**TRA2 – Off-Campus UK Business Travel Risk Assessment (non-fieldwork)**

**This RA should be used for off-campus activities for staff and post-graduate students conducting UK travel for business purposes. This is likely to be for conferences and any non-fieldwork type activities such as meetings at other Universities/Institutes. It does not include personal travel or day to day commuting to one’s place of work.**

**Sustainability - Consider whether the travel is necessary or whether the activity can be carried out remotely (e.g. on-line teaching or meetings) or postponed to a later date.**

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| **Name(s) of Traveller(s) and status (staff, PhD student etc):**  | Name: | Status: |
| **School / Function:** |  |
| **Full description of study / work activity to be undertaken:** |  |
| **Is there an alternative option to travel available? If yes, why has this option not been chosen?** |  |
| **Duration of trip:** | From: | To: |
| **Transport details e.g. flight / train / ferry booking details or personal vehicle etc.** |  |
| **Supervisor name and contact details:** |  |
| **Next of kin details:** |  |
| **Accommodation detail (if applicable):** |  |
| **Emergency Communications: What is the agreed mode and frequency of communication with UoR? *(****Failure to make contact will initiate emergency procedures)* |  |
| **Contingency Plans:***Arrangements if taken ill or injured/ issue with Vehicles/ major transport interruptions etc.* |  |

| **What are the significant hazards / considerations?** | **Mitigating Actions** **\*\*Below are example considerations for planning purposes (these are not exhaustive). You should add extra hazards if required, add additional mitigation or delete as appropriate for your specific work activity and travel\*\*** | **Please indicate Yes (Y) / No (N) / Not applicable (N/A) where relevant.** | **Please provide details of how this mitigating action will be applied by you.** *For example, “I have provided my Manager with full details of my itinerary for the trip. This will be recorded electronically in the XXX file”* |
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| Personal Safety. | * Ensure your manager is aware of your itinerary and agree a check-in procedure
* Be aware of specific local risks or hot spot crime areas to avoid additional vulnerability.
* Plan your route ahead of travel to avoid following maps on mobile or other devices.
* Travel during daylight hours if possible.
* Avoid lone-working where feasible (discuss with manager if unavoidable)
* Keep to well-lit and populated areas
* Don’t leave food / drinks unattended in public places
* Remain alert and aware of surroundings
* Don’t draw unnecessary attention to yourself or any valuables (avoid taking valuables if possible)
* Try to avoid danger rather than confront it
* Always know where the nearest exits are
* Always keep your mobile charged so you can make a call or be contacted in an emergency. Keep emergency contact details in your phone , including UoR Security **0118 378 6300**.
* Don’t leave bags unattended
* Terrorist activity. Remain vigilant, particularly in crowded places. Remember RUN, HIDE, TELL (<https://www.counterterrorism.police.uk/safetyadvice/>) & follow local police force on Twitter for updates.
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| Pre-existing medical conditions or anaphylaxis | * Ensure you carry adequate supplies of necessary medication
* Consider sharing information on condition with host / colleagues etc. where appropriate e.g. where condition could become suddenly life-threatening.
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| Theft or loss of documents and other belongings e.g. ID documents, bank cards, travel tickets, laptop, UoR equipment etc. | * Keep items secure. Utilise secure storage/safes in accommodation if available.
* Record details of serial numbers, issue dates, etc. and store separately at work / home with a trusted contact.
* Have emergency contact numbers readily available.
* Report to police if theft suspected.
* Do not carry unnecessary valuables and do not leave on show in vehicles.
* Check with UoR Insurance team if items such as laptops, work equipment etc. are adequately insured for off-campus use.
* Don’t carry too much cash and try to keep cash and credit cards separately.
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| Hazardous Substances | * If transporting any chemicals, biological materials, or radioactive substances etc. you MUST contact your [local HSC](https://www.reading.ac.uk/health-safety-services/-/media/project/functions/health-and-safety-services/documents/hsc-list-september-2021.xlsx?la=en&hash=E420ADB1DEC4CAE738F8E9E62A53FEBC) for advice as a separate risk assessment will be required.
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| New or expectant mothers | * Ensure new / expectant mothers RA is reviewed with your line manager for travel.
* Carry maternity notes where appropriate or for longer stays & note location of nearest hospital with A&E facilities.
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| Accommodation | * Pre-arrange accommodation
* Stay in recognised accommodation or with trusted local contacts where necessary
* Familiarise yourself with emergency exits on arrival
* If you feel insecure in the room allocated to you, do not be afraid to insist on a change. Ask for a room that is not on the ground floor or if possible and/or keep windows and doors secure at night.
* Do not leave room key where it can be seen and do not reveal room details to strangers.
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| **Transport Hazards -** [Refer to UoR Travel and Other Expenses, Benefits, Hospitality and Gifts Policy](https://www.reading.ac.uk/finance/-/media/project/functions/finance/documents/ffinanceexpenseshospitalitypolicy-2020.pdf?la=en&hash=2BB44B7E6BBDC2007E7F84C4C76E4A26) |
| **Air Travel (UK only)** | * Plan journey carefully e.g. transfers to hotel, car parking etc.
* Pre plan safe parking locations e.g. secure parking, well lit, close to venue, park in direction of escape i.e. reverse into spaces.
* Observe all safety procedures & notices. Refer to Airline web sites for safety tips.
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| **Car Travel**Driver not competent, unqualified or medically unfit to drive in UK.Tired, ill, on medication or under the influence of alcohol or drugs. Distracted whilst using in-car equipment or performs other in-car activities whilst driving (e.g. use of mobile phone, navigation device, eating, drinking, smoking) Road traffic accident, major injuries possible fatalities. | * [Refer to Code of Practice 52 – Driving for work purposes](https://www.reading.ac.uk/health-safety-services/-/media/project/functions/health-and-safety-services/documents/cop-52-driving-for-work-purposes-issue-3-may-2016.pdf?la=en&hash=8EF0AC3FEC223D6FB202604788A5396F)

