Travel Policy - Version 3

Key requirements:

- Only those travelling within the UK and not conducting hazardous activities may follow the negligible-risk travel process.
- All travel must be risk assessed.
- All travel risk assessments must be validated.
- All travel must be authorised.
- Undergraduates and PGT Students are not permitted to undertake travel to High or Very High-risk category destinations.

Introduction

This policy covers the health and safety requirements for all off-site travel, meetings, visits, or research both inside and outside of the United Kingdom. If a staff member is leaving campus to complete University business, then this Policy applies, as does when students travel supervised or directed by the University.

A summary of the University's stance on travel risk can be found in Appendix 1. The aim is never to prevent or limit essential travel but to ensure that there is an appropriate balance between the student experience, research completed, funding received, career progression, and the risks to our students, staff, and the wider University. A summary of the three types of travel can be found in the table below.

	Negligible risk travel	Staff Travel	Student Travel
Risk assessment	By traveller - using simplified RA form	By person travelling	By student
Validation	Self-validated	By HSC / HSO	By HSC / HSO
Authorisation	Self-authorised	Level defined by the risk	Defined by Dept process
Insurance provision	University provided.	University provided.	Student provided
Inform Insurance Officer	N/A	2 weeks to 2 months in advance (depending on risk)	N/A
Emergency planning	Considered by traveller	Level defined by the risk	Within RA as required

Note: this Policy does not apply to fieldtrips, travel by a group including one or more students with a staff member as the Fieldtrip Leader, or to Student placements; the requirements for these activities can be found in the Fieldwork Policy and Placements Policy respectively.

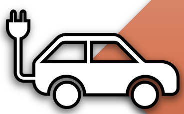
Travel Hierarchy

When planning trips for university-related activities, individuals should refer to this travel hierarchy to minimise environmental impact. The hierarchy may be adjusted to accommodate reasonable exceptions for protected groups.

Avoid Travel

Evaluate Necessity: Consider if the trip is essential.

Virtual Alternatives: Use video conferencing and other remote collaboration tools.



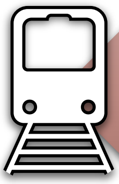
Reduce Travel

Combine Trips: Plan to visit multiple destinations in one trip where possible.

Minimize Frequency: Reduce the number of trips by extending stays to complete multiple tasks.

Proximity Preference: Choose destinations closer to your location when possible.

Limit Group Size: Only necessary personnel should travel.



Travel Without Flying (When Possible)

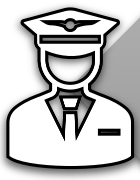
For travel within the UK, Europe, or other countries:

Rail Travel: Use trains, including sleeper trains, as a sustainable option.

Coach Travel: Consider long-distance coach services.

Ferry Travel: Use ferry services where feasible.

Carpooling: Share car rides with colleagues to reduce individual carbon footprints.



Fly When Necessary

If flying is the only feasible option:

Direct Flights: Opt for direct flights to minimise carbon emissions.

Economy Class: Choose economy class to reduce emissions per passenger.

Definitions

Staff Travel. Any work-related travel undertaken by employed University staff for business, teaching, research or other University-related purposes, while representing the institution off-campus. This definition includes, but is not limited to, attendance at conferences, viewings of galleries, museums and libraries, participation at recruitment fairs, undertaking social science interviews, as well as higher hazard activities such as survey or collection work carried out by geologists or biologists. The definition also includes sabbaticals, if University related work is being undertaken.

For the purposes of health and safety policies, PGR are treated as staff.

Student Travel. Any learning or learning enhancing activity that is not a placement, undertaken off-campus by UG or PGT students that is part of a course, related to a course, or part of research conducted for the University or as part of their learning. Student travel is supported by a Faculty or Department.

Fieldtrip. Travel by a group including one or more students requiring a staff member as a Fieldtrip Leader

Personal time. Any significant time occurring during the travel where the Person Travelling is not working or travelling but that may still be supervised or considered part of University activities. For example, if working 0900-1700 on Monday to Friday then each evening would be considered personal time.

Down time. Any significant time occurring during the travel where the person travelling is not working or travelling. Essentially a period of personal leave within the University business. For example, if the work on a fieldtrip finishes on a Friday and return travel is planned for the Sunday then the Saturday would be considered down time if no business activities were planned.

Section 1: Negligible Risk Travel

Negligible risk travel occurs within the UK and only to public locations such as other organisations, museums, galleries, theatres, libraries, or conferencing. It can include meeting others for the purpose of collaboration or research, but only when in public and when the interaction carries no credible risk of harm.

For clarification on any specific travel plans, please contact the Health and Safety Office on healthandsafety@rhul.ac.uk.

1	Only those travelling within the UK and not conducting hazardous activities may follow the negligible-risk travel process.

For negligible risk travel the pre-populated Negligible Risk Assessment can be used with the personal travelling adding any additional hazards and controls necessary. Negligible Risk Assessments do not need to be validated by anyone other than the person travelling.

The Negligible Risk Travel Assessment can be found at Appendix 1.

2	Down time and personal time must be managed so that it does not increase the risk of the travel.

Any down time or personal time must only include activities within the same scope as the negligible-risk travel. For example, a visit to Wales including trekking in personal time would not be classed as negligible risk and a full risk assessment would be required.

3	If the person travelling has specific needs, they should consider if additional emergency planning is required.

It can be assumed that negligible risk locations will coordinate emergencies in general terms but if the person travelling has any specific needs, potentially through their protected characteristics, this must be considered.

Section 2: Travel

This section is broken down into several sub-sections, which must be followed if applicable.

As outlined below, travel will be risk assessed and then approved, with the level of approval depending on the risk of the travel. For non-UK travel this will start with the FCDO advice, with additional factors either increasing or reducing the risk level as outlined in the table below. The FCDO website (https://www.gov.uk/foreign-travel-advice) provides current travel advice for over 200 countries. This information should be used to inform all individuals traveling about potential risks. While the advice is specifically for British travellers, it is also relevant to other nationalities, as British insurance companies use it to determine the extent and validity of insurance coverage.

The FCDO may advise against all travel, or against all but essential travel, to a country or parts of a country. In these cases, the risk assessment should consider the FCO's advice and explain clearly how the traveller's previous experience or better-quality information (e.g. from consular officials, local government officials, the UN, Non-Governmental Organisations or other reliable local contacts) justifies disregarding the FCDO advice.

Initial risk category	Risk factors	Final risk category	Approval
VERY HIGH RISK FCDO red (advise against all travel) External risk assessment required Limits of University insurance must be considered	**Reduces risk** Traveller training (RHUL / Insurer / 3rd Party)	Initial risk + / - risk factors = **VERY HIGH RISK**	Provost
HIGH RISK TRAVEL FCDO orange (advise against all but essential travel) Internal risk assessment informed by insurer information	**Increases risk** High risk activities (caving, mountaineering, boat etc) High crime area (defined by insurer) Politically or culturally sensitive Protected characteristics of those travelling Remote location (incl. altitude) Work with children or vulnerable people Travel or accommodation via non-approved provider Medical condition of those travelling Local volatility (FCDO category may change quickly) Proximity to FCDO higher risk areas	Initial risk + / - risk factors = **HIGH RISK**	Faculty Dean or PS Lead
LOW / MEDIUM TRAVEL FCDO green. UK travel with significant risks		Initial risk + / - risk factors = **LOW / MEDIUM RISK**	HoD or Director or PhD Sup.
NEGLIGIBLE RISK TRAVEL UK only. Negligible risk activities	**Either reduces or increases risk** In country support (partners, hosts, NGO's etc) Language and cultural differences / proficiency Duration of travel Research methodology Competence or experience of those travelling	No additional risk = **NEGLIGIBLE RISK** Any additional risks move to **LOW / MEDIUM RISK**	Self Approval

It is expected that some travel will move either up or down a category depending on the mitigation, but this should be discussed with the local HSC or the HSO.

Travel Process

4 All travel must be risk assessed unless it is negligible risk.

This would usually be completed by the person travelling or organising the travel as they have the required detailed knowledge of the trip. Where a group is travelling then one person should take responsibility for completing the assessment.

For travel to high or very high-risk locations individuals should contact the HSO for a discussion as it should not be assumed that all travel will be authorised. This will ensure that time is not wasted creating assessments for travel outside of the universities risk appetite. More information can be found at Appendix 2.

The process for categorising the risk of travel can be found at Appendix 3.

