**TRA1 – International Travel Risk Assessment**

**PLEASE ENSURE YOU HAVE READ THE UNIVERSITY** [**SAFETY CODE OF PRACTICE (COP) 38 – OVERSEAS TRAVEL**](https://www.reading.ac.uk/health-safety-services/policies-and-procedures) **AND IF RELEVANT** [**COP 32 FIELDWORK**](https://www.reading.ac.uk/health-safety-services/policies-and-procedures) **PRIOR TO COMPLETING THIS FORM.**

**This Risk Assessment must be completed prior to all international travel on University business / study / research. Guidance is provided in each section to take you through the risk profile of your destination and the risk assessment of your specific trip. If you propose to travel to a country where the FCDO advise against ALL TRAVEL this form must be approved prior to departure by your Head of School / Directorate and/or the Vice-Chancellor’s office as appropriate. In addition to approval of the travel risk assessment, the traveller must obtain authorisation to travel in line with locally determined travel approval processes and submit this form via the** [**staff travel form**](https://www.reading.ac.uk/procurement/travel-guidance-for-staff-and-students) **(PhD students can use the “guest” option).**

**FIELDWORK – Academic researchers undertaking fieldwork and student field trip group leaders MUST ensure a separate risk assessment of activities is completed in line with CoP32.**

**International Travel: Traveller Details (PART A) – All travellers must complete**

**In this section, you will provide information about the traveller(s), the destination(s) of travel and safety arrangements while travelling.**

# Traveller Details

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| --- | --- | --- |
| **Name(s) of Traveller and status:** *If a field trip or group leader is completing this form, please provide the number of students travelling.* | Name: | Staff  Undergraduate Student  Post Graduate Research  Post Graduate Taught |
| **School/Directorate:** |  | |
| **Itinerary: List all countries / regions to be visited and dates of arrival/departure for each location. Include maps for specific regions.** |  | |
| **Full description of study / work activity to be undertaken:**  ***Note: If you are undertaking fieldwork overseas you must complete a separate fieldwork risk assessment on the activities being undertaken. Your local Health and Safety Coordinator can advise where required.*** |  | |
| **Are you travelling to a high risk territory or sanctioned country?**  \*Please see the list of high risk and sanctioned countries [Country-specific Travel Guidance (reading.ac.uk)](https://www.reading.ac.uk/procurement/insurance/business-travel/country-specific-travel-guidance)  \*If yes, please complete High Risk or Sanctioned Territories [Security Questionnaire](https://www.reading.ac.uk/procurement/-/media/project/functions/procurement/documents/security-questionnaire-high-risk-territories-sept-23.docx?la=en&hash=DF4D53585C3363A82B63EA36AA6D4DC7&hash=DF4D53585C3363A82B63EA36AA6D4DC7) in addition to this TRA1 form and send them to uor-insurance@reading.ac.uk , **at least 21 days prior to travel**. | YES. I have completed the forms and submitted to Insurance with 21 days’ notice  NO I am not travelling to a high risk territory or sanctioned country | |

# Travel Details

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| --- | --- |
| **Please explain why travel is essential to achieve this work objective and why other options are not considered viable.** |  |
| **Transport details (flight, vehicle, train, ferry, airport transfer & in-country travel):** |  |
| **Accommodation details:**  This form should be approved before any bookings are confirmed so these details may not yet be known. |  |
| **Entry / Exit Requirements** (e.g. visas, passport validity, dual nationality etc.)  \*Note new EU travel authorisation required for 2025 See [ETIAS - European Union (europa.eu)](https://travel-europe.europa.eu/etias_en) |  |
| **Appropriate Embassy Contact details in destination country:** |  |

