



Summary

Reference: RA070447/1

Sign-off Status: Awaiting Approval

Date Created:	01/12/2022	Confidential?	No
Assessment Title:	Travel for LCCOS business reasons, including moving between UCL sites and for travelling to and from meetings, events and conferences.		
Assessment Outline:	<p>A risk assessment for all LCCOS staff to satisfy UCL travel insurance requirements, based on UCL generic RA042911. THIS RISK ASSESSMENT APPLIES ONLY TO TRAVELLING TO AND FROM MEETINGS, EVENTS AND CONFERENCES (LCCOS staff) at other institutions or locations in the UK or abroad. This risk assessment documents the principles adopted by UCL at an institutional level. Whilst considering a range of personal and activity profiles, it is necessarily general. It covers the basic precautions needed when travelling to countries usually deemed to be of LOW HEALTH AND SAFETY RISK, for example, most of Europe, Scandinavia, North America, Canada, Japan, Australia and New Zealand. THIS RISK ASSESSMENT DOES NOT cover specific work activities which must have their own risk assessment. - Staff 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. - Travel to other countries may require a specific risk assessment. Please check Foreign and Commonwealth Office (FCO) pages including high risk country pages before you travel for latest advice. - A specific risk assessment will be needed if you decide to work e.g. collaborative research, hosted research, work placements, home visits, fieldwork, or any off-site working i.e. any teaching, research or work activity carried out by UCL staff or visiting research workers on behalf of UCL in places or premises which are not rented or owned by UCL. A specific risk assessment will be needed for vulnerable groups, people more at risk due to their ethnicity, age, disability or status as new or expectant mothers. Note: 1. Staff are individually responsible for accepting their share of responsibility, including personal safety and checking travel advice both national and international. 2. Travel to other countries may require a specific risk assessment. Please check Foreign and Commonwealth Office (FCO) pages including high risk country pages before you travel for latest advice -https://www.gov.uk/guidance/travel-advice-novel-coronavirus 3. Review if ongoing / planned work should be suspended or must continue. 4. Consider other risks that may be impacted as a result of government and local changes.</p>		
Area Responsible (for management of risks)	Location of Risks		
Division, School, Faculty, Institute:	President and Provost	Building:	Off-Site
Department:	Vice-Provost (Research, Innovation and Glob. Eng)	Area:	
Group/Unit:	LCCOS: Library, Culture, Collections and Open Science	Sub Area:	
Further Location Information:	This risk assessment applies to travel for work purposes, including travel for meetings, events and conferences (LCCOS staff) at other institutions or locations in the UK or abroad. It DOES NOT cover specific work activities which must have their own risk assessment. Staff may visit different LCCOS locations and other areas of UCL in the course of their work during daytime, evening and weekend hours.		
Is additional GM or HG approval required? Only relevant to specialist biological risk assessments (GMM2, GMM3, HG2, HG3, GM animals, GM plants) except GMM class 1.:	Click SELECT to change ONLY if this is a GMM Class 2, GMM Class 3, HG2, HG3, GM animals or GM plants risk assessment		
Assessment Start Date:	30/11/2022	Review or End Date:	30/11/2023
Relevant Attachments:	<p>Description of attachments:</p> <p>Location of non-electronic documents:</p> <p>Guidance on booking external conferences and training events https://www.ucl.ac.uk/libnet/hr/learning-and-development/booking-external-conferences-and-training-events 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 - For the UK Government Coronavirus (COVID-19) information pages:https://www.gov.uk/coronavirus - For the UK NHS COVID advice including travel: https://www.nhs.uk/conditions/coronavirus-covid-19/</p>		
Assessor(s):	FORRESTER, NOEL		
Approver(s):	BENJAMIN MEUNIER		
Signed Off:			

PEOPLE AT RISK (from the Activities covered by this Risk Assessment) *

CATEGORY
Employees



1. Travel between LCCOS sites

Description of Activity:

The normal commute to UCL offices is not covered by this workplace risk assessment. However, staff are routinely expected to travel between sites in London and the South East where LCCOS activity is based.