Ideally, the person travelling will be familiar and experienced in the type of travel being conducted, but collaboration with HSC or the HSO will ensure the final risk assessment is suitable and sufficient.

The Travel Risk Assessment Form can be found at Appendix 4. Media Arts students and staff should follow the Filming Abroad Policy, which can be found here.

5	All travel risk assessments must be validated.

Validation is the review of the risk assessment by a suitably competent risk assessor, with HSC validating Low and Medium risk travel and the HSO validating High and Very High-risk travel – for both staff and PGR students.

To adequately validate a risk assessment to a high-risk location the HSO may require an additional outsourced evaluation of the risk, the cost for which would need to be met by the Department, Faculty, or through other funding. The HSO will only use this where absolutely necessary, such as for Very High Risk travel or High Risk Travel with additional risk factors.

6	All travel must be authorised.

Travel must be initially authorised by the line manager and then by a member of management proportionate to the risk. The risk categories can be found at Appendix 3.

An authoriser reviews the validated risk assessment and decides if the travel is appropriate. This involves ensuring that a suitable balance of risk and value of the activity has been established and that all possible measures have been taken unless considered grossly disproportionate to their benefit, financially, operationally or conflict with another, higher-priority health and safety control. When considering financial proportionality any revenue associated with the work should be included.

For High and Very High-risk trips, travel authorisation should be obtained in principle at the initial planning stage. This is to ensure that time and effort is not spent risk assessing trips that are unlikely to be authorised.

Risk Assessment

7	Cultural, social, or religious differences must be considered as part of the risk assessment.

While the UK offers legal protection for those with protected characteristics this is not true in other countries, and this may be a significant source of risk.

8	The means of transport must reduce the risk so far as is reasonably practicable.

In general, this will involve planning transport in advance.

If flying, the following are consistently ranked in the top 20 safest airline lists: British Airways, Virgin, American, Delta and United Airlines, Emirates, Qatar, Air France, Lufthansa, Cathay Pacific, Qantas and Air New Zealand.

Decisions around the use of hire vehicles, public transport, or the use of taxis etc. should be made based on the risk of each type of travel and the locations.

Where possible, only licensed taxi services, arranged in advance from a hotel, airport, train station etc. should be used. Do not hail from the road or use unlicensed cabs to save on expense.

The sustainability of the method of travel should also be considered and further guidance sought from Finance to balance financial value against carbon cost.

9	Any lone working, including lone travelling, must be included in the risk assessment.

Where practicable, lone working should be avoided, but this should be considered in the context of the travel, with remote locations in particular increasing this risk.

Conducting interviews, including at the subjects home, have a varied level of risk depending on the subject of the interview, any risk factors associated with the subject, and the location where it is conducted. A discussion with a non-controversial political candidate in a public place may be negligible risk, while discussing domestic abuse, in the home they share with their abuser, in a foreign country has a significant risk.

10	All control measures required by the risk assessment must be implemented by the person travelling.

11	Where third parties are coordinating some or all the travel, risk assessors must review the risk assessment and ensure additional controls are not required.

The third party must provide their risk assessment that should include hazards, controls, and the level of residual risk. This must be reviewed by the traveller to ensure that all hazards have been identified and that there are no gaps between the traveller's risk assessment and the third parties.

12	Where travel is to extremely high-risk locations then additional training may be required.

For example, where the FCDO advises against all travel to a location and there is not significant risk mitigation then a 3-day Hostile Environment Awareness Training (HEAT) course may be required. The HSO can recommend suitable providers.

13	Anyone with a severe medical condition or severe allergy is expected to seek approval from their doctor or consultant prior to travelling and this must be covered within the risk assessment.

A severe allergy is one that can credibly result in a life-threatening reaction. A severe medical condition is one that could credibly result in the individual requiring medical care beyond self-management. This includes physical and mental health related issues.

Staff travelling should provide an approval letter from their doctor to the Insurance Officer to ensure the insurance policy adequately covers their condition and students should ensure their own insurance policy provides them with adequate cover for their particular case.

Pre-existing medical conditions are covered by the University's insurance, for staff, but anyone travelling against the advice of their doctor or consultant may not be insured for emergency medical treatment or repatriation.

Routine occupational health screening is not required by the University for those travelling, but if an occupational health assessment has been required for the role, they should seek further guidance before travelling.

14	Anyone travelling who requires prescribed medication must take sufficient for the trip and, if travelling overseas, ensure that medication is legal in these locations.

This includes checking any restrictions on quantities.

15	Anyone travelling abroad, must ensure they have any vaccinations or disease protection medications required.

This requirement must be captured in the risk assessment, as well as the specific vaccinations and medications being prescribed.

Those travelling should check these requirements well in advance to ensure these medications or vaccinations can be administered in the required timeframe. Anyone who cannot be vaccinated for medical reasons should provide evidence of this from their GP and reflect this within the risk assessment.

Further information on country-specific health risks can be found at:
https://travelhealthpro.org.uk/countries

16	Those travelling must confirm that they are covered by the University insurance.

Staff and PGR are covered by the University's travel insurance policy where the risk assessment, validation, authorisation and insurance office notification processes have been followed.

The Insurance Office must be informed of all travel via the travel insurance request form with a validated risk assessment uploaded, that includes an authorisation e-signature. Requests must be submitted at least 5 working days prior to planned departure, but ideally 2 weeks in advance. For higher risk trips, longer more time may be required.

For large groups, one travel insurance request form can be completed by attaching a full list of participants to the form.

Where travel is occurring with others, such as partners, friends, or family, without a business reason then separate insurance will be required to cover these individuals. Additional personal insurance will also be required if extending work travel for holiday or leisure purposes.

More information on insurance can be found in Appendix 5.

17	For trips abroad, those travelling must take the 24/7 support number – 01273 456463

This is provided by the University insurer and can provide emergency, medical, and security advice if needed. Where a group is travelling, all members must have the details.

18	Proportionate emergency procedures must be in place based on the travel risk.

For Low and Medium Risk, the Person Travelling must complete and refer to the Emergency Procedures section in the Travel Risk Assessment.

For High and Very High Risk, in addition to completing the Emergency Procedures section in the Travel Risk Assessment, statements on terrorist attack, travel disruption, severe weather and serious injury response must also be added to the body of the risk assessment in the assigned section, including for trips within the UK.

The AIG Travel App is recommended, which can be registered using the policy number: 0010016154 – it contains a great deal of location specific detail and support information.

19	A clear and detailed itinerary must be compiled prior to departure.

Itinerary details must be included within risk assessments proportionate to the level of risk. Some arrangements may be dynamic, due to changing conditions, and itineraries may need to be updated accordingly.

Where there is more than one person travelling, the organiser should circulate the itinerary to others.

20	For group travel, the organiser must share appropriate detail with all those travelling.

As a minimum this would include: an overview of the risk assessment, guidance on equipment required, first aid provision, any cultural issues, accommodation details, essential travel documentation, preventative medical treatment such as vaccinations, fitness requirements, arrangements for personal time and code of conduct.

Depending on the nature and scale of the trip this information can be completed by email, face-to-face, or through the provision of a document pack.

Driving

21	Any driving by the person travelling must be included in the risk assessment.

The following should be considered:

- The general level of road safety in the Country
- Which side of the road is used for driving
- The competence of the driver both in driving on that side of the road and in that country
- The language and signs used
- Any specific additional equipment that may be required by law in that country (snow chains, breathalysers, high visibility vest, warning triangle etc.)

The risk assessment must include if local safety standards are equivalent to the EU/UK/US standard. Hire vehicles must be sourced from reputable hire companies and if driven by staff in the UK, they must have been authorised to do so through the Driver Approval Process.

If minibuses are to be used the drivers have completed the relevant training and authorisation.

22	Those driving vehicles during travel must ensure suitable insurance is in place.

Hire vehicles in the UK may need to be added to the University insurance policy for the hire period, details of the hire need to be emailed to insurance queries so that it can be added. For rentals outside of the UK the person travelling must ensure that appropriate insurance is in place.

Many hire vehicle insurance policies come with an excess that must be paid in the event of an accident. This should be minimised where possible but will generally be covered by the University in the event of an accident. The Insurance Officer can be contacted for advice.

23	The person travelling must ensure that they or the driver take regular rest breaks.

One of the most common incidents when travelling is a road traffic accident and the person travelling or Fieldtrip Leader should ensure they are aware of the local procedures if they are hiring a vehicle. In addition, a Person Travelling must plan to rest after long flights before driving themselves. For long-haul flights an overnight stay may be required.

