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| **Scope of generic assessment and explanatory note**  Staff and students associated with the University of Glasgow routinely undertake a great deal of work-related, or study-related, travel both within the UK and internationally. Much of this travel carries no major safety risk and is similar to routine travel that forms part of the normal day-today activity and life-risk of many people. Nevertheless, there is a need to ensure that such travel has been subject to a process of risk assessment. The purpose of this document is to assess the risk associated with this type of activity and to provide information on the key precautions for low-risk travel.  **Generic Travel Risk Assessment**  The type of travel covered by this document would normally be risk assessed to be low risk. It is likely that most UK trips will fall within the low-risk category unless there are additional risk factors, for example, extreme weather conditions, or night travel that introduce significant additional risk. International trips that are of similar character may also be low risk. In judging whether the risk is genuinely low, the information below should be reviewed to ensure that it is considered sufficient to manage the risk from such travel. It is essential that there should be no significant additional risks or hazards associated with a trip if it is to be carried out under the scope of the generic risk assessment.  **Trip-specific Risk Assessment**  Where there are significant additional risks associated with a trip beyond the items below, the Generic Travel Risk Assessment is NOT suitable and the University’s [Trip-specific Risk Assessment](https://www.gla.ac.uk/myglasgow/seps/travelfieldworkandplacement/) must be used instead to prepare a risk assessment that is directly relevant to the trip and considers all risks. Any international travel against [UK Government FDCO advice](https://www.gov.uk/foreign-travel-advice) (including any advice against all but essential travel or against all travel) may carry a higher risk and will require a Trip-specific Risk. Other risk factors may also mean that a Trip-specific Risk Assessment is required.  As part of the normal management process, it is the responsibility of travellers, jointly with their manager or supervisor, to undertake a preliminary assessment for all proposed trips to identify whether they may reasonably be judged low risk and undertaken under the scope of this Generic Travel Risk Assessment, or whether there may be significant additional risk factors involved that will require a Trip-specific Risk Assessment and more formal authorisation. |

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| **BEFORE YOU TRAVEL:**   1. **REGISTER YOUR TRIP ON THE UNIVERSITY’S TRICAP TRAVEL APPROVAL PORTAL. THIS IS MANDATORY FOR ALL TRIPS OUTSIDE THE UK AND FOR ANY UK TRAVEL THAT INVOLVES AN OVERNIGHT STAY OR AIR TRAVEL.** 2. **IT IS RECOMMENDED THAT YOU DOWNLOAD THE** [**SAFEZONE APP**](https://www.safezoneapp.com/) **AND REGISTER THIS ON THE UNIVERSITY SYSTEM.**   **BOTH OF THESE ACTIONS HELP TO ENSURE THAT THE UNIVERSITY CAN PROVIDE YOU WITH EMERGENCY SUPPORT, IF REQUIRED.** |

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| **Hazard** | **Recommended Control Measures** |
| **Health risks** |  |
| **Traveller may be in higher risk, clinically vulnerable category due to age or health conditions.** | The University would advise against travel to countries by staff or students who are medically advised to be at high risk from such travel. This could include both Covid and other health risks.    Travel by those at medically high risk should receive careful consideration and may require preparation of a Trip-Specific Risk assessment. |
| **Health and vaccination status requirements of destination country.** | If travelling overseas, travellers must check [UK Government FDCO advice](https://www.gov.uk/foreign-travel-advice) on travel prior to departure and any conditions that apply in destination county or countries. Some countries may impose particular vaccination requirements and pre-travel notification requirements. This may apply for Covid, or for other medical reasons.  Travellers should ensure that they have appropriate travel insurance and cash resources to support medical treatment or changes in travel arrangements. University travel insurance provides access to this support. NOTE THAT LIMITATIONS MAY APPLY IF TRAVELLING TO COUNTRIES AGAINST UK GOVERNMENT ADVICE.   * Where University travel insurance is not suitable or available for a trip, travellers must ensure that a careful assessment of any alternative travel insurance arrangement must be made. * Travellers should take account of potential additional costs for any extended stay or change in travel arrangements that may become necessary due to travel or quarantine requirements being imposed by host country or by any relevant Government, or as a result of medical treatment needs of any member of the party. |