Hazard 1. Travel disruption before work

Travel disruption to work because of illness, personal reasons, disruption to travel routes or means of travel, or events such as strikes, disasters, extreme weather will increase the hazards for travel due to their non-routine natures or potential changes to routes and means of travel, overcrowding, or risks from the weather.

Existing Control Measures

Contact your line manager or a colleague to relay a message if unexpectedly not at work when expected to be. Use a phone where possible or text or email, but if no response is received, contact colleagues so that your whereabouts and safety are known.

The line manager is responsible for ensuring a welfare check is carried out if an individual is more than 30 mins late and the individual has not made contact with UCL about an unexpected delay.

Line managers should bring it to the attention of Senior Managers that unplanned staff shortages may affect their team's ability to provide the service expected or if providing that service results in an increased risk to staff.

Hazard 2. Travel during work hours

LCCOS staff may be exposed to increased risk of injury and accidents from hazards that are associated with travel. They include but not limited to:?
- Travel disruption can result in being in an unfamiliar environment without support or without assistance from UCL. Hazards are to well being, stress and potential accidents through crowds and rushing to keep time.?
- Hazards are increased by the conditions that may cause being stranded or enclosed in environmental conditions such as severe rainfall, heat and humidity, ice and snow, and severe winds. These can lead to being wet (hypothermia), hot (dehydration and heatstroke), ice and snow causing slips, trips, falls or hypothermia, and winds causing objects to strike and injure a person.
?- Lone working

Existing Control Measures

Staff members should ensure that UCL (or their line manager) is aware of their movements for work.
- Share details of itinerary and contact information while travelling with a Departmental contact (e.g.Line Manager, Supervisor, local Administrator).

- Ensure your contact details are up to date in UCL database.
Email can be used as a back up but when ever possible contact to inform of absence from the office should be a phone call or face-to-face. If the line manager is not contactable by phone, an email must be sent and a phone call to another member of the team. Repeated attempts should be made if no response (text or email) is received by the individual.

If moving from place to place, work plans should be followed or changes communicated with line management.

Hazard 3. Travel disruption during work hours

Disruption may result in a timetable or travel route being obsolete and an absence unexplained causing an emergency response by line management. New unfamiliar routes, crowding, anxiety can all increase the hazards of travel during disruption.

Existing Control Measures

Individuals are responsible for checking travel plans in light of any planned interruptions, and making any necessary alteration to ensure their health and safety.

All travel should be planned with enough time to allow for reasonable delays. The use of travel apps can assist in this. For longer journeys, alternative routes or methods of transport should be planned for in an emergency- e.g. Bus to replace a underground route. This should be cleared by the line manger to ensure that if additional funds are needed it can be available or claimed on expenses.

In the case of a sudden and catastrophic event where all transport in an area where there are employees working and or travelling, every individual should report either to their line manager or the next member in the management structure and explain their condition, where they are and whether they need help.

The line manager has the authorisation to tell the individual if they should continue on the task or follow the planned emergency option as agreed, which may be return to UCL campus, meet at a designated spot or return home.

If you need UCL to contact someone for you, you must provide details of who and how to contact them.

Hazard 4. Extreme weather

In addition to added hazards through normal travel and disruption, weather conditions, such as heavy rain (hypothermia), extreme heat (dehydration and heat stroke), ice and snow (slips, trips and falls), and high winds (struck by flying objects) can provide hazards while travelling.

Existing Control Measures

- Avoid travel in extreme weather unless essential. Plan travel when the weather is unlikely to cause disruption.
- Plan alternative methods to account for loss of one mode of transport to minimise the risk of being stranded.
- Follow advice from local authorities on evacuation or movement restrictions.
- Stay in touch with your line manager/supervisor and UCL to ensure they are aware of the situation and the condition and well being of the individual.

Hazard 5. Traffic accident

Musculoskeletal injuries, minor, severe or fatal.

Existing Control Measures

Ensure there is plenty of time given for travel so that an accident is not caused by rushing or a lack of attention.