Accommodation

24	The University's approved travel partner must be used to book accommodation if they are able to provide it.

If the approval travel partner is not used then this must be captured in the travel risk assessment, including the location, suitability, and security of the accommodation.

The type of accommodation that will be used for Travel will vary considerably from well-known hotel chains in busy cities to hostels, bunk houses, or camping in remote areas. There will need to be a common-sense application of the above requirement.

The University's approved travel partner is required to provide assurance of the safety and security standards of travel and accommodation and support in the event of an emergency or travel disruption and must be used where possible.

Further detail on accommodation can be found in Appendix 6.

25	Where accommodation is not booked through the University's approved travel partner then the person travelling must assess the suitability of the accommodation on arrival.

Where accommodation is found not to be suitable the Person Travelling must be prepared and empowered to make alternative arrangements if necessary.

If the accommodation is used on a recurrent basis then the Person Travelling should make a record of any problems noted to assist in determining its future suitability

Catering

26	Where required, the risk assessment must cover any risks from catering.

The type of catering will vary from self-catered to third party catering. In all cases there is potential for participants to contract some form of illness; one of the most common incidents when travelling is gastro-intestinal distress. In developing countries there is a greater risk of contracting more serious disease such as cholera, typhoid or Hepatitis A.

They should consider whether any or all of the following controls are required:

- Ensuring any special dietary needs are available.
- Ensuring a clean supply of potable water.
- Observing good food hygiene practices such as hand washing before eating.
- Provision of alcohol hand gel or anti-bacterial wipes for use in more remote locations

Personal and Down Time

27	Personal time must be managed so that it does not increase the risk of the travel.

When travelling, students and staff are representative of the University and must behave in accordance with the normal rules governing conduct.

Personal time may not always follow a 0900 to 1700 pattern and it is reasonable that those travelling will carry out normal activities when travelling. However, any unusual or high-risk activities must be confirmed with the Insurance Officer or additional personal insurance obtained.

28	Long periods of down time must be avoided when travelling and if they cannot, this must be reflected in the risk assessment.

This does not include time taken to recover from jet lag or effects from long haul flights, time zones and so on. The need to minimise down time must be balanced against fatigue-related risks such as any driving or work required after travel and the Person Travelling's physical and mental ability to perform the work well and appropriately represent the University.

29	Personal travel insurance must be purchased to cover any holiday or leisure time.

The University's insurance only covers for the duration of the programmed travel and not any holiday or leisure time.

If down time activities involve hazardous activities such as diving or rafting, then participants are responsible for ensuring they have the necessary insurance cover in place and that checks are carried out on the suitability and safety record of any third-party providers.

Illness, Accidents, and Emergencies

30	Serious injuries or major incidents must be reported to the Security Office as soon as possible.

For lone travellers this may not be possible, but where practicable Security should be contacted on 01784 443888 for any illness or injury requiring hospital treatment or admission or any incident that results in a serious risk outside of business as usual. In such circumstances the University Silver responder can mobilise additional support through the major incident management process.

Exception protocol

31	Travel may be undertaken without a risk assessment being completed in advance only where a Faculty Dean or Professional Services Lead agrees this in writing.

The Exception Protocol allows last-minute travel for urgent opportunities of high value to the University that are unforeseen or by their nature not possible to schedule and plan for in advance and the travel. The HSO advises against the protocol for all but the most robustly defendable reasons.

The written permission must be provided to the traveller, with the HSO and the Insurance Officer being provided a copy.

Additionally, it is expected that the protocol should only be required for lower risk activities such as meetings and speaking engagements in demonstrably safe destinations and not used for fieldtrip or any travel to remote or otherwise dangerous locations where pre-planning is essential.

Furthermore, the person travelling must still complete a suitable and sufficient risk assessment at the earliest opportunity, retrospectively if necessary, and have it validated and authorised as normal

Department equivalent processes

32	Faculty, Divisions, or Departments may agree delegation of responsibility outlined within this policy, but this must be captured in a local policy.

The roles and responsibilities required for the effective risk assessment, validation, and authorisation of travel is outlined in the policy. Faculty, Divisions and Departments may wish to adjust the responsibilities to other named roles, for example to facilitate student UG travel. However, the accountability remains with the role named within this policy.

Section 3: Student Travel

The Section applies in addition to the requirements of Section 2.

33	Undergraduates and PGT Students are not permitted to undertake travel to High or Very High-risk category destinations alone

At least one member of staff must accompany them, with the travel subsequently managed as per the Fieldwork Policy.

34	Students must ensure that they have appropriate insurance in place.

Undergraduate and PGT Students may not be covered by the University's travel insurance policy and must confirm if they are covered and ensure that appropriate insurance cover is in place.

35	Students must take the details of any 24/7 or out of hours assistance provision by their insurer.

Most insurers provide a contact number that can be used to source emergency, medical, and security advice if needed.

Douglas Searle
Director of Health, Safety, and Business Continuity
Version 3

Approved by: Executive Board
Date: 25 November 2025
Review Risk: High (2 years)
To be reviewed: before November 2027

Appendices:

Appendix 1: Negligible Risk Travel Assessment
Appendix 2: Travel Risk Appetite
Appendix 3: Risk Assessment Validation and Authorisation
Appendix 4: Travel/Fieldwork Risk Assessment
Appendix 5: Insurance
Appendix 6: Accommodation
Appendix 7: Emergency Procedures

Roles and Responsibilities

Provost	
6	All travel must be authorised.

Faculty Deans	
6	All travel must be authorised.
31	Travel may be undertaken without a risk assessment being completed in advance only where a Faculty Dean or Professional Services Lead agrees this in writing.
32	Faculties or Departments may agree delegation of responsibility outlined within this policy, but this must be captured in a local policy.

Professional Services Leads	
6	All travel must be authorised.
31	Travel may be undertaken without a risk assessment being completed in advance only where a Faculty Dean or Professional Services Lead agrees this in writing.
32	Faculty or Departments may agree delegation of responsibility outlined within this policy, but this must be captured in a local policy.

Heads of Department	
6	All travel must be authorised.
32	Faculty or Departments may agree delegation of responsibility outlined within this policy, but this must be captured in a local policy.

Personal Tutors / Course Leads	
33	Undergraduates and PGT Students are not permitted to undertake travel to High or Very High-risk category destinations alone

HSCs / HSO	
5	All travel risk assessments must be validated

Staff Member Travelling (may include PGR)	
1	Only those travelling within the UK and not conducting hazardous activities may follow the negligible-risk travel process.
2	Down time and personal time must be managed so that it does not increase the risk of the travel.
3	If the person travelling has specific needs, they should consider if additional emergency planning is required.
4	All travel must be risk assessed unless it is negligible risk.
5	All travel risk assessments must be validated
6	All travel must be authorised.
7	Cultural, social, or religious differences must be considered as part of the risk assessment.
8	The means of transport must reduce the risk so far as is reasonably practicable.
9	Any lone working, including lone travelling, must be included in the risk assessment.
10	All control measures required by the risk assessment must be implemented by the person travelling.

11	Where third parties are coordinating some or all the travel, risk assessors must review the risk assessment and ensure additional controls are not required.
12	Where travel is to extremely high-risk locations then additional training may be required.
13	Anyone with a severe medical condition or severe allergy is expected to seek approval from their doctor or consultant prior to travelling and this must be covered within the risk assessment.
14	Anyone travelling who requires prescribed medication must take sufficient for the trip and, if travelling overseas, ensure that medication is legal in these locations.
15	Anyone travelling abroad, must ensure they have any vaccinations or disease protection medications required.
16	Those travelling must confirm that they are covered by the University insurance.
17	For trips abroad, those travelling must take the 24/7 support number – 01273 456463
18	Proportionate emergency procedures must be in place based on the travel risk.
19	A clear and detailed itinerary must be compiled prior to departure.
20	For group travel, the organiser must share appropriate detail with all those travelling.
21	Any driving by the person travelling must be included in the risk assessment.
22	Those driving vehicles during travel must ensure suitable insurance is in place.
23	The person travelling must ensure that they or the driver take regular rest breaks.
24	The University's approved travel partner must be used to book accommodation if they are able to provide it.
25	Where accommodation is not booked through the University's approved travel partner then the person travelling must assess the suitability of the accommodation on arrival.
26	Where required, the risk assessment must cover any risks from catering.
27	Personal time must be managed so that it does not increase the risk of the travel.
28	Long periods of down time must be avoided when travelling and if they cannot, this must be reflected in the risk assessment.
29	Personal travel insurance must be purchased to cover any holiday or leisure time.
30	Serious injuries or major incidents must be reported to the Security Office as soon as possible.
31	Travel may be undertaken without a risk assessment being completed in advance only where a Faculty Dean or Professional Services Lead agrees this in writing.