# Emergency Contact Details

|  |  |
| --- | --- |
| **Traveller contact details:** |  |
| **Line Manager / Supervisor name (or other agreed UOR Emergency contact) and contact details:** |  |
| **Overseas point of contact details:** |  |
| **Next of kin (or preferred emergency contact) details:**  Note: Are these details updated on iTrent / RISIS? |  |
| **Travel insurance details**  This section is pre-populated for your convenience however, please amend when insurance cover other than from the University provider is used. Or if you are an UG student fieldtrip leader and using an alternative travel provider.  (Policy details correct as of November 2024 but please check these to be correct if travelling after this date). | Details of insurance cover and a letter of insurance confirmation is available for staff and students travelling on University business is available on the travel website ([Travel Insurance and Certificates (reading.ac.uk)](https://www.reading.ac.uk/procurement/insurance/business-travel/travel-insurance-and-certificates)  University Insurance Policy - AIG ( American International Group UK Limited) **Lifeline Plus policy number 0010016165**  **Install Before You Travel**   * [AIG Travel Guard](https://travelassist.my.salesforce-sites.com/TravelAssistance/TGPreLoginHomepage?PL=AIG+UK) - Find information on the country you plan to visit and sign up for country-specific risk alerts. * [AIG Travel Assistance App](https://www.reading.ac.uk/procurement/-/media/project/functions/procurement/documents/aig-lifeline-mobile-app-download-guide.pdf?la=en&hash=3A3559A49B24EC97914878C5BA7C951C) - Provides access to emergency medical assistance, security, quick-call help button, GPS-enabled medical provider finder and geo-fenced check-in tool whilst travelling, * You will need to register for this both these services using your staff email address and Policy Number 0010016165   **For Emergency Medical Treatment or Emergency Assistance**   * The UoR Travel Policy covers any eventuality of a traveller feeling unwell or suffering an accident whilst abroad - protecting against unforeseen eventualities. * Any traveller, as soon as feeling unwell, should contact the AIG Emergency Assistance line - their medical team will support where possible and appropriate, will arrange Guarantee of Payment with local medical facilities - thus removing the financial onus from the traveller. * Contact AIG Lifeline Plus Assistance Emergency Number immediately : +44 (0) 1273 456 463 (24 hours a day, 365 days a year). You will need to quote policy number 0010016165   **University Travel Management Company**   * To re-arrange travel plans with our Travel Management company, Gray Dawes, please contact  (0)1206 716111 [info@gdg.travel](mailto:info@gdg.travel)  (Out of hours / emergency please contact 0845 4708706) * All other travel enquiries (Open 8am-6pm Mon-Fri UK time) Tel: +44 (0)1273 456 463 |
| **First Aider name and date of qualification for fieldwork / Student fieldtrips (where appropriate)** |  |

# Safety Arrangements

|  |  |
| --- | --- |
| **Communications: What is the agreed mode and frequency of communication with UoR and/or NOK?**  *Note: Failure to make contact at agreed times will initiate emergency procedures.* |  |
| **Contingency Plans:**  *Your planned arrangements e.g. if someone is taken ill or injured/ issue with accommodation or transport / someone is detained overseas /someone goes missing/terrorist activity etc.*  *This list is not exhaustive.* |  |
| **Relevant experience of the area to which you are travelling:** |  |
| **HEALTH/MEDICATION/IMPORT EXPORT** |  |
| **Travel vaccinations required (state where you obtained advice from) & dates received:** |  |
| **Medical restrictions / testing requirements (if applicable) e.g. HIV** (seecountries where restrictions or requirements for HIV testing are outlined at [Global Database](https://www.hivtravel.org/Default.aspx?PageId=143&Mode=list&StateId=1)). For advice on HepB see <https://www.hepb.org/resources-and-support/know-your-rights/immigration-and-international-issues/> |  |
| **Do you have any medical condition that could impair your ability to undertake the work activity safely or put other’s safety at risk? *If yes, discuss with your line manager / supervisor prior to booking travel to decide if GP medical assessment / occupational health referral is required.*** |  |
| **Traveller must check if they can take prescribed medication into the destination and amounts** | See below |
| **Do you have any known allergies?**  *If yes, can these be self-managed and is required medication authorised in country of travel?* |  |
| **Are you importing / exporting samples / dangerous goods or equipment? Or are you planning on using a drone for research purposes?**  *If yes, please detail.* |  |

International Travel: Risk Calculator (PART B) **– All travellers must complete**