Follow the rules for pedestrians, particularly in unfamiliar areas where the presence of one way systems or light sequences are not known by the individual.

If driving, ensure the driver and vehicle has the correct documentation (driving license, MOT, insurance, occupancy and authorised for work travel). Obey the highway code and keep to speed limits

Hazard 6. Infection transmission when travelling to and from different UCL locations

Members of the UCL community may contract COVID-19, as a result of contact with infected individuals and/or contaminated surfaces. In addition, you have the potential to transmit the virus yourself and pose a hazard to susceptible individuals you may encounter.

Existing Control Measures

Staff should follow all control measures outlined within this risk assessment.

Staff should follow any additional control measures the may be in place in other UCL locations, such as NHS controlled space, and respect all signage.

Staff should be provided with the relevant information for that location prior to visiting by liaising with departmental contacts and undertaking induction for the location if necessary.

Risk Level

With Existing Controls:

Risk Level **B - Low / Tolerable**

2. Travel to and from location and transmissible disease

Description of Activity:

Staff who travel to and from meetings, events and conferences should follow the risk control measures as outlined in this assessment. Here are UCL general policies for all staff and students:

- Staff and students must not come onto campus if you feel unwell (even if you do not have COVID-19 symptoms). Refer to NHS guidelines.
- UCL encourages everyone on campus to wear a face covering in crowded or enclosed spaces and be considerate to others

<https://www.ucl.ac.uk/human-resources/face-covering-guidance>

- The uptake of vaccines (both COVID-19 and Influenza) are strongly encouraged.?- Staff and students are encouraged to observe good respiratory

and hand hygiene and use sanitiser if available <https://www.ucl.ac.uk/safety-services/policies/2022/apr/living-covid-19-and-managing-risks-workplace>

- UCL expects staff, students and visitors to be respectful and considerate of others in situations where they could feel uncomfortable.

Hazard 1. Travelling to and from meetings, events and conferences

Members of the UCL community may contract disease as a result of contact with infected individuals and/or contaminated surfaces. In addition, you have the potential to transmit disease yourself and pose a hazard to susceptible individuals you may encounter. Note that, as stated in Government guidance, the risk of infection increases the closer you are to another person and the amount of time you spend in close contact.

Existing Control Measures

- All staff must follow local quarantine and self-isolation rules, and restrictions at all times. Staff are also responsible for taking the appropriate steps to ensure that they are compliant with the guidelines in place and ensuring their personal safety.
- All staff are expected to follow all local guidance and should check the relevant guidance before travel.
- Those who are unwell with symptoms of COVID-19 or other infectious disease must not travel to or attend the meetings, events and conferences in person. Anyone who develops symptoms of COVID-19 must return to place of stay (e.g. hotel, serviced apartment, etc.) and stay there in line with the relevant local guidance (for example NHS in UK). Follow any/all local rules and government guidelines.

When travelling, the following steps should be considered:

- Follow any/all local rules and government guidelines.
- Avoid crowds
- Plan ahead and use a direct route
- Depending upon location/activities, travel at 'off peak' times.
- Take hand sanitiser and a face covering and use it (unless exempt) in crowded and enclosed areas.
- Local guidance/rules should be followed, as guidance on face coverings may differ depending on the location.
- Wash or sanitise your hands before beginning your journey and when you arrive
- Use contactless payment where possible.
- Always follow instructions from transport and regulatory authorities.

If using taxis or private hire vehicles, take the following steps:

- Book a trip in advance where possible, to avoid using taxi ranks.
- Follow the advice of your driver as they may have put in place additional precautions, such as which seat to use.- Follow good respiratory and hand hygiene practice.
- Staff are encouraged to wear a face covering (unless exempt) inside the car.
- If you drive regularly for meetings, events and conferences, where possible consider asking/offering the advanced driving course, preferably in the vehicle you will be driving

Hazard 2. Lone travelling

Travelling alone poses a hazard as individuals may not be able to get immediate assistance in an emergency. This includes accidents, fire or other incidents which require support.