Student Travelling (UG, PGT)	
1	Only those travelling within the UK and not conducting hazardous activities may follow the negligible-risk travel process.
2	Down time and personal time must be managed so that it does not increase the risk of the travel.
3	If the person travelling has specific needs, they should consider if additional emergency planning is required.
4	All travel must be risk assessed unless it is negligible risk.
5	All travel risk assessments must be validated.
6	All travel must be authorised.
7	Cultural, social, or religious differences must be considered as part of the risk assessment.
8	The means of transport must reduce the risk so far as is reasonably practicable.
9	Any lone working, including lone travelling, must be included in the risk assessment.

10	All control measures required by the risk assessment must be implemented by the person travelling.
11	Where third parties are coordinating some or all the travel, risk assessors must review the risk assessment and ensure addition controls are not required.
12	Where travel is to extremely high-risk locations then additional training may be required.
13	Anyone with a severe medical condition or severe allergy is expected to seek approval from their doctor or consultant prior to travelling and this must be covered within the risk assessment.
14	Anyone travelling who requires prescribed medication must take sufficient for the trip and, if travelling overseas, ensure that medication is legal in these locations.
15	Anyone travelling abroad, must ensure they have any vaccinations or disease protection medications required.
16	Those travelling must confirm that they are covered by the University insurance.
17	For trips abroad, those travelling must take the 24/7 support number – 01273 456463
18	Proportionate emergency procedures must be in place based on the travel risk.
19	A clear and detailed itinerary must be compiled prior to departure.
20	For group travel, the organiser must share appropriate detail with all those travelling.
21	Any driving by the person travelling must be included in the risk assessment.
22	Those driving vehicles during travel must ensure suitable insurance is in place.
23	The person travelling must ensure that they or the driver take regular rest breaks.
24	The University's approved travel partner must be used to book accommodation if they are able to provide it.
25	Where accommodation is not booked through the University's approved travel partner then the person travelling must assess the suitability of the accommodation on arrival.
26	Where required, the risk assessment must cover any risks from catering.
27	Personal time must be managed so that it does not increase the risk of the travel.
28	Long periods of down time must be avoided when travelling and if they cannot, this must be reflected in the risk assessment.
29	Personal travel insurance must be purchased to cover any holiday or leisure time.
30	Serious injuries or major incidents must be reported to the Security Office as soon as possible.
31	Travel may be undertaken without a risk assessment being completed in advance only where a Faculty Dean or Professional Services Lead agrees this in writing.
33	Undergraduates and PGT Students are not permitted to undertake travel to High or Very High-risk category destinations alone
34	Students must ensure that they have appropriate insurance in place.
35	Students must take the details of any 24/7 or out of hours assistance provision by their insurer.

Appendix 1: Negligible Risk Travel/Fieldwork assessment

Traveller's Name:		**Date of Departure:**	
Department:		**Date of Return:**	
Line manager/ Supervisor:		**Destination:**	
Purpose of Travel/ Fieldwork:			

No.	**Risk**	**Controls**	**Sufficient?**
General Travel/Fieldwork Risks			
1	Slips, trips or falls on walking surfaces leading to a minor injury	Reasonable flooring assumed, with markings on any slippery areas or trip hazards. Travellers can reasonably be expected to walk around buildings and pavements without additional controls, unless there is a specific issue Travellers adjust their footwear / itinerary if inclement weather conditions are expected. Travellers to remain on pathways / walkways when practicable. Travellers reminded to wear suitable footwear.	
2	Fire at the location requiring evacuation	Fire detection and alarm equipment assumed to be functional with appropriate, marked fire exits.	
3	Inclement weather leading to hypothermia or hyperthermia	Travellers can reasonably be expected to dress for the weather conditions and drink water / fluids as required.	
4	Travellers are fit and healthy to complete the trip	Travellers have reviewed any ill-health, health conditions (including mental health), disabilities and any other relevant protected characteristics in relation to the travel and implemented suitable controls (if required)	
5	Minor injury escalating due to lack of first aid	Assumed that first aid is provided at the location.	
6	Outside event causing disruption, such as a protest or terrorism	Traveller to check news for notice of disruption prior to travel. RH Security number to be saved in case required.	
7	Vehicle breakdown leading to injury	If applicable, traveller to ensure that there is a means of vehicle recovery, including for private vehicles. In the event of a breakdown on a dual carriageway or motorway then all personnel must exit the vehicle and stand off the hard shoulder	
8	Vehicle collision leading to minor injury	Traveller to ensure that they / any personnel driving vehicles have the appropriate licence and authorisation All travellers to wear seatbelts while travelling, including in buses and minibuses	
9	Lone working	Travellers can reasonably be expected to work in a public area	

Any additional controls required, above those outlined above, to be filled in below:

No.	Additional Controls	Completed

Validated by:		Date:	

Appendix 2: Travel risk appetite

Travel risk is included in the Health and Safety Risk Register, recognising that there is the potential for harm to students and staff in pursuit of the University's strategic objectives.

Risk attitude

The University's risk attitude for travel and fieldtrips is cautious. Staff should seek to achieve the University's strategic objectives without taking an inappropriate level of risk.

Risk appetite

The risk appetite, consistent with this attitude is that:

Achieving the benefits of high-quality teaching and research may involve travel and all travel and field trips involve safety risk. The University accepts these risks provided that a robust plan, informed by a suitable and sufficient risk assessment, can demonstrate the risk is reduced to a level as low as is reasonably practicable, and where the gain to the University is proportionate.

Travel and fieldtrips are essential when their aims cannot be achieved by alternative ethical means, reasonably must be completed at the current time, and there will be measurable and significant adverse impact to the research, teaching, finances, competitive advantage, or reputation of the University through the trip not being undertaken.

Risk thresholds

- Travel and fieldtrips must only occur if they are essential. In general, they must be in support of teaching, research, to support student learning, or to maintain or create a competitive advantage.
- The FDCO will be used to initially grade the risk of travel. While an imperfect system it provides a consistent external framework.
- The University's approved travel provider must be used for travel where it can be, unless a robust case can be made that they cannot deliver the requirement.
- Travel to areas where the FCDO advises against travel will always require SVP authorisation and may not be permitted in some cases.
- Students will not travel to High or Very High-risk countries without a member of staff also travelling
- The person travelling is not placed at undue risk due to their medical status or other characteristics. The UK safeguards those with Protected Characteristics but this is not universal and for some groups, travel to certain countries or areas can be more hazardous.
- Any travel or fieldtrips must be completed ethically in line with our values and international standards for ethics in research and this may mean gaining the separate approval of the relevant Ethics Committee.
- The University must not contract work that could not be justifiably completed by a member of University staff.