The risk profiling tool below will assess the RISK LEVEL for international travel to your destination(s). Please read the Foreign Commonwealth & Development Office (FCDO) Advice about your travel destination(s) prior to completing this section <https://www.gov.uk/foreign-travel-advice>

**Tick the boxes below which best describe your travel risk. If you select just one box in a higher rating, that will be your overall rating at the end of this section. The exception to this is the “FCDO advises against all travel” box, where unless other boxes in the “extreme” category are ticked, the overall rating will remain “high” and not “extreme”. Where there is an overall rating of moderate, high or extreme, your form will be automatically flagged to Health & Safety Services and Insurance once submitted.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Factor** | **Low** | | **Moderate** | | **High** | | **Extreme** |  |
| **FCDO Restrictions** | No FCDO travel restrictions in force |  | FCDO advises essential travel only |  | FCDO advises against all travel |  | FCDO advises against all travel |  |
| **PLACE:**  **Security** | The risk rating for the destination is negligible/minimal to low  Rates of crime are low and non-violent.  Effective emergency and security services.  Little to no civil unrest with no associated violence. Political stability is unlikely to deteriorate. Terrorism activity unlikely. |  | The risk rating for the destination is medium or moderate.  Opportunistic crime/cybercrime is common but violent crime is infrequent.  Police able to respond to crime inc. cyber in urban areas.  Politically stable with some periodic protests/low level violence. Sporadic terrorist/ militant activity. Rumours of human rights violations. |  | The risk rating for the destination is high.  High rates of opportunistic and violent crime. Extortion &/or cybercrime are common. Limited police capability and high levels of corruption.  Political situation is fragile, regular violent unrest with potential to deteriorate into conflict. Events e.g., elections occurring during trip. High likelihood of terrorist/militant activity. History of rights violations. Insurer review required; premium may be applied. |  | The risk rating for the country is extreme or severe.  State of war; government control / law & order minimal or non-existent, continuous threat from terrorist or militant groups, arrests of academics by the state; very poor infrastructure; endemic diseases without vaccination/treatment. Insurer review required; premium may be applied. |  |
| **PLACE:**  **Environment** | Good infrastructure: reliable widespread, utility/comms. Extensive transport networks with good safety record.  High quality medical facilities inc. specialisms like mental health. No specific health risks. Air quality, food & water usually safe.  Natural disasters/hazardous seasonal weather very unlikely. |  | Moderate infrastructure: Usually reliable utilities/comms and transport networks across the country. Road safety lower outside main urban areas. Endemic diseases (vaccination/treatment is available) present, medical facilities adequate but limited for mental health.  Low risk of natural disaster/seasonal hazards but good response capabilities. |  | Moderate infrastructure: Usually reliable utilities/comms and transport networks across the country. Road safety lower outside main urban areas. Endemic diseases (vaccination/treatment is available) present, medical facilities adequate but limited for mental health.  Low risk of natural disaster/seasonal hazards but good response capabilities. |  | Weak infrastructure: Unreliable/scarce utility/comms networks. Under-developed road network; serious safety concerns for air and ground transport.  Basic healthcare facilities: evacuation for serious issues High levels of endemic disease/outbreaks. Air quality often hazardous to people with cardio/respiratory illnesses. High potential for natural disasters/ seasonal hazards with little response capability. Extensive areas of landmines etc. or environmental contamination. |  |
