



University of
St Andrews

Travel and Fieldwork risk assessment template

Document type	Procedure
Scope (applies to)	Staff and students
Applicability date	07/06/2021
Review / Expiry date	26/06/2024
Approved date	09/06/2021
Approver	Head of EHSS
Document owner	Deputy Director
School / unit	Environmental Health and Safety Services
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Health and safety/Hazard identification and risk assessment
Purpose	This is a template form for travel and fieldwork risks

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
V1.0	New document	Approved	Paul Szawlowski	27/06/2019
v1.1	Reviewed	Draft	Paul Szawlowski	08/06/2021

Travel and Fieldwork Risk Assessment Form

NOTES:

1. The associated guidance notes on the [Guidance on Travel and Fieldwork Moodle Site](#) and should be read before completing this form.
2. The completed form should be held in an accessible location within the School/Unit

Section 1	
1 Name of Person Completing this Form	
2. Name of Project Supervisor (if different from the person completing the form)	
3. School/Unit	
4. Dates of Travel: Start Finish (if known)	
5. Title of Work Proposed (if conference – just the title of the conference)	
6. Where do you propose to visit (with address) and outline briefly what do you propose to do there (eg Conference)	
7. How will you travel to the area (include flights and travel within the country)	
8. Are your contact details up to date? (Registry for Undergraduates/Postgraduates (see URL: https://mysaint.st-andrews.ac.uk/uPortal/f/home/normal/render.uP and Human Resources for staff and post-doctoral researchers - see URL: https://selfservice.st-andrews.ac.uk/dashboard). If NO, then please update your personal contact details	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Are you attending a conference or Low Risk Activity	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, then please go straight to Section 3. If NO Please answer the next set of questions
If you are working in the UK please tick the box and go to Section 2 item 16	<input type="checkbox"/> Working in the UK <input type="checkbox"/> Travel and Working Abroad
10. Do you have a valid visa (where necessary) to enter into the country	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> VISA not required
11. Briefly Outline Significant Risks Identified in Foreign and Commonwealth Office (FCO) advisory warnings for the Country	

<p>12. Are there relevant sanctions against the country you propose to visit from UK, US, EU or your home country? (see URL: www.st-andrews.ac.uk/administration/planning/insurance/university-travel/)</p> <p>If YES - You should contact the University insurance adviser (insurance@st-andrews.ac.uk) or the Head of EHSS, Mr Hugh Graham (hg61@st-andrews.ac.uk)</p>	<p><input type="checkbox"/> NO <input type="checkbox"/> YES - If YES, then tick the relevant box <input type="checkbox"/> UK <input type="checkbox"/> US <input type="checkbox"/> EU <input type="checkbox"/> OTHER - If so give details</p>
<p>13. Will you be driving in the country you are visiting? If so, please give details of the type of driving you propose and what driving requirements are necessary in the country.</p>	<p><input type="checkbox"/> NO <input type="checkbox"/> YES If YES, do you have a valid driving licence which can be used in the country? Do you have valid insurance to drive in the country. If in doubt, contact the University Insurance Adviser (insurance@st-andrews.ac.uk) <input type="checkbox"/> Unknown Prior to Visiting</p>
<p>14. Insurance - You should contact the University Insurance Adviser to ensure that your work activity is covered by University insurance policies – insurance@st-andrews.ac.uk See University Insurance Website at URL: https://moody.st-andrews.ac.uk/moodle/course/view.php?id=2693 and also //www.st-andrews.ac.uk/staff/policy/planning-office/insurance/university-travel/</p>	<p>Give details of University Policies which cover your work: Name of company Policy Number Contact Details</p> <p>Have you checked with the University Insurance Adviser that you are covered: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>15. Cybersecurity y countries have issues with regard to Cybersecurity. You should always check with IT Services (Patrick Green – pg49@st-andrews.ac.uk) if you are considering travelling abroad on University business. Detailed guidance on cybersecurity when travelling abroad can be found at URL: www.st-andrews.ac.uk/itsupport/security/travellingabroad/</p>	<p>Cybersecurity Issues Rating <input type="checkbox"/> Red <input type="checkbox"/> Amber <input type="checkbox"/> Green</p>