Appendix 3: Risk Level, Validation and Authorisation

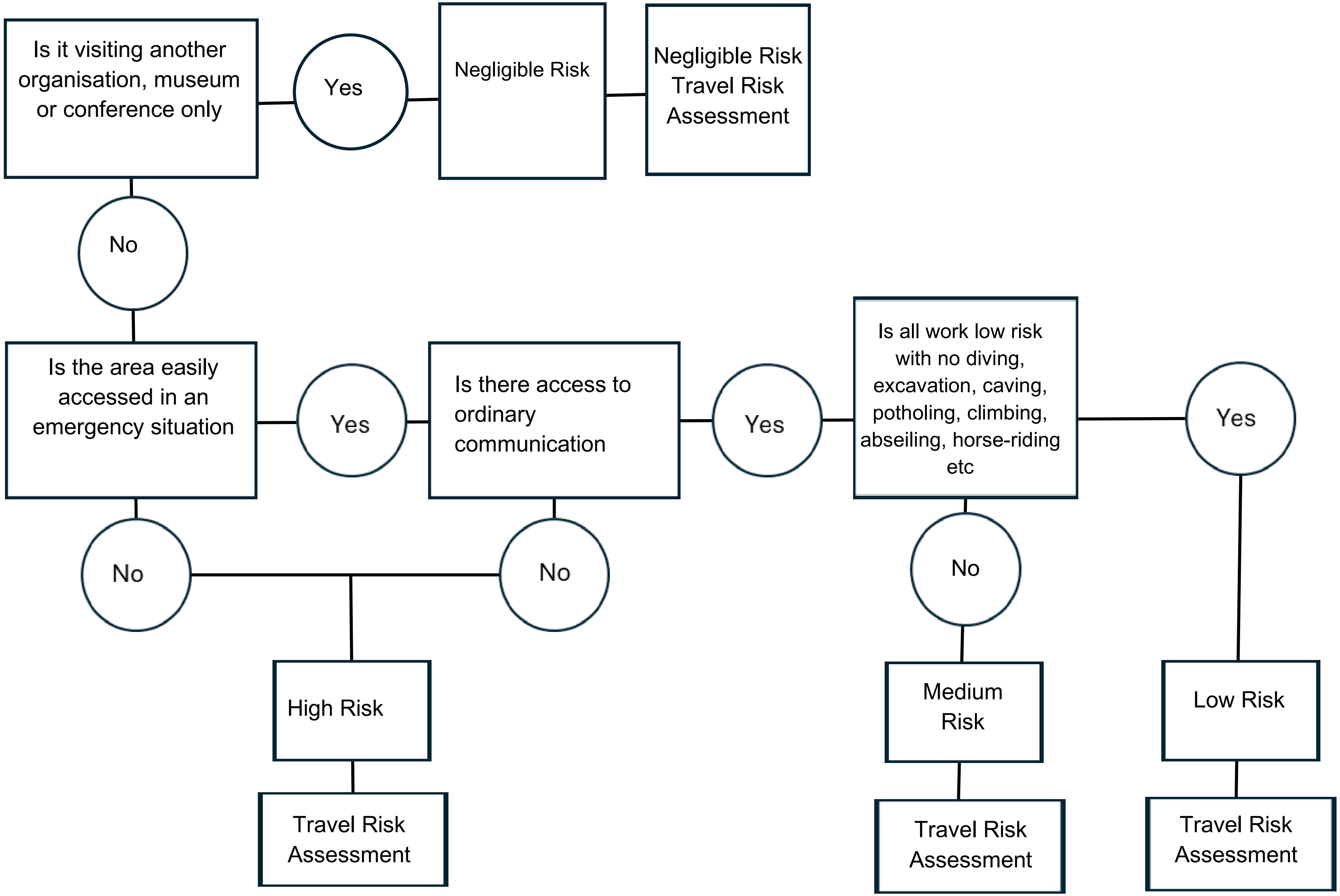
This applies to both travel and fieldwork; in addition, it may be used as a guide for placements.

The flow charts and tables on the following pages provide detail on risk categorisation. This is a guide and depending on the type of activities being conducted or characteristics of the people travelling this may result in the risk category being amended.

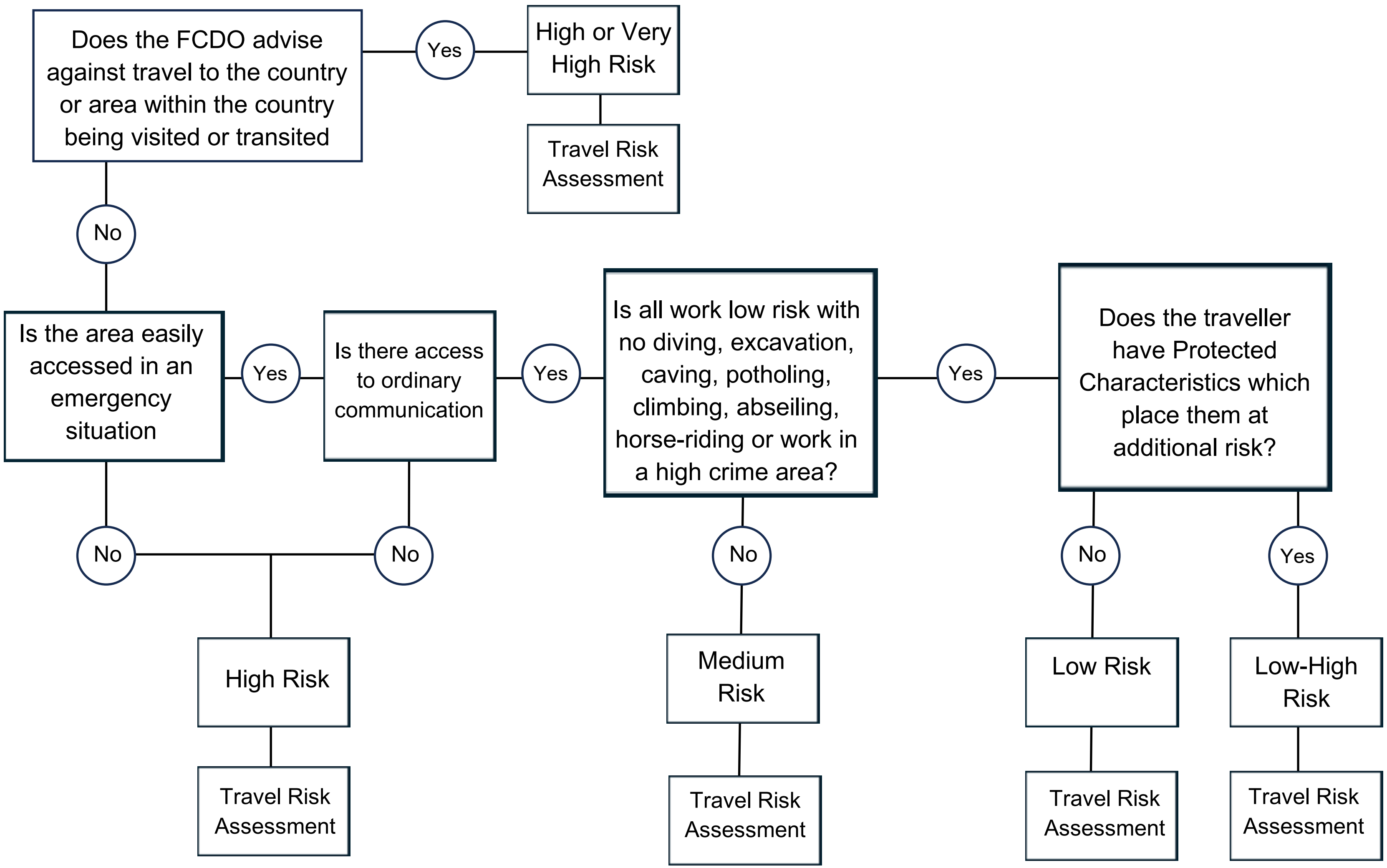
Risk	Negligible	Low	Medium	High	Very High
Validation	N/A	Health and Safety Coordinator	Health and Safety Coordinator	HSO (Business Partner)	Director of Health, Safety, and BC
Authorisation	N/A	Line Manager and HoD	Line Manager and HoD	Line Manager and PSL / FD	Line Manager and PVC

HoD – Head of Department
PSL – Professional Services Lead
FD – Faculty Dean
HSO – Health and Safety Office
HSC – Health and Safety Coordinator
PVC – Pro Vice Chancellor

UK only Fieldwork or Travel



Non-UK Fieldwork or Travel



Negligible risk - UK travel where the traveller's protected characteristics do not add additional risk. - Travel for meetings, conferences, architectural observations, or visits to museums, libraries, or other universities - Interview-based research but only if conducted in managed public spaces where emergency access will be easy, there will be dependable communication, and no documented higher rates of violence / crime - No other higher risk activities - There will be no practical work, or any research using laboratory or other technical equipment, apparatus or substances and no outdoor based activities in rural environments such as collecting samples or observing wildlife. Office type activities, such as presenting, handling out information, affixing posters etc is permitted.	
Planning, Risk Assessment and documentation requirements	The Person Travelling to complete the Negligible Risk Assessment template, ensure that arrangements are in accordance with the pre-populated controls, adding any additional hazards or controls as required.
Approval/Authorisation	Self-approval – Person Travelling should keep their assessment for reference and records, but it does not need additional validation from HSC or HSO and does not need to be circulated to others.
Notification	N/A

Low risk	
Low risk ■ Any travel and fieldwork that DOES NOT meet the pre-authorised destination criteria of Negligible Risk but is NOT to Foreign Office 'advised against' destinations and DOES meet the limited activity criteria of Low Risk ■ Also – where the above destination criteria apply (and also in the UK) – and there is no documented higher rates of violence / crime in the area, I**nterview-based research conducted in domestic settings** where appropriate controls have been authorised	
Planning, Risk Assessment and documentation requirements	Person Travelling, staff member co-ordinating the travel, or Fieldwork Leader to complete the Travel Risk Assessment template, expanding on all applicable pre-populated prompts, adding any further hazards and threats identified through FCDO or other own research and documenting the controls to be applied. If the work is undertaken regularly (in the same place) an initial assessment can simply be reviewed each time.
Approval/Authorisation	Travel, Fieldwork and University-arranged Placements to be authorised by HoD; RA to be validated by HSC or HSO
Notification requirements	Insurance Officer must be provided with relevant information 2 weeks in advance of the proposed trip.

