/)**? (recommended)** |  |  |
| **Has the trip been registered in UoG travel portal and suitable insurance been arranged? (Registration is mandatory if travel is outside the UK or, if within the UK, involves an overnight stay or air travel.)** |  |  |
| **Has the University Generic Travel Risk Assessment been reviewed?**  | √ |  |
| **Does this Trip-specific Risk Assessment cover any foreseeable significant risks that the trip presents beyond those set out in the Generic Travel Risk Assessment?** | √ |  |
| **Does the trip involve significant practical fieldwork? If yes, has a fieldwork risk assessment been carried out? (Can form part of this assessment or be separate)** |  |  |
| **Has a need for specific training been identified for the planned trip (e.g. hostile area, cultural awareness? (If yes, provide details in the risk assessment)** |  |  |

**NOTE: The signatures below indicate managerial authorisation for the trip. They are not intended to place any personal liabilities on those providing such authorisation, beyond any existing legal duty of care that may apply.**

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| **Line manager / supervisor authorisation – This is required for all trips where a trip-specific risk assessment is required.** |
| I have reviewed this proposal together with the trip-specific risk assessment at Part B. I am satisfied that suitable control measures are in place to manage foreseeable risks and I agree to the trip being undertaken. |
| **Signed (Line Manager)**: | **Date:**  |
| **Print Name:**  |

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| **Additional Sign offs:Head of School (or equivalent level sign off is required for risk assessments attracting a MODERATE, HIGH or VERY HIGH risk rating and for any overseas travel to an area where the UK Government FDCO advise against either all but essential travel (AMBER travel warning), or against all travel (RED travel warning). An additional Head of College level sign off is required for any travel in the highest risk categories.** |
| I have reviewed this proposal together with the trip-specific assessment at Part B. I am satisfied that suitable control measures are in place to manage foreseeable risks and I agree to the trip being undertaken.  |
| **Head of School/Director of Institute/Head of Service. (or depute)** | **Date:** |
| **Signed:**  | **Print Name:** |
| **The additional sign off below is required for any travel that is:**1. **Assessed as HIGH risk, or VERY HIGH risk, OR,**
2. **Overseas travel is to an area where the UK Government advise against all travel. (RED travel warning/ Covid red list)**
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| **Head of College/Chief Operating Officer. (or depute)** | **Date:** |
| **Signed:** | **Print Name:** |

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| **Part B – Trip-specific risk assessment** |
| **Completion instructions:****First, try to identify what significant hazards are associated with the travel. Some common travel hazards are suggested below, but you should try to identify any others that are relevant to your trip. You should then list each relevant hazard in the ‘Hazard’ column on the risk assessment form that follows. Details of the potential consequences of each hazard should be recorded in the adjacent column. This should be based on most likely foreseeable outcome, not a worst-case outcome. A judgement should be made on the likelihood of that eventuality occurring and on the severity of impact (see Appendix) These ratings should be entered in the relevant ‘Inherent Risk’ columns and multiplied to give the overall ‘Inherent risk’ for that hazard. You should then record the control measures that will be in place to protect against that hazard and reassess the risk, recording the results in the ‘Residual risk’ column. In some cases, you may identify additional risk controls that are not planned but you decide are achievable or are required. These can be entered in the final column.****The Overall Risk Rating is the highest of the Residual Risk Ratings recorded. This will equate to one of five risk bands: Very low, Low, Moderate, High or Very high risk (See Appendix) and should be recorded on Part A of the form. Note that a separate fieldwork risk assessment is likely to be needed if practical work is being undertaken during the trip.** |
| **Human factors** | **Applicable? (Yes/No)** | **Environment and infrastructure** | **Applicable? (Yes/No)** |
| **Muggings/ robbery** (Does the work involve valuable equipment/ materials that could make the work/ study group vulnerable to robbery?) |  | **Infrastructure** (Consider communications and utilities, mobile phone signal, potential for loss of communications.)  |  |
| **Political tension** (Does the activity, in itself, pose a risk of offending the local population/ government, or is it likely to be controversial?) |  | **Driving** (Consider risk of driving in the area, road condition, off road driving or night driving, risk of hijack/theft.) |  |
| **Civil unrest** |  | **High altitude** |  |
| **Kidnap/ abduction** |  | **Desert/intense sun/cold climate** |  |
| **Culture (customs, dress religion)** |  | **Earthquake or volcanic risk** |  |
| **Language/communication** |  | **Storm/hurricane risk** |  |
| **Legal differences** |  | **Monsoon/ high humidity** |  |
| **Stress (lack of family support)** |  | **Air pollution** |  |
| **Medical (health, pregnancy, other factors)** |  | **Radiation risk** |  |
| **Biological risk** |  | **Water contamination** |  |
| **Venomous animals** (antidotes?) |  | **Asthma/allergies** |  |
| **Hazardous animals** (non-venomous) |  | **Food toxins** |  |
| **Endemic disease** ( e.g. Covid (see generic assessment at Appendix 1), HIV, hepatitis, malaria, rabies, leptospirosis, yellow fever, cholera, polio, typhoid, zika, dysentery, parasites.) |  |  |  |
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| Risk identification | Risk assessment | Risk management |
| Hazard | Potential consequences | Inherent risk | Risk Control measures | Residual risk | Additional control measures and comments |
| **Likelihood** | **Impact** | **Risk rating** |  **Likelihood** |  **Impact** |  **Risk rating** |  |
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| **OVERALL RISK RATING**  |  **LOW / MODERATE / HIGH / VERY HIGH** *(delete those not applicable)* |

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| **Appendix - Guidance on Risk Assessment and Risk Rating** |

The following matrix and notes provide guidance on assessment of the level of risk associated with hazards that may have been identified during the risk assessment process. This is based on the risk rating system endorsed by the Institution of Occupational Safety and Health (IOSH). Judgement is required to assign a likelihood and severity to each risk that is identified by the assessment process. As a general principle, the assessor should judge the most likely outcome from an incident rather than basing the risk rating on the most extreme situation possible. **The risk rating is calculated by multiplying the likelihood by severity.**  The recommended action for each risk rating is shown in the second table.

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| **Risk Evaluation** |
| **Risk matrix** | **Most likely foreseeable outcome (not worst case scenario)** |
| **1 –Very minor injury or no injury** (Minor injury not requiring first aid, no likely absence) | **2 – Minor injury**(Minor injury possibly requiring first aid) | **3 – Moderate injury**(Injury of moderate severity, perhaps 3 – 7 days absence) | **4- Major injury**(Significant injury, possible over 7-days absence, fractures or serious damage.) | **5- Catastrophic**(Death or very severe injury) |
| **Likelihood that a harmful event will occur** | **1 - Very unlikely**   | **1** | **2** | **3** | **4** | **5** |
| **2 - Unlikely**  | **2** | **4** | **6** | **8** | **10** |
| **3 – Possible** | **3** | **6** | **9** | **12** | **15** |
| **4 - Likely** | **4** | **8** | **12** | **16** | **20** |
| **5 - Very likely** | **5** | **10** | **15** | **20** | **25** |

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| **Risk Rating and Approval** |
| **Rating** | **Risk level** | **Action** |
| **20-25** | **Very High Risk** | **Try to reduce risk. Head of College/Chief Operating Officer agreement is required.** |
| **15-16** | **High Risk** | **Try to reduce risk. Head of College/Chief Operating Officer agreement is required.** |
| **8-12** | **Moderate Risk** | **Try to reduce risk. Head of School/Director of Institute/Head of Service agreement is required.** |
| **1-6** | **Low Risk** | **Line manager approval only required.** |