Section 2			
Medium or High Risk Activities eg Fieldwork			
16. Staff / Students Undertaking work activity			
Name of All Staff / Student Undertaking the Travel/Fieldwork (Printed)		Signature of member of Staff / Student (To state they have read, understood and will comply with the risk assessments)	
17. Who else may be at risk due to the project activity?			
18. Detailed Description of Proposed work Please include in this section the objectives of the proposed work and in an appropriate level of detail. More detailed guidance on how to complete this section can be found at the University Travel and Fieldwork Moodle site at URL:			
19. Hazards and Control Measures Please see Guidance on Travel and Fieldwork Moodle site for an over view of the risks associated with the travel and proposed work Further guidance can be found in USHA Guidance on Fieldwork , Royal Geographic Society , General Risk Assessment Moodle Training and other EHSS Training Programmes			
Hazards Associated with the work activity	Risk from Hazards (Low Medium or High - see table below)	Control Measures to Eliminate or Minimise the Risks	Residual Risks after all control measures have been implemented (Low, Medium or High - See Table below)
Note: Where a member of staff / student is concerned that specific control measures are inadequate to protect them against specific hazards, they should raise this matter with their Supervisor or manager in the first instance. If they are not satisfied with their response, they should raise the matter with their Head of School/Unit. If they are still not satisfied with the answer, then they should raise the matter with the Head of EHSS. It is expected that all those who sign this risk assessment will comply with the control measures identified. Deliberate non-compliance of the control measures identified in this risk assessment can result in appropriate disciplinary actions.			

Risk Evaluation

Risk Evaluation	Summary	Authorisation
Risk is no greater than everyday life in the UK and is well controlled for instance, conferences in stable countries and cities which would be considered to have low crime	Low Risk	Supervisor/Manager to authorise travel
Travel risk or activities to be undertaken are greater than everyday life in the UK but are adequately controlled.	Medium Risk	Head of School/Unit to authorise travel
Travel incurs risk well beyond that experienced in the UK or work related activities occurs in an essentially uncontrolled environment. These risks may be beyond our capabilities to fully control despite taking precautions	High Risk	Head of EHSS to authorise travel upon referral from the Head of School/Unit. In some instances, the Head of EHSS may refer travel to the Office of the Principal for approval

20. Review of Risk Assessments - Frequency of Review

Risk assessments should be reviewed on a regular basis to ensure that they are still valid. Staff and students should review the risk assessment while undertaking fieldwork and should inform their supervisor or manager that the risk assessment has now changed and that alternative control measures should be implemented.

21. Ethical Considerations - Is there a need for an ethical application

- NO
 YES

If YES, has ethical approval been obtained from the School/UTREC. If it has, a copy of the approval should be attached to the risk assessment

22. Emergency Actions - This section should detail the primary actions to be undertaken in the event of an emergency.

Foreseeable emergencies	Predetermined Actions by Employees/Students	Predetermined Actions by Supervisor/Manager

NOTE: Emergency actions should be regularly reviewed to ensure that they are still valid. Situations may change within a country fairly quickly and it is vital that in such circumstances the Supervisor/Manager and the staff/ Student member should be in regular communication to ensure that the emergency actions are still appropriate. If the actions are not appropriate, then a revised set of emergency actions should be sent to the person abroad as soon as practicable.

23 – Medical Requirements – You should check:

- Vaccination requirements for a particular country (see [FCO website](#))
- What arrangements you may need to have in place when you stay in the country (eg adequate medical insurance, registering with a medical practitioner)
- Any medical condition you may have which might affect your work activity.

Further guidance on medical issues can be found at the [Guidance on Travel and Fieldwork Moodle Site](#) . If you are unsure, you should speak to your own medical practitioner or Occupational Health at the University

Have you checked all relevant medical requirements:

- YES
 NO

Give details if NO:

24. **Monetary Arrangements** - Do you have appropriate arrangements for money transfers? Many countries have significant restrictions on bringing in, trading and using external currency and in taking out the local currency. You should be aware of these restrictions and you should check the [FCO Travel Guidance](#) prior to visiting the country

- YES
- NO

If NO, you should check with the FCO website for details of any arrangements you may need to make

Section 3

Signatures and Authorisations

The process for authorisation of travel abroad risk assessments is given in the flow diagram in Appendix 1

NOTE: All risk assessments should be checked prior to travel abroad. All high risk travel abroad assessments should be re-authorised prior to any further travel under this risk assessment.

NOTE: All travel risk assessments **must** be lodged with the School / Unit prior to travel.