If driving a privately-owned vehicle, * The driver must have valid insurance for business use, and ensure that the vehicle has valid road tax. and MOT certificate where applicable
* Ensure there is a valid licence for the class of vehicle being driven
* Observe the Highway Code and current driving legislation
* Observe the law in relation to alcohol limits, drugs and medical fitness
* Confirm that the vehicle is in a safe and legal condition to drive, by undertaking simple pre-use safety checks
* Inform their manager if they are involved in a driving or traffic related accident whilst driving on University business.
* Plan journey to allow adequate rest breaks
* Do not drive if tired or ill
* Do not answer phone calls whilst driving
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| Taxis | * Pre book or telephone local known / reputable company
* Use licensed taxis only / use a taxi rank.

Useful advice is available from: <http://www.personalsafetyadvice.co.uk/travelling-safety-advice-taxi-alone.html>  |  |  |
| Coach / Bus | * Plan journey carefully e.g. transfers to hotel.
* Use reputable companies - National, Local bus service. Note emergency exits on coach / bus.
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| Rail / Underground | * Plan journey carefully e.g. times of travel and transfers to destination / accommodation.
* Observe all safety procedures and notices.
* Stand back from Platform edges.
* Avoid isolated unmanned stations especially after dark.
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| Ferry / Boat | * Plan journey carefully e.g. transfers to destination / accommodation.
* Observe all safety procedures and notices
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| Minibus / Hire Vehicles | *Using minibuses for business use is complex. Please refer to* [*Procurement webpages*](https://www.reading.ac.uk/procurement/travel-insurance/vehicle-insurance-and-regulations) *for further information.* |  |  |
| Covid-19  | * Consider arrangements for travel providers and local requirements e.g. face coverings, face shields, gloves, sanitiser, entry testing, Covid passports etc.
* Keep distance from others wherever possible
* Wash hands / use sanitiser regularly throughout the day
* Staff can travel in the same vehicle provided the windows are open for ventilation and vehicle cleaned between journeys.
* Limit the time you spend at garages, petrol stations and motorway services. Try to keep your distance from other people and if possible, pay by contactless
* If using Public Transport, avoid travelling at peak times, if possible, which means avoid travel between 06:30 to 09:30 and 16:00 to 19:00, Monday to Friday. Take hand sanitiser if you can. Follow any face covering protocols in place.
* Extra supplies of usual medication to be carried by all travellers to ensure there are adequate supplies to cover any potential self-isolation periods.
* Take lateral flow tests regularly.
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| * In the event one of the traveller developing Covid -19 symptoms whilst on the trip and/or testing positive for Covid-19 (and therefore having to self-isolate), describe how essential supplies for food and medication will be managed, and how emergency assistance will be organised if required.
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| Anti-bribery considerations | * Awareness of potential risks in terms of receiving gifts, entertainment or hospitality in breach of the University’s [Anti-Bribery and Corruption Policy](https://www.reading.ac.uk/~/media/anti-bribery%20and%20corruption%20policy%20-%202020%20update.ashx?la=en), associated policies or Financial Procedures.
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| **Traveller declaration:**I have produced this risk assessment and am confident I am able to undertake this work activity safely. I will update my Manager as soon as possible of any significant issues or changes before / during the trip.  | **Name:** | **Signature:**  | **Date:** |
| **Line Manager / Supervisor declaration:**I have reviewed this risk assessment for UK off-campus activities and am content that suitable and sufficient arrangements have been put in place to minimise foreseeable risks as far as is reasonably possible. | **Name:** | **Comments for HoS/F to note:** | **Date:** |
| **Head of School / Function Authorisation:**  | **Name:** | **Signature:** | **Date:** |

## **Repeat Visits (If applicable)**

This trip will be repeated on the dates shown below. The circumstances, guidance and information (have been reviewed, are as detailed above, and are unchanged.

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| **Signature** | **Date** | **Outward and return travel dates** |
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***A copy of this risk assessment must be kept on file in the School/Function office for quick referral if so required. The traveller should take a copy of this risk assessment with them.***