

Fieldwork Policy - Version 3

Key requirements:

- Only those travelling within the UK and not conducting hazardous activities may follow the negligible risk Fieldwork process.
- All fieldwork must be risk assessed.
- All fieldwork risk assessments must be validated.
- All fieldwork must be authorised.

Introduction

This policy covers the fieldwork, travel involving a member of staff and one or more students, both inside and outside of the United Kingdom. If such a group is leaving campus to complete university business, then this Policy applies.

The policy broadly follows the same process as the Travel Policy but has been separated for ease of use.

Summary of stages:

	Negligible risk fieldwork	All other fieldwork
Risk assessment	By Fieldwork Leader - using simplified RA form	By Fieldwork Leader
Validation	Self-validated	By HSC / HSO
Authorisation	Self-authorised	Level defined by the risk
Insurance provision	University provided.	University provided
Inform Insurance Officer	N/A	2 weeks to 2 months in advance
Emergency planning	Considered by the Fieldwork Leader	Separate document

Definitions

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

Fieldwork Leader. Where there is a group of people travelling, the Fieldwork Leader is the person taking responsibility for the organisation of the trip as a whole and who will undertake the planning and risk assessment for the group. A Fieldwork Leader is a requirement for Fieldworks.

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. This is essentially a period of personal leave within the University business. For example, if the work on a Fieldwork 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.

Duty of Care

The University has a legal duty of care to both students and staff and chooses to accept a greater duty than required, while stopping short of *in loco parentis*, to ensure their safety, health, and wellbeing.

This includes, but is not limited to:

- Ensuring that fieldwork is appropriately resourced, including any particular needs disclosed by students or staff and appropriate student and staff rations for both education and pastoral support.
- Reviewing any third-party involvement to ensure a comparable level of duty of care.
- In the event of an incident, providing post-fieldwork support to students and staff.

The Fieldwork Leader has responsibility for managing our duty of care in real time, but they are not solely responsible. Where issues arise that cannot be managed within the resources of the Fieldwork this should be escalated through their Department and School or through the University Major Incident framework if applicable.

Major Incidents

The University defines this as an actual or anticipated event which threatens: physical or psychological safety, our reputation, property, or information or data systems, and, is beyond the scope of normal decision making (Business As Usual). Should these criteria be met, the Fieldwork Leader or another member of staff can contact the on-call Silver (Business Continuity Policy) through Security, who will co-ordinate any support required, including validating decisions and agreeing appropriate resources to mitigate the incident.

Section 1: Negligible Risk Fieldwork

Negligible risk fieldwork occurs within the UK and only to public locations such as other organisations, museums, galleries, theatres, libraries, or conferencing. Travel to and from the venue may or may not be organised by the University and it is likely that minimal controls will be needed.

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

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

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

The Negligible Risk Travel/Fieldwork 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 negligible risk fieldwork.

Any down time or personal time must only include activities within the same scope as the negligible-risk Fieldwork.

- 3 If any of the students involved in negligible risk fieldwork has specific needs, the Fieldwork Leader must 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.

- 4 Fieldwork Leaders conducting negligible risk fieldwork must ensure they can contact all students if required.

Low likelihood and high severity incidents, such as terrorism, cannot completely be discounted and in the event of any incident, the University must be able to contact students.

Section 2: Fieldwork

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

It is assumed that any Fieldwork will only meet the criteria for Low or Medium Risk travel, as summarised below. In exceptional cases, Fieldwork to High-Risk travel may be approved, using the same process. Fieldwork will be risk assessed and then approved; for non-UK Fieldwork this will start with the Foreign, Commonwealth and Development Office (FCDO) advice, with additional factors either increasing or reducing the risk level as outlined in the table below.

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 / 3 rd 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	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	Initial risk + / - risk factors = LOW / MEDIUM RISK	HoD or Director or PhD Sup.
NEGLIGIBLE RISK TRAVEL UK only. Negligible risk activities		No additional risk = NEGLIGIBLE RISK Any additional risks move to LOW / MEDIUM RISK	Self Approval

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

Fieldwork Process

5 All Fieldwork must be risk assessed.

This would usually be completed by the Fieldwork Leader who would ideally be familiar and experienced in the type of fieldwork being conducted, but collaboration with HSC or the HSO will ensure the final risk assessment is suitable and sufficient.