Medium Risk ■ Any other destination country that is NOT Foreign Office 'advised against' ■ Emergency access is easy and there is dependable communication, but where: ■ There may still be a higher rate of violence / crime in the area or ■ The traveller is participating in higher risk adventure activities or ■ The traveller is participating in construction or assembly work, or research using laboratory or other technical equipment, apparatus or substances or outdoor based activities in rural environments such as collecting samples or observing wildlife where there are likely to be lone working, bites, stings, challenging terrain hazards to control	
Planning, Risk Assessment and documentation requirements	Person Travelling to complete the Travel Risk Assessment template, expanding on all applicable pre-populated prompts, adding any further hazards and threats identified through FCDO or other own research and documenting the controls to be applied. If the work is undertaken regularly (in the same place) an initial assessment can simply be reviewed each time in light of any additions or changes to the original activities and to FCDO advice.
Approval/Authorisation	Travel, Fieldwork and University-arranged Placements to be authorised by HoD; RA to be validated by HSC or HSO.
Notification requirements	Insurance Officer must be provided with relevant information 1 month in advance of the proposed trip.

High risk ■ As per destination criteria for Medium Risk but where additionally emergency access and / or dependable communication is not dependable at locations where the work is taking place	
Planning, Risk Assessment and documentation requirements	Person Travelling, staff member co-ordinating the travel, or Fieldwork Leader to complete the Travel Risk Assessment template, expanding on all applicable pre-populated prompts, adding any further hazards and threats identified through FCDO or other own research and documenting the controls to be applied. Risk assessment to be completed for each individual trip. Emergency response plan to include details of evacuation.
Approval/Authorisation	Travel, Fieldwork and University-arranged Placements to be authorised by the HoD and PSL; RA to be validated by HSO. If HoD, FD or HSC considers there are significant residual risks that cannot be addressed further authorisation and validation is required as outlined for Very High Risk.
Notification requirements	Insurance Officer must be provided with relevant information 2 months in advance of the proposed trip. This is to allow sufficient time to ensure that the relevant Insurance provisions are in place.

Very High Risk ■ Only for Overseas countries/regions that FCDO advises against all travel or all but essential travel to. These areas are outside the scope of normal Insurance provisions.	
Planning, Risk Assessment and documentation requirements	Person Travelling, staff member co-ordinating the travel, or Fieldwork Leader to complete the Travel Risk Assessment template, expanding on all applicable pre-populated prompts, adding any further hazards and threats identified through FCDO or other own research and documenting the controls to be applied. Risk assessment to be completed for each individual trip. Emergency response plan to include details of evacuation.
Approval/Authorisation	Travel, Fieldwork and University-arranged Placements to be authorised by the PVC for the School or the relevant Professional Services Lead. RA must be validated by the Director of Health, Safety and BC.
Notification requirements	The detailed risk assessment and threat analysis must be submitted **2 months** in advance of any travel / fieldwork taking place.

Travel / Fieldwork Risk Assessment Form

Form Identification No. (Optional Departmental Use)	

SECTION 1: GENERAL ARRANGEMENTS			
Name of Principal Person Travelling / Field Work Lead:		Staff or PGR (with Staff Responsibilities):	
Their Department:		Their Line Manager (staff only):	
Course and course code (if applicable):		Their Supervisor (PGR students only):	
Nature of proposed Travel or Fieldwork:			
Who is undertaking the Travel or Fieldwork (could be a lone traveller or a group) and why:			
a. Undergraduates		a. Teaching purposes	
b. Postgraduates		b. Thesis	
c. Staff		c. Dissertation	
d. Other		d. Other research project	
Principle location (eg city, country):			
Dates:	From:		To:

SECTION 2: COMPETENCY / PREVIOUS EXPERIENCE OF SIMILAR TRAVEL AND FIELDWORK	
Have those travelling watched the HSO's fieldwork, travel and placement safety video?	Yes/No
Have those travelling any previous experience of this type of fieldwork / travel?	Yes/No
Have those travelling any previous experience of the place(s) they are visiting?	Yes/No
Any other details you wish to document that support the competency of those travelling for the activity:	

SECTION 3: DETAILED ITINERARY	
Place of departure: (home for UK travel or airport/ station):	Destination(s): (venues, institutes, museums etc)
Principle modes of transport/travel arrangement:	Dates of stay at any accommodation used:
Name, address and telephone number of accommodation:	Name, address and telephone number of a fieldwork base camp (if different / applicable):

SECTION 4: IMPORTANT CONTACTS In case of emergency who will it be helpful for us to contact? (relating to Principal Traveller)			
People you're working with:			
Name	Number	email	Relationship
Personal contacts:			
Summary of proposed activities: (e.g. speaking engagement, tour of facilities, viewings of artefacts, texts)			

SECTION 5: PRE-TRIP PREPARATION AND CHECKS	
You have read and understood insurance limitations described in the University policy and will highlight and discuss any areas that are not automatically covered with the Insurance Officer	Yes/No
If a Field Trip, list of travel / field workers attached?	Yes/No/n/a
Ratio of staff to students identified to be necessary (if applicable):	/ n/a
Any health Checks, vaccinations or medications identified as needed (please specify):	/ n/a
Specific health requirements for a group available to Fieldwork Lead (if applicable):	Yes/No/n/a
Record of next of kin details for each individual available to Fieldwork Lead (if applicable)?	Yes/No
Record of Foreign Office advice if travel is overseas (to be checked again immediately prior to travel): *[ie "no cautionary advice" or "advises against all but essential travel" or "advises against all travel"]*	

SECTION 6: DECLARATIONS
These have moved to this part of the document.

Risk Assessment No:		Groups Affected by the Activity:
Revision:	000	E = Employees S = Students V = Visitors C = Contractors E = Environment / Buildings LW = Lone Workers
Date of Assessment:		
Task / Work Activity assessed:		
Assessment carried out by:		
Associated SSoW:	(if applicable)	

ROYAL HOLLOWAY UNIVERSITY OF LONDON

Outcome				
10	8	5	3	0.5
Fatality	Severe Injury	Lost Time Injury	Minor Injury	No Injury

Likelihood				
5	4	3	2	1
Certain	Very Likely	Likely	Unlikely	Remote

Risk Rating A risk higher than 14 is not acceptable		
High	Medium	Low
15-50	4-14	1-3

Assessment Title

Groups	Identified Hazards	Controls Measures in Place	Residual Risk (delete as app.)			Further Action?
			Outcome	Likelihood	Risk	
Physical Hazards – in an environment, that could harm the traveller(s) without physically touching them.						
	Weather - extreme hot / cold	N/A or Your control:			Low Med High	Yes / No
	Atmospherics – eg dry air on a plane	N/A or Your control:			Low Med High	Yes / No
	Loud noise, eg music at an event	N/A or Your control:			Low Med High	Yes / No

	Heights – eg low hotel balcony	N/A or Your control:			Low Med High	Yes / No
	Other	N/A or Your control:			Low Med High	Yes / No
Biological Hazards – from insects, animals, plants etc						
	Viruses - including COVID-19	N/A or Your control:			Low Med High	Yes / No
	Vaccinations - Optional and mandatory check here	N/A or Your control:			Low Med High	Yes / No
	Health factors - individual traveller's	N/A or Your control:			Low Med High	Yes / No
	Insects / spiders - Heightened risk	N/A or Your control:			Low Med High	Yes / No
	Animals - Rabies / bites / attack	N/A or Your control:			Low Med High	Yes / No

