Changes to low risk travel such as meetings, events and conferences

Document Reference: RA042911/2 changed to RA042911/4

Title: UCL Generic Risk Assessment for travelling to and from meetings, events and conferences.

Note: The proposed update is to take effect not before 17th of May 2021 to accommodate changes to UCL approach.

1. Revision to section Assessment Outline:
   - Added: ‘Staff and students are also responsible for taking the appropriate steps to ensure that they are compliant with the guidelines in place and ensuring their personal safety, and checking travel advice both national and international’.
   - Changed Note (1) to ‘Due to COVID-19 pandemic, where possible staff and students are encouraged to reduce fieldwork activity and take a cautious approach’.

2. Revision to section Documents & Attachments
   Revised and updated to include below listed links:
   - Working Safely During a Pandemic: https://www.ucl.ac.uk/safety-services/working-safely-during-pandemic
   - Fieldwork: https://www.ucl.ac.uk/safety-services/policies/2020/sep/fieldwork
   - Fieldwork Framework: https://www.ucl.ac.uk/research/integrity/framework-starting-or-resuming-fieldwork-non-ucl-settings?utm_source=UCL%20%28Internal%20Communications%29&utm_medium=email&utm_campaign=11764032_Covid-19%20All%20Staff%20Email%3A%2019%20August&utm_content=fieldwork%20framework
   - UCL Coronavirus (COVID-19) information pages: https://www.ucl.ac.uk/coronavirus/
   - List of departments assigned by Lead Safety Advisor: https://www.ucl.ac.uk/safety-services/staff
   - Travel on UCL Business: https://www.ucl.ac.uk/finance/expenses-insurance/travel-ucl-business
   - Foreign Travel Advice: https://www.gov.uk/foreign-travel-advice

3. Updated Assessment Start Date – 17th May 2021

4. Revision to Activity 1:
   - Updated section Description of Activity. Deleted previous Priority controls and updated to:
     - There are 6 priority controls for all to follow:
       1. If at high risk from coronavirus (such as clinically extremely vulnerable), please speak to your line manager about the options available to you.
       2. All staff and students without symptoms who access UCL buildings at this time should get tested for COVID-19 twice weekly using the facilities available (NHS and UCL).
       3. Do not attend work if you think you may be unwell or if someone in your household is unwell. Keep in mind the symptoms of COVID-19 and adhere to government guidelines on self-isolation as appropriate. Symptoms include a new, continuous cough, high temperature, change in or loss of taste / smell. Get tested (PCR test) as soon as possible if you have at least one of these 3 coronavirus symptoms.
       4. Strictly follow government guidelines on social distancing, hand washing and respiratory hygiene.
       5. Managers (including PIs) must keep in contact with their teams and constantly review any work being conducted. Task specific protocols and risk assessments must be kept up to date, in response to new hazards or changes in risk level.
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(6) Vaccination strongly encouraged: UCL strongly encourages vaccination as part of its duty of care to its staff and students.

- With reference to wearing face covering, added ‘Use a face covering (unless exempt)’.

- Updated section Hazard 1
  - Deleted stay at home advice.
  - Deleted reference to clinically vulnerable and extremely vulnerable groups.
  - Deleted reference to ‘(fabric covering your nose and mouth)’.
  - Updated reference to quarantine and self-isolation; changed to:
    1. All staff and student must follow local quarantine and self-isolation rules, and restrictions at all times. Staff and students are also responsible for taking the appropriate steps to ensure that they are compliant with the guidelines in place and ensuring their personal safety.
    2. All staff and students are expected to follow all local COVID guidance and should check the relevant guidance before travel.

- Updated section Hazard 2
  - Updated entire Existing Control Measures section.

- Updated section Hazard 5
  - Updated entire Existing Control Measures section.

5. Revision to Activity 2:

- Changed reference to ‘Key travel’ to ‘approved service provider’.