Previous assessments may be used as the basis for new travel risk assessments, but the following must be considered:

- Competence of the staff and students taking part.
- Size of group if more than one.
- Any health, disability or other special needs.
- Introduction of new activities or methods.
- Changes to or at activity location, transport plans or accommodation.

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

The Travel/Fieldwork Risk Assessment Form can be found at Appendix 2.
Guidance on risk level can be found at Appendix 3.

6 All Fieldwork must be adequately resourced.

For the University to fulfil its duty of care to students and staff it must adequately resource Fieldworks and the best place to capture these requirements is within the risk assessment. This includes, but is not limited to:

- Ensuring the correct level of student to staff ratios to meet educational needs as well as for staff and student wellbeing, which will require an understanding of any individual special needs.
- Where appropriate, including an additional member of staff, who may or may not be involved in the education, to ensure that pastoral support is available if needed. This should not all sit with a single member of staff, as this creates a wellbeing issue for them.
- The number of first aiders, level of training, and number of first aid kits required.
- Identifying single points of failure, such as vehicles, staff training (including driving and first aid), local language speakers.
- The level of experience of both students and staff, and the level of maturity expected from the students.
- Ensuring that staff involved in incident receive appropriate support from the University.

Furthermore, for larger trips the Fieldwork Leaders should nominate one or more deputies. A PGR student may be considered staff in a Field Trip scenario when they are employed as field trip support, as the Fieldwork Leader, or any other role assigned by the university. Other students participating in the travel are considered students. An employed staff member will be the default choice as Fieldwork Leader, when one is participating in the travel.

Where Departments cannot adequately finance requirements they should contact their School.

7 All Fieldwork risk assessments must be validated.

Most Fieldwork risk assessments will be validated by the Department HSC, although the HSO can be conducted for support if required.

8 All Fieldwork must be authorised.

Most Fieldworks would be classed as Low or Medium risk and so will be authorised by the Head of Department. Where a trip is planned to a High or Very High location then the HSO should be contacted for support.

Fieldwork Leader

- 9 The Fieldwork Leader must ensure that Students with disabilities have equitable opportunities to attend Fieldworks.

Individuals with specific medical conditions may be at greater risk in certain locations and it is important to ensure this is identified at an early stage and suitable adjustments considered.

- 10 Where reasonable adjustments may be required, the Fieldwork Leader must liaise with Disability and Neurodiversity to obtain the necessary guidance.

However, if the adjustments required are prohibitive or make the aims of the Fieldwork non-viable, thereby disadvantaging all participants, then they may not be made. Similarly, it may be justifiable to modify the activities of a disabled participant if their safety or the safety of others would be compromised.

The Department should discuss with the student how they implement the required adjustments and when it may be appropriate to seek support from the affected individual's emergency contact. Reasonable adjustments must be made whilst ensuring health and safety requirements are not compromised.

In exceptional circumstances the Fieldwork Leader may consider that an individual cannot participate safely in activities, or them doing so would expose others to unacceptable risk. This decision should be taken with consultation and advice from Wellbeing: Disability and Neurodiversity and if required a Medical Practitioner with knowledge and understanding of the health and wellbeing of the participant.

The Fieldwork Leader can delegate pastoral care concerns to another member of staff if necessary to ensure continuity of teaching. Where issues arise that cannot be managed within the resources of the Fieldwork this should be escalated through their Department and School.

- 11 Fieldwork Leaders must provide all those travelling with pre-travel information covering the travel and the key elements of the risk assessment.

Students must sign that they have received and understood the pre-travel and will conform to any requirements identified therein.

- 12 The Fieldwork Leader must ensure that University Insurance is in place for the Fieldwork, including for any vehicles being used.

The Insurance Office must be informed of all travel via the [travel insurance request form](#) with a validated risk assessment uploaded, with a full list of participants included. Requests must be submitted at least 5 working days prior to planned departure, but ideally 2 weeks in advance.

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.

The Fieldwork Leader should confirm with the Insurance Officer the hospitals in the local area that can be used, as not all medical facilities are available through the University insurance.

