



Travel Risk Assessment: TRA1

General

This model template risk assessment form is intended for completion by members of University staff who intend to travel overseas for work, research, or study related activity. It is a template and can be altered to suit individual Schools/Support Unit requirements.

It should be completed in conjunction with the guidance at <http://www.ed.ac.uk/staff/business-travel> and after consultation of the Foreign and Commonwealth Office (FCO) website at: www.fco.gov.uk.

Fieldwork

Staff and students undertaking field work should **also** complete the Fieldwork risk assessment at <http://www.docs.csq.ed.ac.uk/Safety/ra/FA1.doc>

Repeat visits

If you are making repeat visits to the same places, and there are no changes to circumstances, information or guidance then you do not have to fill in further copies of this form on each occasion. Use this completed form and fill in the repeat visit section at the end. If, however, there are changes to personal or working circumstances, or to FCO risk status, it is your responsibility to make any alterations on a new form and seek any required permissions.

New or expectant mothers

If you are a new or expectant mother you are **also** required to complete the new or expectant mothers risk assessment form at <http://www.docs.csq.ed.ac.uk/Safety/ra/NEM1.doc>. If you intend travelling in high risk health areas you are required to first contact the Occupational Health Unit (Occupational.Health@ed.ac.uk) and to follow any guidance given by them and the FCO in respect of risk to expectant mothers.

Risk Assessment

School or Support Unit:	
Date/s of travel:	
Name(s) of person(s) travelling and status e.g. undergraduate, staff, post doc, etc.	
1.	2.
3.	4.
5.	6.
List all countries and areas to be visited	
1.	2.
3.	4.
5.	6.
State latest FCO advice for the respective countries/areas above (note in particular advice for your area of study)	
1.	
2.	
3.	
4.	
5.	
6.	

Health hazards

There may be specific health hazards associated with your area of travel/work which place your health at greater risk than normal e.g. malaria. Please consult the latest version of the World Health Organisations (WHO) "International Travel and Health" at: <http://www.who.int/ith/en/> and the U.S. Center for Disease Control at: <http://wwwn.cdc.gov/travel/>. Also review the services provided by the Occupational Health Unit at <http://www.ed.ac.uk/staff/business-travel/travel-health/ohu-travel-overview>.

Environmental air pollution

Many countries have a much higher environmental air pollution than Scotland, sometimes at an unhealthy level - this aspect of travel and work needs to be considered prior to staff and students going to those countries.

If air pollution is a major risk of the country you are visiting, then the risk assessment should fully consider the risks from air pollution to which the individual(s) may be exposed, and identify suitable control measures in order to ensure all hazards are managed as far as practicable.

Further guidance on controlling such exposure can be found at [Annexe A – guidance on controlling exposure to high levels of environmental pollution](#).

Prior to travel you should discuss both general and specific health risks with the Occupational Health Unit or your GP. Have you done so? **YES/NO**

In regard to the country and area(s) where you are to travel/work in are there any specific health hazards relating to the following:

Area in which you are working: (e.g. animals, diseases, pollution, temperature, humidity, altitude, allergies, radiation, etc.)

State hazards and actions implemented to ensure risk level is as low as practicable, for example by inoculation prior to travel:

Availability of medical aid: (e.g. remote working, sub-standard medical care facilities, etc.)

State hazards and actions implemented to ensure risk level is as low as practicable:

Safety Risks

There may be specific safety hazards associated with your area of travel/work which will place your safety at greater risk than you would normally experience in the UK. You must take steps to ensure that such risk is minimised, so far as is reasonably practicable. As a first step you should consult the Foreign and Commonwealth Office (FCO) website at: www.fco.gov.uk. It would also be helpful to discuss such issues with your hosts who will have up to date local knowledge. General safety advice is also available at <http://www.ed.ac.uk/staff/business-travel/travel-safety>.

In regard to the country and area(s) where you are to travel/work in are there any specific safety hazards relating to the following:

Human Issues: (e.g. civil unrest, muggings /robbery, kidnap, customs, culture, religion, dress, language, communication with emergency service, legal differences, lack of family support, etc)

State hazards and actions implemented to ensure risk level is as low as practicable:

Task to be undertaken: (e.g. excessive schedule, accommodation security problems, competent drivers available for terrain type, suitable vehicles available, compatibility of equipment with electricity supply and safety standards, high hazard work requiring permit to work, etc.)

State hazards and actions implemented to ensure risk level is as low as practicable:

The list of examples given adjacent to each section are not exhaustive and are given merely as an aide memoir, you should spend some time thinking of any other health or safety hazard that may be encountered in your proposed area of visit/work and what risk reducing measures can be implemented.

Emergencies

You **must** leave emergency contact details with your home School Administrator and your family. Have you addressed this? **YES/NO**

Will you be carrying a mobile phone with you at all times and have you ensured that international roaming has been activated? **YES/NO**

If yes to above please insert mobile telephone number	
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UK emergency contact: please insert name and telephone number(s)

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Is the above contact available at all times? **YES/NO**

If **'NO'** please supply an alternative contact and contact information including relationship of this person to you.

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What emergency first aid arrangements have you made?

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What contingency plans have you in place in case of interruption to your travel stay, accommodation or business plan?

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Declaration by person completing the risk assessment

I have asked all persons travelling to inform me of any existing medical conditions and to the best of my knowledge all participants are physically and mentally fit to travel. All participants are responsible for any medication they may require. I have also checked the Foreign and Commonwealth Office (FCO) website and local sources at my area of intended travel and I will not be placing myself or others in undue danger by travelling to the proposed area(s).