| **PEOPLE:**  **Traveller Profile** | The traveller has no personal characteristics which increase their risk.  They have experience of travelling or living in a similar region and is familiar with the environment and culture.  The traveller will be supported in country (e.g., by other more experienced travellers, working with local partners, guides etc.). |  | Traveller profile could lead to infrequent verbal harassment and/or questioning by authorities. Unlikely to lead to violent targeting or arrest.  The traveller has health/disability adaptation needs which can be met by facilities at the destination.  The traveller is unfamiliar with the region but has travelled in other areas or will be supported in country by others who are experienced (e.g., other colleagues, local partners, guides, NGO’s etc.) |  | The traveller has personal characteristics which some groups are intolerant of, giving a foreseeable risk of harassment, verbal abuse, and extortion.  The traveller has health/disability needs which may not be fully met by facilities at the destination.  Some factors of the travel are rated high or extreme (e.g., location, activities, purpose etc.) **and** the traveller either has no experience of travel in this or similar environments **or** has no support available in country. |  | The traveller has personal characteristics which are not tolerated by local culture/laws with a risk of violent attacks and imprisonment.  The traveller has significant health/disability needs which cannot be met by local facilities.  Some factors of the travel are rated high or extreme (e.g., location, activities, purpose etc.) **and** the traveller has no experience of travel in this or similar environments **and** has no support available in country. |  |
| **PURPOSE: Activities** | Activities bear little or no influence on risk (e.g., office work, attending a conference or business meeting etc.) and booked via University’s travel booking company which verifies safety standards of suppliers. |  | Activities may involve travel outside the workplace but accompanied and in a place with good infrastructure.  Extensive driving on generally safe roads in daylight using a vetted supplier.  Area has good infrastructure but suppliers for transport, hotels etc. booked outside contract and without verification of safety standards. |  | Activities involve work in potentially hazardous terrain (e.g., remote area, refugee camps) or potentially hazardous work (e.g., digging, use of drones, undertaking sensitive interviews ).  Work may be unaccompanied but there are good communications and emergency arrangements.  Extensive driving inc. at night/in poor road safety/high crime/remote areas where the vehicle/ driver/route has been vetted. Suppliers of transport, hotels etc. booked outside contract/without duty of care checks in moderate infrastructure area. |  | Activities involve working in hazardous terrain, hazardous work, or the deception of authorities.  It involves working alone with no reliable communications/emergency support plans.  Extensive driving inc. at night and/or areas of poor road safety/high crime/remote areas without vetting of vehicle/driver/route.  Suppliers for transport, hotels etc. booked outside contract/duty of care checks and without verification of safety in basic/weak infrastructure area. |  |
| **PURPOSE:**  **Subject and acceptance** | The purpose of the trip is not controversial. Subject is widely discussed in public spheres.  Local perceptions of the HEI and partner organisations are positive and supportive of the traveller and their safety. |  | Government has controversial policies or actions relating to trip purpose/research topic but would have limited implications if discussed in public.  Local communities whose acceptance is required have neutral perceptions and the likelihood of hostility is low. |  | The trip purpose/research topic is perceived as being sensitive by communities and authorities and is not discussed in public spheres/tolerated by government.  Local communities whose acceptance is required have negative perceptions of the University, HE or partner organisation and there is some potential for hostility. |  | Purpose of the trip/research topic is illegal in-country, and those involved could face arrest or imprisonment.  Perceptions of the University/HE sector/partner organisations are highly negative and would not be tolerated by community groups/authorities with high potential for violence. |  |
|  | | | | | | | | |
| **Overall Travel Risk** | **LOW** (Budget holder - Line Manager / Head of dept. can authorise the travel risk assessment. |  | **MODERATE** (Budget holder - Line Manager / Head of dept. can authorise the travel risk assessment. |  | **HIGH** (Head of School must authorise travel) |  | **EXTREME** (Head of School and Vice Chancellor must authorise travel) |  |

