

Travel Risk Assessment

A customisable form to help you ensure duty of care for your traveller

Name of Traveller:

Name of Assessor:

Travel Location:

Dates of Travel:

Departure

Return

Traveller Emergency Contact Name:

Traveller Contact Details (during travel):

Tel

Address

Emergency Contact Details:

Tel

Address

Our risk assessment form is a generic template and should be updated in line with your own company policies and any risks specific to your traveller, their trip or their task, as necessary.

Filling out the assessment form is just one aspect of the travel risk assessment process. Your ultimate aim should be to ensure that both the travel manager and the traveller have a deep understanding of the specific risks associated with their trip. Issues to discuss during your meeting with the traveller can be broadly split into 7 key areas of consideration: Pre-planning, environmental, health, transport, security, equipment, and task-based.

Environmental Considerations					
HAZARD	RISK			REMEDIAL MEASURES	COMMENTS/ACTIONS
Personal attack / kidnap: Dangers associated with travelling alone, arriving at night, etc.	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>	Act with caution. Inform hosts of itinerary. Be aware of specific local risks. Avoid travel out of daylight hours if feasible.	
Insect and animal bites	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>	Take preventative action with repellents, appropriate clothing, etc. Carry appropriate treatment.	
Contaminated water/food	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>	Check safety of local water – drink only bottled water where necessary. Avoid potentially contaminated food or beverages. Carry water sterilising tablets.	
Natural disaster risk	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>	Refer to FCO website for up-to-date advice. Reschedule visit if possible.	
Climate issues (e.g. extreme heat or cold, monsoon, intense risk)	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>	Keep up-to-date with weather forecasts. Pack cautiously with variety of appropriate clothing. Ensure any necessary equipment is provisioned.	
Health Considerations					
HAZARD	RISK			REMEDIAL MEASURES	COMMENTS/ACTIONS
FCO advises against travel to country on health grounds	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>	Check FCO status of destination. Reschedule visit if possible.	
Exposure to infection: Known endemic illnesses in destination(s)	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>	Seek medical advice. Arrange vaccination/inoculation/prophylaxis as appropriate for e.g. Typhoid, Tuberculosis, Meningitis, Cholera, Diphtheria, Malaria, Tetanus, Yellow Fever, Hepatitis B, Poliomyelitis, Tick-borne Encephalitis, Japanese Encephalitis.	
Pre-existing medical conditions	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>	Seek medical advice. Carry details of condition and blood group etc. Ensure adequate supplies of prescribed medication are carried or accessible. Translate details into local language if necessary.	
Insect and animal bites	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>	Take preventative action with repellents, appropriate clothing, etc. Carry appropriate treatment.	
Contaminated water/food	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>	Check safety of local water – drink only bottled water where necessary. Avoid potentially contaminated food or beverages. Carry water sterilising tablets.	
Minor injuries and ailments	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>	Travel with First Aid kit.	
Sunburn	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>	Take preventative action – sun-block, appropriate clothing, hat and sunglasses. Carry appropriate treatment.	
Travel Considerations					
HAZARD	RISK			REMEDIAL MEASURES	COMMENTS/ACTIONS
Driving	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>	Perform vehicle safety check. Check insurance. Driving at night to be avoided.	
Flying	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>	Stay hydrated. Avoid excessive alcohol consumption. Understand deep vein thrombosis risk – be sure to move around during long flights, perform leg exercises, wear compression stockings if necessary.	
Travel within EU	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>	Carry valid European Health Insurance Card.	

Security Considerations					
HAZARD	RISK			REMEDIAL MEASURES	COMMENTS/ACTIONS
Theft or loss of belongings and/or ID documents: passport, driving licence, banking cards, laptop, smartphone, travel documents	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>		Keep items secure. Record details, for eg. issues dates and identifying numbers, keep copies on person and at home. Carry emergency contact numbers. Report suspected theft to police. Avoid carrying large amounts of cash.
Social / Political Unrest: FCO advises against travel to destination(s) on safety/security grounds	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>		Refer to FCO website for up-to-date advice. Reschedule visit if possible.
Special equipment required	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>		Assess and/or administer maintenance as required
Task-Based Considerations					
HAZARD	RISK			REMEDIAL MEASURES	COMMENTS/ACTIONS
Task specific risk:	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>		
Language barrier	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>		Check/provision phrase book or language app. Ensure there is a same-language point of contact.
Other:	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>		
Other:	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>		
Other:	Low <input type="radio"/>	Med <input type="radio"/>	High <input type="radio"/>		

Traveller Checklist

Before you leave

Ensure you have:

- Valid passport and any visas or ESTAs you need.
- Copies of tickets and hotel reservations (even if all bookings are made digitally).
- International driving licences and relevant supporting paperwork, if driving during your trip.
- The correct travel adaptors for your electronic items
- Some local currency (even if you intend to use travellers' cheques or card payments).
- Any medication you require
- Appropriate clothing, especially for any potential extremes in weather.

When you arrive

- You can minimise the risk of potential incidents with a few basic precautions:
- Treat all officials courteously, even if their behaviour is rude or aggressive.
- Be alert and mindful of your surroundings.
- Be discreet and aim to blend in.
- Avoid having expensive items on show.
- Avoid withdrawing money from cash machines in the arrivals hall.
- If you have arranged to meet someone at the airport, call them before you pass through customs to ensure they are there.

You should also:

- Confirm if you need to purchase a visa at the destination airport or if you will have to take a taxi to your hotel or office. If you do, ensure you have enough local currency to do so.
- Researched the local language, customs and any relevant cultural issues. Pack a small phrasebook or download a language app if necessary.
- Researched airport formalities before you leave. For example, there may be visa and immigration paperwork to complete.
- Check your flights have not been delayed or the times changed. Your booking reference will be on your ticket.
- Back up data on all devices using an external hard drive, to be kept separately from your laptop/other devices.

If possible, try to arrange a 'meet and greet' service with your host client or colleagues/employer, or have your travel manager arrange this for you. If this is not possible, you should:

- Discuss the reliability and reputations of taxi or hotel shuttle services with contacts at your destination in advance (your travel manager may do this for you).
- Request assistance from airport security personnel if you are in any doubt as to who you are meeting.
- Agree taxi prices before setting off. Failure to do this could prove costly!