Existing Control Measures

- All staff must follow the lone working activities guidance available from UCL Safety Services website <https://www.ucl.ac.uk/safety-services/policies/2020/nov/lone-working#:~:text=Lone%20working%20is%20working%20without,floors%20in%20the%20same%20building> and LibNet <https://liveuclac.sharepoint.com/:w:/r/sites/Library.LibNet/Team%20Documents/health-and-safety/docs/lone-working.doc>.
- Safety Services guidance lists activities that can be carried out alone and activities where you must have someone else nearby to support you.
- Use a buddy system when in work. For lower risk activity, your buddy can be remote and contacted by phone (WhatsApp, MS Teams). For higher risk work, your buddy must be close, but can be in an adjacent room in order to maintain social distancing.
- Teams should co-ordinate activities and attendance in advance of work taking place.

Lone working contact is recommended as follows:

- 1) Contact your line manager/supervisor (or other buddy) when you arrive.
- 2) Make follow up contact every 30 - 60 minutes to say you are OK.
- 3) Contact your line manager/supervisor (or other buddy) when you leave.
- 4) Contact your line manager/supervisor (or other buddy) when you arrive home.

Hazard 3. Stress and poor mental health

LCCOS staff and students may experience mental health problems caused by unfamiliar working conditions or anxiety over infection. Stress may increase vulnerability to infection, because of lowered immune response.

Existing Control Measures

- Line managers/Supervisors are asked to actively support their staff. Staff are encouraged to contact their line manager and supervisor if they have concerns.
- Line managers/Supervisors must ensure provision of adequate and competent on-site support, instruction, information, training (where applicable) and supervision.
- All on-site activities must be supervised by a competent person at all times – check/discuss specific details with your line manager or Head of Section.
- UCL Employee Assistance Programme can be contacted 24/7 for confidential, impartial support. <https://www.ucl.ac.uk/human-resources/health-wellbeing/being-well-ucl/employee-assistance-programme-staff-support-service-available-staff> or call for free on 0808 196 5808.
- Employee Assistance Programme also offer support through a one-to-one online messaging service, in which you can speak to a counsellor in real time.
- Where appropriate, adjustments to working times or hours should be made, to account for staff experiencing poor mental health. If confidential advice and assessment would be helpful, please contact Workplace Health using the management referral process.
- A wide range of other resources and guidance is available via the 'Remote not distant' website and Workplace Health website.
- In addition, UCL Parents and Carers Together (PACT) network has a MS Teams site to support colleagues with caring responsibilities.

Hazard 4. Reduced capacity for emergency response

Reduced number of people may slow a response in an emergency, or limit the effectiveness of emergency response. In this context, emergency refers to operational emergencies such as injuries (first aid), fires and evacuation.

Existing Control Measures

- Review and be familiar with information about the levels of third party support at the travelling location(s).
- Review and be familiar with provision for local/national emergency response, specific plans and levels of support.
- All staff must remain aware of the local emergency numbers.

Hazard 5. UCL insurance

- UCL has a Business Travel Insurance policy that will insure UCL employees, students, and persons assisting UCL with its business who are normally resident in the UK. When travelling for meetings, events and conferences you'll need to register your trip. Please refer to the guidance on LibNet for booking external conferences and training events <https://www.ucl.ac.uk/libnet/hr/learning-and-development/booking-external-conferences-and-training-events> and see the Travel on UCL Business webpage for further information: <https://www.ucl.ac.uk/finance/expenses-insurance/travel-ucl-business>

Existing Control Measures

- It is strongly encouraged to contact UCL insurance team directly prior to making any travelling arrangements, where information is not covered on the webpages. Where applicable, include relevant information in local risk assessment

Hazard 6. Generic hazards

There are 6 priority hazards for which all staff should follow the identified control measures.?

1. Accidents.
- ?2. Health related problems related to travel (e.g. Deep Vein Thrombosis (DVT)) and pre-existing conditions.?
3. Poor, unavailable or costly standards of local health, hygiene, and hospital care if help is needed.
- ?4. Accidents or incidents when driving or travelling in hired or contracted vehicles.?
5. Some airlines are banned by the EU or may be the subject of various national sanctions so risk assess before use.
- ?6. Crime and threats to individuals.

