

GEN Travel Risk Assessment

Travel Risk Assessment

It is the responsibility of the individual (identified as the 'Trip Organiser' in this policy) to undertake a [School of English Travel Risk Assessment Form](#) when travelling on University business to countries/regions including those that are not known to present a risk to travellers (e.g. EU, North America etc.) If you are the 'trip organiser' and are travelling with students you will need to complete a risk assessment and forms for all students attending the trip, available in the [School's policy and risk assessment document for fieldwork and trips](#).

This also includes visits where the work does not involve hazardous materials/operations and where there are no high risk leisure activities.

These guidance notes are not appropriate for activities/trips to remote/high risk destinations where a full risk assessment must be undertaken and may need to be submitted to the Safety Office for review by the University's Expedition Peer Review Panel (EPRP.)

- The Trip Organiser (normally a PGR student or member of staff) should undertake a risk assessment before the trip takes place
- They should ensure that all safety precautions and control measures identified as required by the risk assessment are implemented and observed for the duration of the trip
- Members of staff must follow the correct University travel policy procedures as detailed in the School Travel Policy to ensure all liability risks are minimised and travellers are covered by University insurance
- As part of the risk assessment, members of staff must check that it is safe to travel by going to the Foreign & Commonwealth Office (FCO) website: <https://www.gov.uk/foreign-travel-advice>

Service offered by the FCO. Entitled "Locate" it is a registration system for travellers abroad and it ensures that the local Embassy or High Commission is aware of British Nationals travelling in a particular country. It is intended to enable the FCO to provide better support in the unlikely event of a crisis within a given country or region. It also provides email alerts in the event of any developments which may affect the safety or security of British nationals in that area.

If anyone is interested in using the service, they can find details at [FCO Website](#)

Nationals of countries other than the UK may find that their country's equivalent of the FCO offers a similar service.