	Hygiene / sanitation - poor quality, disease risk	N/A or Your control: _	_	_	Low Med High	Yes / No
	Other	N/A or Your control: _	_	_	Low Med High	Yes / No
Chemical Hazards						
If your travel incorporates use of or risk of exposure to hazardous chemicals please detail in Other Hazards section						
Work Equipment / Vehicle / Non-Standard Building or Environment Hazards						
If your travel incorporates use of work equipment (scientific or otherwise), proximity to vehicles, non-standard buildings or environments please detail in Other Hazards section						
Personal Safety / Psychosocial						
	FCDO headline advice	N/A or Your control: _	_	_	Low Med High	Yes / No
	Crime, terror, social unrest, local laws (eg driving, alcohol), cultural differences (eg attitudes to protected characteristics), health and medicine	N/A or Your control: _	_	_	Low Med High	Yes / No
	Vulnerability to destination country laws / custodial sentences for written articles or posts construed as critical of the government	N/A or Your control: _	_	_	Low Med High	Yes / No

	Language barriers	N/A or Your control: _	_	_	Low Med High	Yes / No
	Lone working - moving around the city at day and at night / harassment / intimidation	N/A or Your control: _	_	_	Low Med High	Yes / No
	Fatigue - stress / anxiety	N/A or Your control: _	_	_	Low Med High	Yes / No
	Other	N/A or Your control: _	_	_	Low Med High	Yes / No
Environmental Hazards						
If your travel / fieldwork involves activities that may significantly impact the environment, please detail in Other Hazards section						
Travel Hazards						
	Public transport - Unsafe/unreliable	N/A or Your control: _	_	_	Low Med High	Yes / No
	Own vehicle - overseas compliance, insurance, breakdown	N/A or Your control: _	_	_	Low Med High	Yes / No

	Vehicles general - inadequate or attracts attention of thieves, overseas rules and driver competency	N/A or Your control:			Low Med High	Yes / No
	Routes - Short notice closures	N/A or Your control:			Low Med High	Yes / No
	Flying – DVT, infections, dry air	N/A or Your control:			Low Med High	Yes / No
	Accommodation – unsafe / not secure	N/A or Your control:			Low Med High	Yes / No
	Food and water – poor standards / quality	N/A or Your control:			Low Med High	Yes / No
	Other	N/A or Your control:			Low Med High	Yes / No
Safeguarding						
	U18s contact	N/A or Your control:			Low Med High	Yes / No

	Vulnerable adults contact	N/A or Your control:			Low Med High	Yes / No
	Other	N/A or Your control:			Low Med High	Yes / No
First aid						
	Applicable hazards might be: **Gastro-intestinal distress**	N/A or Your control:			Low Med High	Yes / No
	Prescription medications required - check legality to bring into destination country (eg custodial sentences for breaches)	N/A or Your control:			Low Med High	Yes / No
	Occupational Health factors - if traveller has routine work controls that need to be applied to the travel	N/A or Your control:			Low Med High	Yes / No
	Other	N/A or Your control:			Low Med High	Yes / No

Emergency Procedures						
The person travelling needs to be aware of the standard University Emergency Procedures, see foot of this document						
Other Hazards (please specify)*						
		N/A or Your control:			Low Med High	Yes / No
		N/A or Your control:			Low Med High	Yes / No
		N/A or Your control:			Low Med High	Yes / No

No.	Control Measures Rejected	Reason
1		
2		
3		
4		

No.	Further Control Measures Required	Allocated to:	Target Date	Date Completed
1				
2				
3				

Worker (and/or HSO) Involvement – i.e. consulted on the assessment

Name		**Date**	
Name		**Date**	
Name		**Date**	

Risk Assessor to ensure final page, below, is completed prior to activity taking place.

Electronic Signatures: Assessor, Validator, Travel/Fieldwork Authoriser

Risk Assessor (Person Travelling or Undertaking the Fieldwork, Principal Traveller, Field Work Lead etc)			
I confirm that this assessment is an accurate reflection of the risk associated with the activity and the controls that will be put in place.			
Name		**Date**	

Risk Validator (role requirements as laid out in Travel, Fieldwork and Placement Policies)			
I confirm that (based on the information the Assessor has shared) that the assessment appears 'suitable and sufficient' and the document appears to be an accurate reflection of residual risks, whether low, medium or high.			
Name		**Date**	
If Escalated validation is required – ie to HSO for High Risk; to Director of Health, Safety and Business Continuity for Very High Risk.			
Name		**Date**	

Travel Risk category As defined in Policy Validator's assessment of the risk category, used to determine final level of Validation and Authorisation required.	**LOW** **MED** **HIGH** VERY HIGH

Travel / Fieldwork Authoriser (role requirements as laid out in Travel, Fieldwork and Placement Policies)			
I confirm that, based on this 'validated' risk assessment, I am confident that the controls described in the risk assessment reduce risk to 'as low as reasonably practicable'.			
Name		**Date**	
Position		**Comments**	

Travel / Fieldwork Emergency Procedures

MINOR INCIDENT/ACCIDENT – non-life threatening e.g. broken limb, sickness requiring hospital visit

Minor incidents should be dealt with by the traveller / lead traveller themselves where possible.
If they are able to do so, they should notify their / the injured party's "in case of emergency" [ICE] contacts or ask co-travellers or supporting police/emergency/medical agencies to do so if they are unable.

[To reduce the shock to ICE contacts and prompt their availability for additional information gathering calls it is recommended that the traveller or a co-traveller call first – in advance of any contact that may then be made by police/emergency/medical staff.]

Where possible, the traveller / lead traveller or a person nominated by them should maintain a log of all developments relating to the incident for reference and record keeping purposes. The incident should be reported as soon as possible to the **traveller's HoD [Head of Department]** or **DoP [Director of Professional Services]** so that the department/University is prepared for any subsequent contact with next of kin. Eventually the incident should also be reported to the Health and Safety Operations Office so that steps can be investigated to reduce the likelihood of a similar or worse incident reoccurring in the future.

MAJOR INCIDENT/ACCIDENT - major injury requiring repatriation/emergency treatment; fatality or that involves a significant number of individuals

The lead traveller or a nominated person should first contact **Royal Holloway Security** immediately to report a major incident. Security will escalate and handover to the **RHUL Major Incident Team** who will coordinate contact with next of kin and ICE contacts. The traveller / lead traveller or a nominated person should also report the incident to the Departmental HSC, the Health and Safety Operations Office and the Head of Department or School Administration Office as soon as possible.

All parties – those travelling and those at the University – should strive to capture an accurate log of all calls and developments relating to the incident for reference and record keeping purposes. If possible, photographs of the scene including any equipment involved/damage caused should be taken and forwarded with reports where appropriate.

Do NOT under any circumstance:
Contact or engage with a traveller's next of kin or emergency contact in a major incident/accident scenario.
Contact or engage with any media or other institutional representatives – this is solely the responsibility of the Royal Holloway Major Incident Team.

EMERGENCY MENTAL HEALTH SUPPORT
Anyone affected should contact Royal Holloway Security providing details of the individual/s involved and what the emergency is. Security will then contact appropriate

Appendix 5: Insurance

Staff Travel

University travel insurance is provided to Staff and PGR students who are either:

(a) Fulfilling a Fieldtrip Lead role
(b) Working on behalf of or representing the University

For cover to be confirmed and in place, any staff travel that is not Negligible must be notified to the Insurance Office via the travel insurance request form (with a validated risk assessment uploaded, that includes an authorisation e-signature). Requests must be submitted at least 5 working days prior to planned departure (but ideally 2 weeks with longer lead-in times required for higher risk trips, as documented in Appendix 3)

Staff who plan to travel to destinations that are advised against by the FCDO must be aware that University travel insurance may not automatically cover this, and the Insurance Office should be engaged as soon as possible at the earliest stages of planning this type of trip.

Similarly, if a person travelling has a disability or health condition, they are advised to liaise with the Insurance Office at early planning stages in case the Insurer requires more information or requires that certain controls or adjustments be put in place to provide cover.

For large groups, a single travel insurance request form can be completed by attaching a full list of participants to the form.

University travel insurance covers personal possessions up to £10k – but Persons Travelling must inform the Insurance Office of any item worth over £10k that is being taken so that cover can be confirmed.

In terms of university owned business/scientific equipment, there is a small limit under the travel policy of £3k but separately under the University's main contents policy there is a higher level of automatic cover (limit subject to whether carried as hand luggage or in hold (£25k max), with a trip limit total of £250k and single item limit £50k). For further clarification please contact the RHUL Insurance Office.

The University has both Employers and Public Liability policies in place that will respond should the University receive a claim against them and where it is found liable. For high risk trips the University's policy can in some instances cover kidnap - if there is deemed to be a risk of this occurring during any Travel or Fieldwork then the Insurance Officer should be informed.