Existing Control Measures

Some basic precautions to avoid any increase in the level of risk are listed below:

- Follow the current gov.uk Coronavirus (COVID-19) guidance: <https://www.gov.uk/coronavirus>
- Follow the FCO Travel Advice for the location you are visiting.
- Share details of itinerary and contact information while travelling with a Departmental contact (e.g. Line Manager, Supervisor).
- Ensure your contact details are up to date in UCL database.
- Ensure to use a regular mode of travel provided by a reputable company.
- Do not travel if adverse weather, natural disaster or civil disturbance is indicated.
- Where possible, avoid travelling alone and lone working.
- Ensure to make appropriate travel and accommodation arrangements using relevant UCL and Departmental policy.
- Ensure to follow the safety advice and guidance of the host organisation / employer / other authority on site.
- Report any safety concerns to the host organisation and/or to your Line Manager/Supervisor as soon as possible.
- Follow UCL Remote working and DSE assessment guidelines regarding use of laptops and other computers as far as practicable
- Obtain Travel Insurance as appropriate.
- Read the UCL Travel Insurance Policy to ensure that you are aware of all exclusions (e.g. higher risk leisure activities).
- Understand and acknowledge that further risk assessment is required for high hazard activities e.g. laboratory work, visits to developing countries, fieldwork, research, work in communities etc.

Risk Level

With Existing Controls:

Risk Level **C - Medium / Moderate**

3. Travel to and from location of visit

Description of Activity:

Staff when travelling to countries usually deemed low health and safety risk for activities such as meetings, events and conferences must follow the risk control measures as outlined in this assessment.

Hazard 1. Hazards associated with travel

UCL Community may be exposed to increased risk of injury and accidents from hazards that are associated with travel.

They include but not limited to:?

- Travel disruption can result in being in an unfamiliar environment without support or without assistance from UCL. Hazards are to well being, stress and potential accidents through crowds and rushing to keep time.?

- Hazards are increased by the conditions that may cause being stranded of enclosed in environmental conditions such as severe rainfall, heat and humidity, ice and snow, and severe winds. These can lead to being wet (hypothermia), hot (dehydration and heatstroke), ice and snow causing slips, trips, falls or hypothermia, and winds causing objects to strike and injure a person.

?- Lone working

Existing Control Measures

Before Travelling - General

- Contact UCL Insurance to check what you are covered for and ensure your own personal travel insurance is valid and sufficient.
- Ensure you register your trip and arrange travel insurance through TravelCert to be covered by UCL's Travel Insurance Policy.
- Book travel through the UCL approved service provider. For queries, contact the relevant UCL team. (see <https://www.ucl.ac.uk/libnet/hr/learning-and-development/booking-external-conferences-and-training-events>)
- Check information on local weather, power supply and adaptors required, transport, visa requirements, local embassy, culture, language and attitudes to help you plan.- Download travel itinerary, maps, obtain currency, sat nav and translation apps if appropriate and ensure phones will work abroad.
- Ensure your Line Manager/Supervisor has your itinerary, contact details, emergency contact at home and abroad, next of kin – keep them up to date and arrange how you will stay in contact whilst you are away.- Ensure you have sufficient funds and resources for all likely outgoings including emergencies and theft.
- Ideally plan schedule to include working hours and contact schedule accordingly taking into consideration travel and time differences.
- Ensure you have relevant permissions from relevant authorities before you travel. This includes visas and could include permission to undertake activities.
- All travel should be planned with enough time to allow for reasonable delays, the use of travel apps can assist in this.

Travelling with drugs or medications not permitted in the country

- Do not travel with drugs and articles that are internationally treated as illegal.
- Some medications and drugs, such as alcohol or specific pain killers, may be illegal in the country visited but completely legal in the UK. Check the NHS website -<https://www.fitfortravel.nhs.uk/advice/general-travel-health-advice/travelling-with-medicines>
- The transport of agricultural items such as plants, fruits, foodstuffs may be illegal either when going abroad or upon return to the UK.