**If risk calculator confirms low risk travel, you do not need to complete part C and can skip to part D (you should use part C as general guidance only)**

# International Travel: TRAVELLER’S RISK ASSESSMENT (PART C)

**The traveller or group leader should complete the section below with the risks and mitigations related to your specific trip.**

| **Risk** | **Examples**  **Below are example considerations for planning purposes (these are not exhaustive).** | **Your Risk Mitigations**  **Record below any actions that will be taken to manage this risk.** | **Date completed** |
| --- | --- | --- | --- |
| Insurance implications | Ensure University insurance cover is adequate for destination country and all activities being undertaken. Consider if additional insurance is required for any specific work activities, down-time adventurous activities / planned trips.  *Please refer to the travel website for information about travel insurance. Contact the Insurance Team before travel is booked for high risk territories and sanctioned countries*. |  |  |
| New or expectant mothers | * Ensure new / expectant mothers RA is reviewed with your line manager for travel * Contact your GP / Midwife for advice * Notify Insurance team to check cover |  |  |
| Personal safety, dangers associated with travelling / working alone; arriving at night, etc. | * Basic precautionary measures to be taken to protect [personal safety](https://travelhealthpro.org.uk/factsheet/25/personal-safety). * Arrange appropriate security / drivers * [Rape and sexual assault](https://www.gov.uk/government/publications/rape-and-sexual-assault-abroad-returning-to-the-uk) * Inform local contacts / hosts of itinerary. * Be aware of specific local risks to avoid additional vulnerability. * Travel during daylight hours if possible. * Travel in groups * Keep to well-lit and populated areas * Devise an escape plan * Don’t leave food / drinks unattended * Use competent personal security / local guides / drivers if appropriate. Maintain regular contact with local security personnel or appropriate sources to review arrangements * Regularly review international / local trusted news agency sources * If travelling for the first time, establish links with experienced colleagues with knowledge of the region. | *e.g. Obtain information from host. Fully research the location on* [*FCDO advice pages.*](https://www.gov.uk/browse/abroad) *and any other relevant local sources.* |  |
| Theft or loss of ID documents and other belongings e.g. passport, driving license, bank cards, travel tickets, laptop etc. | * Keep items secure. * Record details of numbers, issue dates, etc. and store separately both with you and at home with a trusted contact. * Have emergency contact numbers readily available. * Report to police if theft suspected (note local contact details). * Do not carry unnecessary valuables. * Arrangements for emergency cash in case a critical situation forces a rapid exit from your location. |  |  |
| Social/Political Unrest or Terrorism: | * Check the [Foreign Commonwealth and Development Office](https://www.gov.uk/foreign-travel-advice) for up-to-date advice. * Terrorism advice available at [Travel Advice | Counter Terrorism Policing](https://www.counterterrorism.police.uk/staysafe/) * Consider not just the country in question but also any territories as identified in FCDO pages. * Reschedule visit or modify itinerary if at all feasible. * Review current impact of elections, political tensions etc. on civil disorder |  |  |
| Cultural differences | * Awareness of local laws and attitudes towards protected characteristics, e.g. disability, sexual orientation, gender reassignment etc. * Dress in accordance with local laws/customs * Avoid behaviour that may fall foul of local customs/laws/cultures |  |  |
| Anti-bribery considerations | * Awareness of risk of theft or pickpockets * Awareness of local scams or hotspots * Cash and card security/awareness |  |  |
| Accommodation | * Pre-arrange accommodation * Stay in recognised accommodation or with trusted local contacts where necessary * Familiarise yourself with emergency exits * Secure storage/safes * [Carbon monoxide poisoning](https://www.nhs.uk/conditions/carbon-monoxide-poisoning/) |  |  |
| Transport (See also [further useful resources section for additional advice](#FurtherUsefulResources)) | * Consult with a reputable source (e.g. airport or hotel information, restaurant) for a reliable taxi service * Arrange airport collection where possible * Check safety, insurance and road worthiness of any hire vehicle * Avoid driving or being driven at night in areas with poor roads and lighting where possible * Avoid travelling alone at night unless you are sure of the area * If possible, share long distance driving * Ensure all internal transfers are booked in advance of travel (where possible). * Make sure a trusted contact is aware of your travel plans. * Consider obtaining safety statistics for your airline, cruise ship, or for driving in your destination country (see [Aviation Safety Network](https://asn.flightsafety.org/database/databases.php) |  |  |
| Communications | * Consider access to landlines or alternative / multiple handsets or satellite phones where appropriate. * Back-up chargers or batteries for phones or electronic devices * Access to secure network or Wi-Fi. Ensure you have a mobile phone that is capable of making calls in the country visited as well as a device with internet accessibility. * Stay in regular contact (pre-arranged) with family, friends, agreed contact and School / Function and ensure they are aware of your emergency plans. |  |  |
| Utilities/Cyber Issues | * Compatibility of equipment * Voltages and safety equipment * Power cuts or interruptions * Ensure IT equipment is encrypted |  |  |