| **Health and hygiene requirements during travel and at destination.** | * Travellers should check the health protection arrangements that any travel providers (Airlines, trains, ferries, buses/taxis etc.) they will use have in place. and ensure that they have any equipment or supplies needed to meet these requirements. For example, face coverings may be required by some travel operators and for some activities in certain locations. * Travellers should check if there are any local health protection rules that are applicable to the general public in force within the planned destination as part of the trip planning process and follow these, if required. * Travelers may also need to check if there are any local arrangements in place within any workplaces they may be visiting as part of their trip. |
| **Journey** |  |
| **Lack of familiarity with travel route or area**  Risk of time delay with disruption to travel plans or connections and risk of straying into potentially hazardous areas. | * Staff should familiarise themselves with the travel route if this involves travel in unfamiliar areas. * Maps and sat-nav systems should be used to allow the route to be planned. * Staff should consider seeking local advice (e.g. from hotel reception staff) to help avoid entering unsafe areas of towns/cities when staying overnight. |
| **Unplanned disruption to travel plans**  Traveller may be stranded, potentially in dangerous conditions. (Adverse weather, industrial action, breakdown, accident etc.) | This may include delay with public transport due to breakdown, weather or industrial action or breakdown of private/hire cars, traffic congestion etc. In many cases, this will simply be an inconvenience with no safety risk but could put the traveller at risk if they are stranded in a hazardous environment or location.   * Ensure that the journey is plan is known to someone. * Ideally, check in on arrival with a family member or colleague to report safe arrival. * Carry a fully charged mobile phone. Know the University emergency number 0141 330 4444. * Use SafeZone app. * Ensure that emergency breakdown service number is available if travelling by hire car. * Consider carrying an emergency kit if travelling in a remote area or in poor weather conditions. |
| **Loss or money/tickets or travel documents**  Traveller may be stranded. | * Carry some spare cash or credit card separately from main purse or wallet. * Carry a charged mobile phone. Consider the need for an emergency phone power pack. * If overseas, keep a copy of passport details separately. (scan or photocopy) |
| **Weather conditions**  Risk of rain/snow or icy conditions, or very sunny conditions leading to hypothermia/sunburn in extreme cases. | * Most foreseeable UK risk is rain/snow/sun leading to discomfort rather than severe harm but consideration should be given to this risk if travelling in winter, especially in remote areas and in some overseas areas. * Staff should ensure that appropriate clothing is worn or available. * Be aware of risk of journey disruption e.g. loss of public transport, congestion, accident, breakdown. * In extreme weather, consider whether the trip should be cancelled. * Planned travel in extreme weather, or when such conditions are expected, will normally require a Trip-specific Risk Assessment. |
| **Modes of Transport** |  |
| **Walking**  Risk of slips trips and falls. This is considered a normal “life risk” for most people. Could be higher risk in icy conditions. Risk of musculoskeletal injury – strains, sprains and fractures. Possible risk of theft or assault in some areas. | * For slips, trips and falls, in normal urban conditions, no specific action needed other than reasonable care. * Additional consideration is needed if ground conditions are expected to be poor or if staff have mobility issues. * Staff should ensure they have suitable footwear, in particular, if there is a risk of ice/snow. * To minimise assault and theft risk, staff should be mindful of their environment and remain vigilant at all time. * Avoid walking in unlit areas or walking alone late at night. |
| **Public transport**  (Travel by bus, tram, rail, ferry, underground)  Collision, theft, assault. | * If possible, plan journey ahead if and know the route. * Be mindful of the surroundings. Try to sit in populated areas of the carriage/vehicle and avoid rowdy or aggressive individuals of groups. Dress down and keep valuables out of sight. * Avoid travelling late at night if possible. |
| **Taxi**  Collision, theft, assault. | * If possible, use a taxi company known to the University. If this is not possible, use only reputable taxi firms. * If necessary, seek reviews or local recommendations from trusted sources when planning the journey. * Keep valuables out of sight. * Always use seat belts. (May not always be fitted if overseas) |
| **Driving**  Collision or breakdown during use of own vehicle or hire vehicle. | * Vehicles must be maintained in a roadworthy condition and driven in accordance with legal standards at all times. * Drivers should always take a break on journeys of over 4 hours. * Driving should be modified to take account of adverse weather or road conditions. * Private cars must be covered by appropriate work-related insurance. * Use only reputable car hire firms. (See procurement policy) * Always use seat belts. (Check that these are fitted if hiring cars in remote areas overseas.) |
| **Cycling**  Injury due to collision with other vehicles, or pedestrians, or due to potholes. | * Ensure that cycles are maintained in good condition. * Always use a helmet. * Wear hi-visibility clothing. * If cycling after dark, or in conditions of poor visibility lights MUST be used. * Ride defensively – remember that it is easier for you to see vehicles than for them to see you, especially in the dark or in rain. * Always ride with consideration for other road uses and in accordance with the Highway Code or relevant local standard. |
| **Air travel** (commercial flights only)  Inability to board plane due to airport security restrictions. Theft, assault. | * Ensure the trip has been pre-registered through the University Finance Office TRICAP Travel Portal. * Ensure that suitable photo id is carried and that the content of all cabin baggage conforms to airport security restrictions. * Travel arrangements must be made through the University travel provider wherever possible. |
| **Accommodation** |  |
| **Accommodation and food**  Choice of poor accommodation or restaurant may leave traveller more vulnerable to violence, theft, fire or ill health. | * Ensure that accommodation is in a safe location and has adequate security arrangements. Large, well-known hotel chains are likely to be satisfactory in situations of low-risk travel. Research the destination to identify the safest accommodation types. * Be cautious if selecting very low-cost privately run hotels. Research the hotel and area first. * Travellers should familiarise themselves with emergency escape routes on arrival. Use the safe for valuables, where possible. * Although obvious, choose eating locations carefully. Avoid any that look obviously badly run or unhygienic. * Avoid drinking tap water unless you are certain that it is safe to do so. |
| **Fire**  Risk of injury due to fire outbreak within accommodation. | * Ensure that reputable hotels only are chosen. Check out fire exit routes and ensure that these are known and are clear and useable. * Check that final exit doors (fire escape) are not locked or chained and that internal fire doors are being kept closed, especially at night. * Be vigilant regarding fire safety management practices within hotel. (Tactfully, raise any significant issues of concern with hotel management.) * Always respond promptly to fire alarms and evacuate by the nearest route when alarms sound. |
| **Human factors** |  |
| **Theft/Assault**  Risk of personal assault, attack or theft of belongings. | * Keep valuables out of sight. Be aware of the need to keep bags and wallets secure against pickpocketing and snatching. Be vigilant and aware of the environment and of people around. * Avoid walking through areas that appear isolated or “hostile”. * Dress appropriately to blend into the local environment. Do not wear expensive clothes or jewellery. * Try to keep a small amount of money separately from your main wallet or purse. Consider keeping copies of key travel documents/tickets. Try to use well-populated carriages on trains or other modes of transport. * Avoid hazardous areas of towns/cities, particularly at night. Seek advice on this if unfamiliar with locality. * Consider pre-booking if seeking a taxi at night in a strange town). In the UK, where available, “Black Cabs” licensed for on-street pickup (or equivalent if overseas) may be a safer alternative than private hire vehicles. |
| **Musculoskeletal injury**  Possible risk of musculoskeletal injury due to handling or carrying heavy items of luggage. Risk from sitting for long periods, particularly if journey is delayed. | * Avoid carrying heavy bags and be aware of injury risk when moving these from storage locations in vehicles. * Ensure luggage is securely stowed. * Use wheeled cases or luggage trolleys if there is a need to carry luggage for long distances. * Ensure that you move around periodically during long journeys. * For very long flights, consider flying in a higher travel class, if this is affordable, to allow more room for movement. |