Be aware of travelling with unusual items.

Travelling with hazardous SUBSTANCES (Chemicals, biological materials, radioisotopes)

- Do not travel on any form of transport with any such substances when travelling for meetings, events or conferences.
- If your visit includes transporting any chemicals, biological materials, or radioactive substances etc you MUST contact UCL Safety Services and Dangerous Goods Safety Advisor for further advice.

Cultural differences

- If visiting an area with an unfamiliar culture, there may be risks from behaving unsuitably or not knowing the correct protocol or laws.
- Be aware of the way individuals are expected to behave, through travel guides, information from the government or FCO websites, or internet sites.
- Potential aspects of cultural differences that can risk confrontation or involvement of authorities include traffic rules, such as which side of the road cars drive and how to cross roads safely. In some countries for example USA and Australia jaywalking is illegal.
- Rules of behaviour and activities at certain sites, particularly religious or culturally sensitive ones, may be strictly controlled with severe consequences for non-compliance

- For general safety it is recommended to be aware of the area, for example is it safe to walk in the area, are visitors are targets of crime or violence, how safe it is to go into areas by day or by night.
- Be aware of appropriate dress. For example are items of dress expected or not permitted, such as head scarves, shoes or clothing required in religious places, acceptance of exposed skin on parts of the body (vests and shorts).
- Be aware of local laws about consumption of alcohol in public or in private.
- Be aware of any local political disputes and tensions or protests that need to be avoided to prevent becoming involved and potentially generating political incidents.

During Trip

- When flying drink plenty of water and move about to reduce risk of DVT.
- Ensure you observe good personal hygiene, drink only safe or bottled water and avoid high risk foods.
- Where possible, organise and arrange to be met by your local contact, collaborator or maybe arrange airport pick-up from hotel. This also applies when travelling locally.
- If hiring a local car and driver make some basic checks like driver's licence, seat belts and the vehicle appears maintained.
- If driving yourself, ensure you're not overly tired from the travel and the time difference. Ensure you have correct paperwork and book the car via a reputable company.
- Check vehicle before setting off for its condition, correct equipment provided, adequate fuel. eg, hazard triangle, hi-viz jacket as required locally and for any vignette/motorway passes required.
- If you drive regularly during your travel, where possible consider asking for/offering the advanced driving course, preferably in the vehicle you will be driving, example of such course:<https://www.gov.uk/pass-plus>
- Where possible, only carry essential equipment, valuables and money and be inconspicuous where possible.
- Use hotel safes where available to secure valuable information and kit.
- Tuck a small amount of currency separately (in your wash bag or body belt) as an emergency backup.
- To mitigate consequences of theft, keep a photocopy of your passport/visa and any valuable contact details in case of loss of phone, and local addresses for your contacts and British Consulates.
- If hiring or purchasing equipment locally ensure you get it from a reputable supplier and undertake some basic visual checks.
- Be aware of any local safety and security issues.
- Line Managers/Supervisors should regularly discuss any local safety and security issues with the team

On Return

- Should you suffer any ill health, seek urgent medical advice via your local GP or A&E Department if required.
 - If you get a temperature on your return tell the person treating you where and when you travelled.
- Malaria can occur up to 12 months after you leave the last malaria area visited – even if you have taken your tablets.
- In general, the biggest infection risk is from food, water and insect bites. Staff are individually responsible for accepting their share of responsibility, including personal health and safety, and having access to relevant equipment, including mosquito nets & first aid kits.

Lone working

- All staff must follow the lone working activities guidance available from LibNet <https://liveuclac.sharepoint.com/:w:/r/sites/Library.LibNet/Team%20Documents/health-and-safety/docs/lone-working.doc> and UCL Safety Services website. Lone working must be considered in your local risk assessments.
- Safety Services guidance lists activities that can be carried out alone and activities where you must have someone else nearby to support you.
- Use a buddy system when in work. For lower risk activity, your buddy can be remote and contacted by phone (WhatsApp, MS Teams). For higher risk work, your buddy must be close.
- Teams should co-ordinate activities and attendance in advance of work taking place. Lone working contact is

recommended as follows:

- 1) Contact your line manager/supervisor (or other buddy) when you arrive.
- 2) Make follow up contact every 30 - 60 minutes to say you are OK.
- 3) Contact your line manager/supervisor (or other buddy) when you leave.
- 4) Contact your line manager/supervisor (or other buddy) when you arrive home

Hazard 2. Hazard associated with means of transport

UCL community may be exposed to increased risk of injury and accidents when travelling without appropriate and competent means of transport.

Existing Control Measures

Car Travel, Private Vehicles, University Owned Vehicles, and Hired Vehicles

- Using reputable companies for travel ensures that the operators and vehicles meet national or international regulations.
- Using local transport may not be well regulated in some areas, such as finding locally run buses, taxis, tuk-tuks, minibuses and the increased risks of using such transport must be appreciated and an alternative sought.
- If a driver is hired or a firm with drivers, part of the due diligence before the contract is agreed is to ensure that the drivers are competent. This can be based on the reputation of the company.
- If hiring local car and driver make some basic checks like driver's licence, seat belts and vehicle maintenance.
- If driving yourself, ensure you're not overly tired from the travel and the time difference. Ensure you have correct paperwork and book the car via a reputable company.
- Check vehicle before setting off for its condition, correct equipment provided, adequate fuel. eg, hazard triangle, hi-viz jacket as required locally and for any vignette/motorway passes required.- If you drive regularly during your travel, where possible consider asking/offering the advanced driving course, preferably in the vehicle you will be driving, example of such course:<https://www.gov.uk/pass-plus>

Taxis

- Pre book or telephone local known / reputable company – ideally those that are on the UCL suppliers list.
- Use licensed taxis only / use a taxi rank.

Coach / Bus

- Plan journey carefully e.g. transfers to hotel.
- Use reputable companies - National, Local bus service.
- Note emergency exits on coach / bus.

Rail / Underground

- Plan journey carefully e.g. transfers to hotel.
- Observe all safety procedures and notices.
- Stand back from Platform edges.
- Avoid isolated unmanned stations especially after dark.

Ferries / Boats

- Plan journey carefully e.g. transfers to hotel.
- Observe all safety procedures and notices.

Air Travel

- Plan journey carefully e.g. transfers to hotel, car parking.
- 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.

Motor Bikes & Cycles

- If staff wish to use (for University business) either motorbikes or cycles, due to the level of risk it is recommended that an individual risk assessment is completed and advice sought from the Departmental Safety Officer or UCL Safety Services before this is agreed as being a suitable method of transport.

Minibus

- A separate risk assessment would be necessary for use of a minibus as the legislation is complex, seek further advice from the Departmental Safety Officer or UCL Safety Services.

Hazard 3. Hazard associated with accommodation

Poor accommodation standards and security increase the risk of injury, ill health or loss. Poor accommodation security may mean that thieves can access rooms threatening persons and property. Poor hygiene or building quality can result in the threat of haematophagous biting insects carrying disease. Fire evacuation measures may be unsuitable in poor quality accommodation not under the type of regulation found in the UK.

Existing Control Measures

- Choose a reputable hotel or accommodation for the visit. Information can be found from the hotel website and also travel sites or apps through which the opinions of other visitors are recorded.
- Where possible, check with local organisers or associates for information about suitable accommodation for a range of budgets. Wherever staying, ensure familiarity with the evacuation routes and procedures in the event of fire.
- In general, the biggest infection risk is from food, water and insect bites. Staff are individually responsible for accepting their share of responsibility, including personal health and safety, and having access to relevant equipment, including mosquito nets & first aid kits.
- Check your nearest escape route when you first check in.- Always remember to take your room key with you if you leave in an emergency. Should your means of escape be blocked, for instance by fire or smoke, you may have to return to your room to alert reception that you cannot escape and remain there until help arrives.
- Should you be trapped in your room, do not panic, lay some fabric material such as bed linen, clothes, etc across the bottom of the door to prevent ingress of smoke, open and standby the window where you can shout for help or wave light coloured material to attract attention.
- If you feel insecure in the room allocated to, you do not be afraid to insist on a change.
- Always put your door on the latch at night.