| Pre-existing medical conditions | * Take medical advice 6-8 weeks before travel, (particularly for those with immunosuppressant & chronic conditions). * Carry written details of medical condition, adequate supplies of prescribed medication, details of blood group, etc. * Consider translation of information into local language. * Share with colleagues where appropriate |  |  |
| Local medical facilities | * Hospital proximity and standards. * Emergency Telephone numbers * Access to doctors/dentists. * Payment methods for medical treatment. * Ensure you are aware of which is the nearest hospital that can treat emergencies. |  |  |
| Covid-19 or similar virus (For Avian and pandemic flu advice see [Safety Note 37](https://www.reading.ac.uk/health-safety-services/policies-and-procedures)) | * Consider requirements for travel and local requirements e.g. face coverings, face shields, gloves, sanitiser, entry testing etc. * Availability of local medical facilities. Is there adequate provision? * Check quarantine arrangements (upon arrival/return, or if the situation deteriorates). * Are there any local Covid-19 restrictions. * Detail repatriation arrangements should FCDO Covid-19 advice change. * Know what to do in the event of contracting Covid-19. * Monitor local media regarding potential civil unrest due to Covid-19 implications. |  |  |
| Insect, ticks and animal bites (see also [Travel Health Pro guidance](https://travelhealthpro.org.uk/factsheet/38/insect-and-tick-bite-avoidance)) | * Research likely insect / [ticks](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/694158/PHE_Tick_Leaflet.pdf) / animal issues in particular area. Vaccinations or malaria tablets may be advised. * Avoid by prevention – repellents, clothing, mosquito nets etc. * Consider use of nets in accommodation * Carry appropriate treatment |  |  |
| Exposure to infection: Known endemic illnesses in destination(s) | * Take medical advice and arrange vaccination/prophylaxis as appropriate * Consider the following conditions in particular: [Cholera](https://travelhealthpro.org.uk/disease/32/cholera), [Diphtheria](https://www.fitfortravel.nhs.uk/advice/disease-prevention-advice/diphtheria), [Hepatitis B](https://travelhealthpro.org.uk/disease/71/hepatitis-b), [Dengue](https://travelhealthpro.org.uk/factsheet/13/dengue), [Japanese Encephalitis](https://www.nhs.uk/conditions/japanese-encephalitis/), [Malaria](https://www.gov.uk/government/publications/malaria-prevention-guidelines-for-travellers-from-the-uk), [Meningitis](https://www.who.int/news-room/fact-sheets/detail/meningococcal-meningitis), [Polio](https://travelhealthpro.org.uk/factsheet/8/poliomyelitis), [Tetanus](https://travelhealthpro.org.uk/disease/168/tetanus), [Tick-borne Encephalitis](https://www.nhs.uk/conditions/tick-borne-encephalitis/), [Tuberculosis](https://www.who.int/news-room/fact-sheets/detail/tuberculosis), [Typhoid / Paratyphoid](https://www.gov.uk/government/collections/typhoid-and-paratyphoid-guidance-data-and-analysis), [Rabies](https://travelhealthpro.org.uk/factsheet/20/rabies), [Zika Virus](https://travelhealthpro.org.uk/disease/196/zika-virus) and [Yellow Fever](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/857058/Greenbook_chapter_35_yellow_fever_January_2020.pdf). |  |  |
| [Poor outdoor air quality](https://travelhealthpro.org.uk/disease/219/outdoor-air-quality) | * Travellers with respiratory or cardiovascular conditions must consider if particular destination is appropriate for them. * Check local air quality data and adjust activities * Take note of any Health Advisories published by the Local Ministry of Health. |  |  |
| Contaminated water/food | * Avoid eating and drinking where food hygiene standards may be poor or [food](https://www.who.int/news-room/fact-sheets/detail/food-safety) or [water](https://www.who.int/news-room/fact-sheets/detail/drinking-water) which could be contaminated. * Use sealed and bottled water or carry water sterilising tablets if appropriate. |  |  |
| Minor injuries and ailments | * Carry basic First Aid kit or fieldwork first aid kit if required (see CoP38 for further details). * Avoid sun/heat related issues (such as heatstroke, sunburn, etc.) by prevention - clothing, sunglasses, head covering, shade cover and sunblock. * Carry appropriate painkiller treatment such as paracetamol for minor ailments / low grade fever. |  |  |
| Natural disasters | * Assessment of the risk of typhoons, earthquake, tsunami, avalanche, etc. before travel. * Understand the local arrangements and alert systems in place in the event of the above occurring. |  |  |
| Climate/Altitude | * Consider and plan for extremes of heat or cold, high humidity or altitude. * Plan for day/night variations |  |  |
| Leisure activities | * Ensure you are adequately insured (the University insurance does not provide cover for non-business related activity) e.g. Skiing, white water rafting, bungee jumping, diving etc. |  |  |
| H&S implications of research or work activities | * Awareness of safe systems of work * Awareness of local safety measures * Remoteness of work sites * Ensure you have completed a work activity/fieldwork risk assessment (See [CoP32](https://www.reading.ac.uk/health-safety-services/health-and-safety-resources/policies-guides-and-notes#Safety%20Codes%20of%20Practice)). * Transporting hazardous samples * Safeguarding implications for local community |  |  |
| Anti-bribery considerations | * Awareness of potential risks in terms of receiving gifts, entertainment or hospitality in breach of the University’s [Anti-Bribery and Corruption Policy](https://www.reading.ac.uk/essentials/-/media/discover/files/pdfs/governance/1d9acc59dbe54b59820414c39fad3ba2.pdf), associated policies or Financial Procedures. |  |  |