| **Fatigue**  Traveller may become tired during a long journey, impairing concentration and judgement. | * Always take a break when driving for 4 hours or more. * Ensure you are rested before a journey, if possible. |
| **Lone working**  Traveller may be alone during journeys and for long periods in hotel accommodation. Being alone may increase risk of attack. Obtaining help may be more difficult. | * Ensure mobile phone is kept charged. Consider carrying an emergency battery charging device. Check-in with a family member or colleague regularly. * Make sure you have downloaded the [SafeZone app](https://www.safezoneapp.com/) and registered through the University. * On arrival, find out how to seek emergency help within your hotel accommodation. * Leave contact details with your department and keep in regular touch with colleagues or family where possible. * Ensure travel is booked through University travel provider to enable support to be provided. * See also Theft/Assault above. |
| **Personal or cultural differences**  Traveller may have an appearance, dress style, or protected characteristic that places them at increased risk in certain cultures. | * Avoid behaviours, dress codes and activity that may be unacceptable in the locality in order to blend in * Find out about significant cultural differences in advance of travel, the following websites/ guides may be helpful * <https://www.gov.uk/guidance/lesbian-gay-bisexual-and-transgender-foreign-travel-advice> * Travel guides such as Lonely Planet provide LGBT advice for most destinations - <https://www.lonelyplanet.com/> |
| **Stress**  Traveller may experience stress during journey due to unfamiliarity with trip or time pressures. | * Try to ensure that the journey is planned, to minimise stress during the trip. Navigation aids such as maps and sat-nav systems are very helpful where locations and routes are unfamiliar. * Try to allow sufficient time for the journey. * Pre-booking of tickets and taxis and accommodation is recommended and, in some cases, required by University policy. * Try to plan your trip to allow sufficient rest periods between travel. |
| **Pre-existing medical conditions**  Risk of becoming unwell during trip. | * Provided the condition is well controlled this may be considered a normal “life risk” for the individual. If travelling alone or in remote areas the risk should be assessed further. * Staff and students should consider how any relevant conditions may place them at increased risk. This could be directly through the illness itself, local perceptions of the illness, local legalities regarding and access to essential medication etc. Any personal factors which may materially impact on the risks identified should be discussed and addressed with the line manager |
| **Alcohol consumption**  Consumption of alcohol may impair judgement or physical abilities making individual more vulnerable to accident or attack. | * Alcohol should not be consumed during working hours unless in accordance with exceptions within University policy. * Avoid drinking excessively outwith working hours, particularly in unfamiliar locations. * Be aware of risk of drinks being “spiked”. Don’t leave your drink unattended. * Be aware that cultural and legal aspects of alcohol consumption in some countries may be different to those in the UK. |
| **Other factors** |  |
| **Civil disturbance, political disturbance or terrorist attack**  Traveller may be affected by local civil disturbance or a non-specific terrorist attack. | Although the risk is low, there is an element of threat worldwide, including within the UK.   * Travellers should remain alert during all journeys and, where an incident has recently occurred should review the risk associated with a proposed trip to that location. * Any staff in the area where an event has occurred should contact the University as soon as practicable to report their location and condition. * Be aware that current or recent terrorist activity or threat of this may change a normally safe destination into one where a Trip-specific Risk Assessment is required due to particular circumstances at the time. Keep up to date with local news reports before, and during, the trip. * Where applicable, ensure that your trip is registered on the TRICAP Travel Portal. To help ensure that that University can provide you with emergency support It is strongly recommended that you download and registered the [SafeZone app.](https://www.safezoneapp.com/) |
| **Additional risk factors** | **Users may add additional content or information below but should note that if significant additional risks are involved, completion of the Trip-specific risk assessment and full risk assessment of the activity may be more appropriate.** |
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