Student Travel

University travel insurance is not provided to UG or PGT students or to PGR students who are not considered as staff in relation to a particular instance of travel. Students must therefore make their own arrangements being mindful to check inclusions, exclusions or excesses relating to medical expenses, repatriation, kidnapping and so on.

Organisers of Travel, Fieldwork and University-arranged Placements should check the insurances (and where applicable risk assessments and safety procedures) of any third-party organisations whose services they are engaging. It is essential that companies providing specialist services produce their insurance and detail how they will provide their services safely.

Liability insurance

The University's Public Liability Insurance will normally cover both the University and a third party for any claims where the University is deemed to be at fault.

Where a third party is responsible for the health and safety of a student, for example during a placement, it must have Employer's Liability (EL) Insurance to provide cover for their liabilities to the student during this period and is a legal requirement in the UK. Departments should check that UK third parties hold EL Insurance.

A third party's Public and Employer's Liability Insurances will normally indemnify students for any injury and/or property damage that they might cause while undertaking work 'in good faith' and under the supervision of the third party.

Public liability insurance is not a legal requirement. However, it can protect an organisation if someone makes a claim against the organisation for injury or damage to property.

Overseas, some countries may require organisations to have EL-type Insurance cover (also known as Workers' Compensation Insurance).

For overseas travel, Departments should advise students of their responsibility to ensure they have the following insurance cover as a minimum:

a) travel insurance (including damage or loss of luggage);
b) third party liability (including, wherever appropriate, professional indemnity or insurance for personal responsibility);
c) accident and serious illness (including permanent or temporary incapacity);
d) death (including repatriation in case of projects carried out abroad.

Travel insurance

Response to most personal accident, travel and health emergencies can be covered by a suitable travel insurance policy. Care must be taken when selecting a travel insurance policy since the extent of protection can vary widely and many policies contain small-print exclusions (e.g. claims arising while under the influence of drugs/alcohol, or from participation in specified 'dangerous' activities, or travel to FCDO flagged countries). Most standard holiday travel policies are unlikely to be adequate, since they will not cover the student for 'business' purposes. Cover for emergency medical support and repatriation is essential for students working overseas.

If the activity involves travel of any kind, travel insurance must be in place. However, this may not be the only consideration, and other insurances may be required for high-risk activity.

Further advice on travel insurance can be found on [Department of Finance webpages](#).

Appendix 6: Accommodation

Due Diligence and Booking

Where it is not possible to book through the University's approved travel partner (i.e. Students are not currently able to use this service), a travel agency or tour operator affiliated with the Association of British Travel Agents (ABTA) or the Federation of Tour Operators (FTO) should be the next choice. The Person Travelling must also satisfy themselves that the accommodation provider has suitable insurance in place.

If a Person Travelling is going to select and book a hotel or self-catering accommodation direct then they should give consideration to applicable quality ratings and also check the location in relation to available information about crime, documenting both in their risk assessment.

People Travelling looking for a hostel type of accommodation should select and book via the Youth Hostel Association (UK) or Hostelling International (Overseas) as these networks offer a level of standards checking and assurance.

It may be acceptable for People Travelling to stay in less formal accommodation if it is owned or managed by family or friends and in these scenarios, justification should be documented in the risk assessment.

Current minimum requirements for accommodation are laid out in the Royal Holloway, University of London Travel, Subsistence and Personal Expenses Policy, but the HSO discourages private rental vendors such as AirBnB because:

- They offer no assurances on security, safety or suitability of the property or the fixtures, fittings and equipment inside.
- They are not regulated and may fail to meet basic safety standards such as smoke detection, electrical testing, extinguishers and fire escape.
- They are highly unlikely to share traveller information with the University in the event of an emergency.
- Hosts sometimes cancel at the last minute for various reasons and University insurance will not cover any direct or indirect costs associated with this. Airbnb hosts may have no insurance and their normal domestic insurance may not cover them for letting rooms.
- The accommodation may be an unused back bedroom in a stranger's house - it will often be less secure than a hotel, with no CCTV, key control, robust door locks, swipe access or room safe. Persons Travelling should wherever possible favour accommodation where it has smoke detection and good locks / security.
- Airbnb bookings may be illegal if the country / region / city / building does not permit short-term room rentals, or if the host has not complied with local regulations but nonetheless advertises the property on the platform regardless. Therefore, Airbnb or other private rental accommodation can ONLY be used where:

  - The country / city / region / building permits short-term lets and the property complies with local regulations (the booking is legal).
  - There is a reasonably full history of positive reviews.
  - The accommodation is a self-contained apartment (eg not a stranger's back bedroom or similar).

- The neighbourhood can be identified as safe.
- The Airbnb bookings calendar is not relied upon, but the host is emailed directly (some hosts are not assiduous about updating calendars).
- Full contact details are left in the travel plan including location of the apartment and owner contact details.

The University recognises that this type of accommodation may provide advantages in terms of cost and comfort, especially for longer trips, but these are essentially private individuals renting property with no independent checks or criteria in place. People Travelling indicating that they intend to use this type of accommodation will need to present a robust case in their risk assessment for it to be authorised.

There may be further exceptions to these requirements, such as when a trip is organised via a third party, such as the British Council, or where Travel is organised in concert with another institution. In these cases it would be expected that the Person Travelling has ensured that some form of assurance as to the quality and safety of the travel and accommodation is in place.

If accommodation choices that are not covered by the above are sought by a Person Travelling, the HSC and HSO can liaise on a case-by-case basis to help resolve the requirement. Where helpful, particularly in a field trip scenario, a pre-inspection of the accommodation at planning stages could take place.

On arrival

Where pre-inspection has not been possible, Persons Travelling should assure themselves of the following and dynamically assess if additional controls or, in extreme cases, alternative accommodation is required:

- Unexpectedly isolated or otherwise unsafe feeling location
- Poor security – building features and / or personnel arrangements
- Inadequacies in fire escape routes including blocked fire exits;
- Unsuitable, or poorly installed or maintained, gas appliances such as water heaters that might release carbon monoxide into the accommodation,
- Unsafe electrical installations or equipment,
- The availability of potable water,
- The availability of washing and hygiene facilities,
- The presence of pests, including disease carrying insects

Persons travelling who feel their health or safety are at risk should contact their line manager, supervisor, the HSO as appropriate for support.

Appendix 7: Emergency Procedures

Department:	**Date:**
Description of Travel:	

MINOR INCIDENT/ACCIDENT - non-life threatening eg broken limb, sickness requiring hospital visit

Minor incidents should be dealt with by the traveller / lead traveller themselves where possible. If they are able to do so, they should notify their / the injured party's In Case of Emergency (ICE) contacts or ask co-travellers or supporting police/emergency/medical agencies to do so if they are unable.

Where possible, the traveller / lead traveller or a person nominated by them should maintain a log of all developments relating to the incident for reference and record keeping purposes. The incident should be reported as soon as possible to the traveller's HoD, so that the university is prepared for any subsequent contact with next of kin.

Eventually the incident should also be reported to the Health and Safety Operations Office so that steps can be investigated to reduce the likelihood of a similar or worse incident reoccurring in the future.

MAJOR INCIDENT/ACCIDENT - major injury requiring repatriation/emergency treatment; fatality or that involves a significant number of individuals.

The lead traveller or a nominated person should first contact Royal Holloway Security who will follow the major incident process if required. The traveller / lead traveller or a nominated person should also report the incident to the Head of Department or School Administration Office as soon as possible.

Do NOT under any circumstance:
Contact or engage with a traveller's next of kin or emergency contact in a major incident/accident scenario.
Contact or engage with any media or other institutional representatives – this is solely the responsibility of the Royal Holloway Major Incident Team.

Emergency contact numbers (please complete yellow boxes as applicable):

Traveller’s third-party travel contacts who may be able to assist the University if the traveller is injured, is missing or requires operational support (eg partner university, collaborating colleagues)		
Name	**International dialling code**	**Number**

Traveller’s main University contacts who may be able to assist the traveller if help is needed		
Name	**International dialling code**	**Number**
HoD	+44	
Other dept contact	+44	
Royal Holloway Security	+44	(0)1784 443888
Student Advisory & Wellbeing		Call RHUL Security (above) and ask to be put in touch with the member of SAW staff on duty.

Emergency Services numbers for overseas travel:	**International dialling code**	**Number**
Ambulance		
Police		
Fire		
Coastguard		

University insurance 24/7 worldwide medical, travel and security assistance details: