| Date completed: *Insert date that the generic assessment form is completed* | Assessment ref no: *Insert a tracking number used locally by the school/directorate* | Assessment of: *Insert details of trip* |
| --- | --- | --- |
| I have read, adapted where necessary, understood and will apply the controls in this risk assessment.Insert name and position of traveller | Approved by: (include name and position) | Date approved: |
| **Guidance Notes:** 1. This risk assessment form should only be used for **short term business travel in the UK**, such as meetings or conferences, for a period of no longer than 7 days. For longer period of travel, or for any other business purposes, please use the [risk assessment form for fieldwork](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=46071).
2. Staff using this assessment form should also check that there are no special circumstances requiring further consideration (which might include individual factors or personal characteristics; including health or disability). If there is any, please discuss it with line manager in advance of travel. In line with data protection requirements, any discussion should be recorded elsewhere and noted in the risk assessment that a discussion has taken place.
3. Line managers should be notified of staff travel in advance.
4. All student trips must be pre-approved by their academic supervisor.
5. When using example or generic risk assessments, risks will only be adequately controlled if the actions listed under ‘existing measures to control risk' are actually carried out in practice, or if your existing measures are equivalent to those given, or better.
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| **Details of proposed trip (to be completed by traveller)** |
| Name of traveller(s) and contact details:  |  |
| Name and contact details of academic supervisor / line manager: |  |
| Dates of travel: |  |
| Destination(s) / itinerary plan: |  |
| Purpose/expected outcome of the trip:*i.e. what will you be working on / presenting / discussing, etc.* |  |
| Name of organisation / individual visiting: |  |
| Full postal address and website of the organisation(s) /individual(s) being visited: |  |
| A description of planned activities:*i.e. what you are looking to do and how you are looking to do it* |  |
| Accommodation:*i.e. details of where you will stay (if a day trip marked as not applicable)**NB AirBnB or similar unregulated accommodation will not be covered by the University’s travel insurance policy* |  |

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| **DECLARATION (must be completed by individual traveller)****Please check all which are applicable:**​​[ ]  I have read, understood and adapted this risk assessment where necessary [ ]  I will follow the control measures outlined in this risk assessment.[ ]  I have discussed any individual factors or personal characteristics, including health or disability and any necessary adaptation, with my line manager / academic supervisor in advance.[ ]  I am fit to travel **OR** [ ]  will seek further advice from Occupational Health.[ ]  I have notified my line manager / academic supervisor of this trip. |

| **RISK ASSESSMENT** |
| --- |
| **Hazard**  | **Who might be harmed and how**  | **Existing measures to control risk**  | **Additional specific measures required for this trip**  | **Risk rating**  | **Result** |
| **Planned activities and Contingencies** |
| Manual handling | Staff / students suffer personal injury carrying luggage or equipment | * Travellers are advised to keep the amount of baggage and equipment to a minimum and use wheeled cases or trolleys when required
 |  | Low | A |
| Use of equipment | Staff / students suffer personal injury Injuries due to defects in equipment or lack of training and competence  | * All equipment to be well maintained and checked prior to departure
* Individual users advised to check the condition of the equipment before use
* Relevant training and instruction provided to users of equipment
* Reporting procedure in place for notifying School of any defects with equipment
 |  | Low | A |
| Use of equipment | Staff / students suffer personal injury due to electric shock, burns | * All University issued portable electrical appliances are regularly PAT tested
* Travellers carry out checks on the condition of electrical equipment before use
 |  | Low | A |
| Planning for dealing with emergencies:   Due to terrorist attack or civil unrest, getting lost, sudden illness etc.   | Staff / students could be injured or traumatised and may not receive adequate or timely assistance     | * make travel arrangements via the University’s appointed travel booking agent [Key Travel](http://www.finance.manchester.ac.uk/buyingexpenses/buyinggoodsandservices/bookingtravel/), who can advise individuals directly in an emergency
* use [mobile apps for Key Travel](https://www.keytravel.com/uk/travel-toolkit/key-travel-mobile-app/) or for which can notify key contacts of their itinerary, as well as keep the traveller up-to-date with any potential incidents or threats
* watch the short [government video](https://www.gov.uk/government/publications/stay-safe-film) on their “run, hide, tell” campaign which gives advice on how to respond if caught up in a suspected act of terrorism
* leave their travel itinerary and contact details with school/local contact prior to departure
* set up an arrangement to contact a colleague by text, phone or email at an agreed frequency during the trip
* provide family members with University contact details and the telephone number for University Security (0161 3069966) in case of an emergency
 |  | Low | A |
| **Personal Safety and security**  |
| Muggings and robbery | Staff / students could be attacked while travelling around at location | * remain vigilant when on public transport or walking
* select location of accommodation in relation to the location of the work, to ensure they can travel safely between venues
* keep valuables out of sight and not to resist handing over valuables if this increases the risk to their personal safety

