



## Risk assessment advice for Doctoral School Research Awards applicants

Provided by the Royal Holloway Health and Safety team

Applicants are advised that travel undertaken that is funded by an award will still need to be planned and authorised under the university's standard health and safety process and authorised by their academic departments.

This is a straight forward process and successful applicants will be fully guided and supported. They will develop a risk assessment based on recognised travel hazards and the current [UK Foreign Office](#) data about the destination. The risk assessment will need to be completed allowing sufficient time for it to be appraised before the intended dates of travel (at least two weeks and for higher risk destinations two months).

Completed risk assessments will be appraised as part of the final travel authorisation decision by the applicant's department; more about the process and assessment templates can be [seen here](#). The university rarely rejects travel requests and will generally only do so when there is an intolerable risk to the traveller that cannot be justified by the value of the work they are proposing. Countries where the Foreign Office advises no travel or "essential travel only" to are not summarily rejected but attract greater scrutiny from the university and require a greater level of planning and thought from the traveller."