Hazard 4. Hazards associated with health and emergencies

In an unfamiliar environment, managing well being can be more difficult and lead to greater consequences when accidents or ill health arise. In unfamiliar or urban environments, it is easy to be exposed to dangerous animals, poisonous plants, insects or reptiles. You may be at greater risk of exposing to biological hazards and risk of injury or ill health through interacting with local fauna and flora.

Existing Control Measures

Health

- Seek information on the environment through local people, local organisers or associates, travel guides, etc.
- Ensure you are fit to travel. People with pre-existing medical conditions or at risk from Deep Vein Thrombosis (DVT) , should discuss any concerns with their GP or UCL Workplace Health and take sufficient medications for pre-existing conditions.
- Select an aisle seat for long distance flights; make regular movements to reduce risk of DVT.
- Contact UCL Workplace Health in good time before travel for latest advice on health risks, malaria prevention and for any inoculations required.
- Review information on risks, for example from malaria, yellow fever and zika fever, if you are travelling to areas where these are endemic.
- In general, the biggest infection risk is from food, water and insect bites. Staff are individually responsible for accepting their share of responsibility, including personal health and safety, and having access to relevant equipment, including mosquito nets & first aid kits.
- Read guidance on Travel and Mental Health <https://www.gov.uk/guidance/foreign-travel-advice-for-people-with-mental-health-issues>
- If you are travelling within Europe (and are an EU citizen) ensure you have completed an European Health Insurance Card (EHIC).
- Ensure you have sufficient funds and resources for all likely outgoings including emergencies before departure.
- Ensure to take enough medication to cover your trip as it may be either difficult to find a vendor of medication, or someone to prescribe medication, or medication may be of a different type from that prescribed to you by your GP in the UK.
- Be aware that taking significant quantities of medication may break customs rules and if the medication is not legal in the country of travel in larger quantities (painkillers) you may be at risk of prosecution. Seek advice before travelling and look at websites such as <https://www.fitfortravel.nhs>

Weather conditions

- Avoid travelling when the risk of an extreme natural disaster is high or warnings are in place, for example on the FCO website. Some extremes are predictable, such as heat, cold, monsoon and snowfall.
- Follow advice from local authorities on evacuation or movement restrictions.
- Stay in touch with your line manager/supervisor and UCL to ensure they are aware of the situation and the condition and well being of the individual.

Reduced capacity for emergency response

- Ensure you have sufficient funds and resources for all likely outgoings including emergencies before departure.
- Review and familiarization with information about the levels of third party support at the travelling location(s).
- Review and familiarization with Provision for local/national emergency response, specific plans and levels of support.
- All staff must remain aware of the local emergency numbers.
- Save UCL's Travel Provider Emergency Contact number for in-country support in emergencies such as itinerary changes or repatriations.

Hazard 5. Accident, Incident or Near-miss

Whilst on UCL business, all accidents, incidents or near-misses must be reported whether in UK or abroad. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 requires that certain accidents and dangerous occurrences must be reported to the Health and Safety Executive within seven days of the incident. Failure to do so is a criminal offence. Safety Services are responsible for reporting accidents or dangerous occurrences in the correct manner, and it is essential they are notified through the online report as quickly as possible after the accident.

Existing Control Measures

- Ensure good posture and maintain the principles of Remote working and DSE assessment wherever the temporary workstation is.
- Use handrails and walk while moving around and staircases to reduce the likelihood of collisions, slips, trips and falls.
- Report any accidents, incidents or near misses to your line manager and via riskNET Report an Incident tool as soon as possible.
- Failure to report accidents may jeopardise any insurance claims.

Risk Level

With Existing Controls:

Risk Level **B - Low / Tolerable**



Actions

Reference: RA070447/1

Sign-off Status: Awaiting Approval

Actions associated with this Risk Assessment

*** No Actions have been recorded***