25 **Staff / Supervisor / Manager** - I am satisfied that all foreseeable significant hazards associated with the travel/fieldwork have been identified and that the related risks are adequately controlled and that the work activity is **LOW Risk**

Print Name

Signature

26. **Head of School/Unit** - If the work is deemed **MEDIUM Risk**, there is a requirement for the Head of the School/Unit (or a senior member of staff nominated to act as their Depute) to approve this project or if the Head thinks it a **HIGH Risk** project to refer the project to the Head of EHSS

Print Name

Signature

Tick one of the boxes

- I hereby approve this travel overseas
- I do not approve this travel overseas and reject this application
- In view of the **HIGH Risk** travel and/or work abroad, I refer this project to the Head of EHSS for consideration

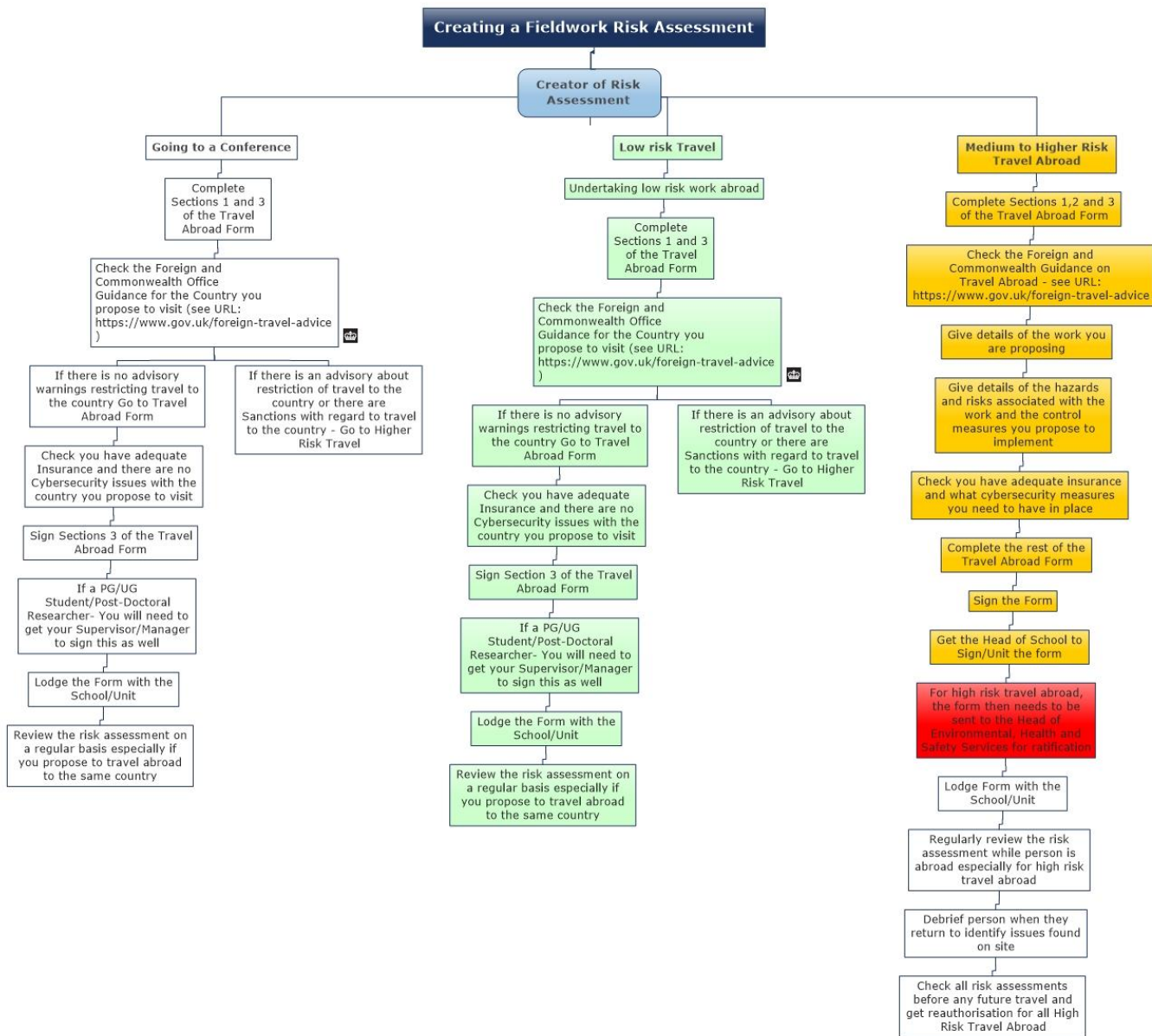
25. **Head of Environmental, Health and Safety Services** - As the project is deemed **HIGH Risk**, the Head of EHSS has to ratify this risk assessment. I am satisfied that all foreseeable significant hazards associated with the travel/fieldwork have been identified and that the related risks are adequately controlled.

Print Name

Signature

Appendix 1

Flow diagram for the Authorisation Process for Travel Abroad Risk Assessments



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V1.0	New document	Draft	Paul Szawlowski	27/06/2019
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