Name and date:

Signature:

Declaration by Head of School/Unit

I have reviewed this risk assessment for travel/work overseas and am happy that suitable and sufficient arrangements have been put in place to minimise foreseeable risks as far as is reasonably possible

Head of School/Unit please enter name, date and signature:

Repeat Visits

This trip will be repeated on the dates shown below. The circumstances, guidance and information (e.g. FCO web site information) are as detailed above, and are unchanged.

Signature	Date	Outward and return travel dates

A copy of this risk assessment must be kept on file in the School/Unit office for quick referral to if so required. The travelling employee/student should take a copy of this risk assessment with them.

Annexe A – guidance on controlling exposure to high levels of environmental pollution

Prior to any travel to areas with high levels of air pollution is being considered or organised, the Foreign and Commonwealth Office, the World Health Organisation and the World Air Quality Index websites should be consulted for the specific country that is being visited.

<https://www.gov.uk/foreign-travel-advice>

<http://www.wpro.who.int/>

<http://aqicn.org/>

China specific links

The University has many collaborations with China, which has areas of high environmental pollution. The information on the websites below should be used to assist the School in undertaking the risk assessment when staff or students go to China on University business.

<https://www.gov.uk/foreign-travel-advice/china>

<https://www.gov.uk/foreign-travel-advice/china/health>

<http://www.wpro.who.int/china/en/>

http://www.wpro.who.int/china/topics/air_pollution/en/

<http://aqicn.org/city/shanghai/> (other cities/regions are available on this link)

Control measures

Pre-travel health assessment

- All staff should attend a pre-travel health assessment with the Occupational Health Unit, especially staff who already have known pre-existing health issues
- Following this visit, it is possible that an individual might be advised not to travel by Occupational Health Unit – it is the decision of the Head of School as to whether the individual member may still travel taking into account the following guidance, as well as the advice given by the Occupational Health Unit
- Students may wish to visit their own GP for advice prior to travel

General advice

If possible, try to time your visit during periods of low pollution which are usually spring and autumn. Also, try and make the visit as short as possible to limit the exposure to the individual.

If the individual will be in an area with high pollution for an extended period of time, the School may wish to employ expert guidance from companies such as <https://www.internationalsos.com/topics/air-pollution> or others who supply this type of service.

Any ill health experienced during their visit which is suspected as being due to the pollution levels, must be reported to the parent School who will need to assess whether the individual requires further control measures or should return early/immediately.

Work environment

- As much as practicable, ensure the work environment is air conditioned with HEPA filtered supply
 - The hosting institution should be able to provide this information
- If external pollution is bad, do not open windows or doors, to prevent ingress of the polluted air
- Stay indoors as much as possible

Living environment

- As much as practicable, ensure the hotel accommodation is air conditioned with HEPA filtered supply
 - Contact the hotel/accommodation prior to booking to ascertain what level of protection from pollution is in place
 - Consider alternative accommodation if the response is unsatisfactory
- If external pollution is bad, do not open windows or doors to prevent ingress of the polluted air
- Stay indoors as much as possible
- Air conditioning units fitted with HEPA filters may assist with the reduction of pollution in indoor areas, however, these must be used with caution and according to manufacturer's instruction

Outside/external areas

- Avoid/minimise going outdoors if external pollution is bad
- Personal protective equipment, in particular respiratory protective equipment (masks), are designed and tested for work situations, not environmental situations such as this. However, many residents choose to wear these masks to try and control their exposure. It is up to the individual if they choose to wear a mask, however, if they do, then the following should be taken into account;
 - Surgical or paper masks do not give any protection against an inhalation hazard and should not be worn
 - Environmental pollution is a mixture of many different types of particles, gases and vapours and it is unlikely that a single mask is able to protect against all these contaminants
 - However, a mask with at least a P3 level of protection (N95 in the US) should give some protection against the particle contaminant at least
 - Filters for gases or vapour protection are specific to the general type of gas or vapour (for example organic or inorganic etc.) and it is this that makes it difficult to recommend a suitable filter
 - Only use disposable masks once
 - Masks should only be worn for short durations, and are not usually recommended for more than one hour at a time
 - Individuals with pre-existing respiratory issues may not be able to wear masks due to breathing difficulties
 - Guidance on different types of masks can be found at <http://www.ed.ac.uk/health-safety/guidance/ppe/rpe>
 - Note on **Facefit testing**: Please note, the guidance on facefit testing on the previously linked page has been written for work purposes and the mandatory facefit testing element does not apply as that requirement is for work situations only

- Facefit testing must also be done for each type of mask you may wear (make and model) and if these masks are being purchased locally in China etc., we would not be able to facefit test on them in the UK (if they are not available here)
- If you still wish to be facefit tested on the mask that you have chosen, then please complete the form at http://www.docs.csg.ed.ac.uk/Safety/general/respirators/request_test_form.doc and note on the form the mask is for 'environmental air pollution' and what mask (make and model) you wish to be tested on
- We only stock **3M 7500** and **Alpha Solway 3030V** masks – if you are using any other make and model of mask, you must supply us with a mask to use for testing purposes (which will be destroyed after the testing is complete)
- During the facefit testing process, we will only be testing the actual fit of the mask - we cannot give guidance or any guarantees on the efficiency of the protection levels over and above the guidance given above (unlike the guidance given during facefit testing for work-related use of masks)
- There are many suppliers of masks, some of which are on the University's PECOS system (such as Arco)
 - It would be advisable to take with you the quantity of disposable masks you think you may require as the same masks may not be available in the country you are visiting. This could, however, run into a very high number of masks as disposable masks are one use only
 - Alternatively, ensure, prior to your visit, that suitable masks can be purchased locally

Insurance

- Ensure all individuals have adequate travel insurance through the University Insurance office
- Register with the University Travel Insurer Security website, Red24 (<https://www.wiki.ed.ac.uk/display/Finance/Insurance+Policy+-+Travel+Insurance>) who have advice for specific countries