  |  | Low | A |
| Risk of attack/abuse of travellers with protected characteristics | Staff / students who are at elevated risk of attack or abuse due personal characteristics | * discuss any personal characteristics which may elevate the risk to individuals with individual including how to reduce the risk of attack or abuse
 |  | Low | A |
| **Travel and transport** |
| Driving – road traffic accidents | Staff / students who are driving and passengers: Personal injury accidents from RTA | * follow the University’s [policy](http://www.healthandsafety.manchester.ac.uk/toolkits/driving/) and guidance on driving at work, if driving on University business
 |  | Low | A |
| **Health and environment** |
| Ill health | Staff / students:existing personal health issues or disability | * take any relevant medication in-person
* discuss with line manager any potential implications, including adjustments that will need to be made, and to ensure these are implemented
* discuss any specific requirements in advance with organiser and their accommodation where relevant
* seek advice from University’s [Occupational Health Service](http://www.occhealth.manchester.ac.uk/services-overview/health-referrals/) in relation to pre-existing health problems where necessary
 |  | Low  | Ill health |
| Food Safety  | Staff / students may contract food poisoning or an allergic reaction to food | * follow the University’s [policy](http://www.healthandsafety.manchester.ac.uk/toolkits/foodsafetyfoodhygiene/) on food safety and hygiene
* only use restaurants which have a [Food Hygiene Rating Score](https://ratings.food.gov.uk/) of level 4 or above, where possible
* In exceptional circumstances in remote locations where it may not be possible to find establishments meeting this requirement, select the highest rated premises available
* discuss any food allergy and specific requirements with the venue and accommodation in advance where possible, and to exercise vigilance during travel
 |  | Medium | A |
| Fire Safety in accommodation | Staff / students:Injury or death through smoke inhalation or burns | * book accommodation via the University’s appointed travel booking agent [Key Travel](http://www.finance.manchester.ac.uk/buyingexpenses/buyinggoodsandservices/bookingtravel/), who undertake safety checks on the accommodation, including fire safety
* read any information regarding emergency procedures provided in the accommodation or other venues and familiarise themselves with the location of their nearest emergency exits upon arrival
 |  | Low | A |

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| **Action plan (insert any further action required if the result of your risk assessment is that the risk is not adequately controlled)** |
| **Ref No** | **Further action required** | **Action by whom** | **Action by when** | **Completed** |
| 1 | Staff and students are advised to read any information regarding emergency procedures provided in the accommodation or other venues and familiarise themselves with the location of their nearest emergency exits upon arrival |  |  |  |
| 2 | Staff and students to familiarise themselves with the University’s requirements for [Accident and incident reporting](https://www.healthandsafety.manchester.ac.uk/toolkits/accidents/)  |  |  |  |
|  |  |  |  |  |
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**Notes**

1. **Risk Rating**: rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.

The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (eg some time off work, or a minor physical injury.

The risk is **HIGH** - if injury is likely to arise (eg there have been previous incidents, the situation “looks like an accident waiting to happen”) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

1. **Result**: this stage of assessment is often overlooked but is probably the most important.  Assigning a number or rating to a risk does not mean that the risk is necessarily adequately controlled.  The options for this column are:

**T = trivial risk**.  Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

**A = adequately controlled, no further action necessary.**   If your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met (and University policies complied with), then insert A in this column.

**N = not adequately controlled, actions required**. Sometimes, particularly when setting up new procedures or adapting existing processes, the risk assessment might identify that the risk is high or medium when it is capable of being reduced by methods that are reasonably practicable.  In these cases, an action plan is required.  The plan should list the actions necessary, who they are to be carried out by, a date for completing the actions, and a signature box for the assessor to sign off that the action(s) has been satisfactorily completed.  Some action plans will be complex documents; others may be one or two actions that can be completed with a short timescale.

**U = unable to decide. Further information required.**  Use this designation if the assessor is unable to complete any of the boxes, for any reason.  Sometimes, additional information can be obtained readily (e.g. from specialist University advisors) but sometimes detailed enquiries might be required.

**For T and A results**, the assessment is complete.

**For N or U results**, more work is required before the assessment can be signed off.

3. **Action Plan**. Include details of any actions necessary in order to meet the requirements of the information in ‘Existing measures to control the risk’. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.