**Proceed to Part D (Approval of travel risk assessment)**

# International Travel: APPROVAL OF TRAVEL RISK ASSESSMENT (PART D)

**For the attention of the Approver - Please approve or address any concerns with the traveller / your local HSC :**

**This travel has been assessed to be Low Risk Travel Moderate Risk Travel High Risk Travel Extreme Risk Travel**

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| --- | --- | --- | --- |
| **Traveller:** Declaration: I have researched and considered the risk of this travel and have undertaken appropriate travel risk training**.** Where fieldwork is being undertaken I confirm I have undertaken a separate risk assessment for the activities and submitted this to my Manager / Supervisor for approval. Once travel is approved this risk assessment will be submitted using [the overseas travel form.](https://www.reading.ac.uk/procurement/travel-guidance-for-staff-and-students) | **Name:** | **Signature:** | **Date:** |
| **Budget Holder (Line Manager / Head of Department) (LOW / MED RISK ONLY)**  Declaration: I have reviewed this risk assessment for low/medium risk travel/work overseas and am content that suitable and sufficient arrangements have been put in place to minimise foreseeable risks as far as is reasonably possible. | **Name:** | **Signature:** | **Date:** |
| **Competent Reviewer (HIGH /EXTREME RISK)**  **\*This may be a local HSC or other delegated reviewer.** *Only complete where appropriate* | **Name:** | **Comments / Advice for Head of School / Directorate to note:** | **Date:** |
| **Head of School / Directorate: (HIGH / EXTREME RISK)**Declaration: I have reviewed this risk assessment for travel/work overseas and am content that suitable and sufficient arrangements have been put in place to minimise foreseeable risks as far as is reasonably possible. | **Name:** | **Signature:** | **Date:** |
| **Vice Chancellor (EXTREME RISK ONLY):**Declaration: I have reviewed this risk assessment for extreme risk travel/work overseas and am content that suitable and sufficient arrangements have been put in place to minimise foreseeable risks as far as is reasonably possible. | **Name:** | **Signature:** | **Date:** |

***A copy of this risk assessment must be kept securely on file locally for quick reference if so required, and submitted via the Overseas Travel Form. The travelling employee/group leader should consider taking a copy of this risk assessment with them while travelling so that details are readily available in the event of an emergency. A copy of the approved form should be shared with all group members.***