13 The Fieldwork Leader is responsible for ensuring that all control measures within the risk assessment are implemented.

Where this is not possible, for example due to refusal by students or third-parties, this should be documented to ensure and where appropriate escalated to the University.

Planning Fieldworks

Travel

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

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.

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

15 The Fieldwork Leader must ensure that drivers take regular rest breaks.

One of the most common incidents when travelling is a road traffic accident and the person travelling or Fieldwork 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.

Further detail can be found here: [Driving and Vehicle Safety Policy](#).

Accommodation

16 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 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 4.

17 Where accommodation is not booked through the University's approved travel partner then the Fieldwork Leader 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

18 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

Medical

19 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.

The Insurance Office should be informed of any students raising such medical conditions as soon as possible.

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

The Fieldwork Leader should advise students to bring sufficient medication and ensure that their legality within the countries visited are checked.

- 21 For Fieldwork outside of the UK the Fieldwork Leader must ensure any vaccinations or disease protection medications required are identified

This requirement must be captured in the risk assessment, as well as the specific vaccinations and medications being prescribed. The Fieldwork leader should check these requirements in advance to ensure these medications or vaccinations can be administered in the required timeframe. Anyone cannot be vaccinated for medical reasons should provide evidence of this from their GP and reflect this within the risk assessment.

Requirements for Students

- 22 Students attending a fieldwork must provide appropriate personal information concerning any condition that may affect their safety, or the safety of others. They must provide an emergency contact.

This ensures the Fieldwork Leader is aware of any medical conditions or other circumstances that may require reasonable adjustments to be made to support the student in their participation. In addition, it allows the planning of any additional support required in an emergency.

Students should be made aware that a failure to disclose a medical condition, or other relevant circumstances, may prevent reasonable adjustments being made and could negatively impact on an emergency response. Withholding information may nullify medical insurance and jeopardise treatment or repatriation options.

Pre-existing conditions should be noted along with any medication requirements. Where students with a high-risk condition are attending the field trip they should meet with the Fieldwork Leader prior to the trip. Disability and Neurodiversity may attend this meeting if appropriate to offer further advice.

- 23 Students on regular medication must ensure they have enough to last the entire trip, that they are able to administer that medication, and that they can manage their condition appropriately.

- 24 If travelling overseas, they must ensure that it is legal to take that medication in and out of the country in question, identifying any restrictions on quantity.

All students must provide their own and travel with a basic first aid kit that includes adequate medication for treating minor illnesses such as colds and stomach upsets.

Personal and Down Time

25 Personal time must be managed so that it does not increase the risk of the Fieldwork.

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.

26 Long periods of down time must be avoided during Fieldworks and if they cannot, this must be reflected in the risk assessment.

The need to minimise down time must be balanced against fatigue-related risks such as any driving or work required after travel.

Conduct and Behaviour

27 The Fieldwork Leader and their appointed deputies are responsible for conduct and behaviour during Fieldworks. They will lead by example.

Staff or students are ambassadors for the university during the travel and Fieldworks, including during personal and down time., and all participants must be aware of the behaviour that is expected.

The Fieldwork Leader should ensure participants are aware of any specific standards of behaviour necessary in the course of the visit to comply with cultural expectations and/or the rules of the host organisation where relevant.

All staff and students are expected to adhere to standards of behaviour set out in [University Regulations](#). All students sign relevant University Regulations when joining Royal Holloway and will be held accountable if they do not adhere to them

28 In the event of poor standards of behaviour, the decision to take further action is at the Fieldwork Leader's discretion but must be discussed with the Head of Department.

Illness, Accidents, and Emergencies

29 For all residential field trips the HSC must collate an Emergency Pack.

Residential field trips are those involving one or more night in accommodation away from the university or the individual's normal place of residence.

The Emergency Pack will include:

- A list of all participants and detail of medical conditions, serious allergies, medication, agreed reasonable adjustments (including relevant measures to aid affected individuals in an emergency) and emergency contact numbers for each participant.
- The key University contacts, including Security and the University Insurer.
- The Travel/Fieldwork risk assessment.
- Travel details and itinerary (as documented in the risk assessment but where appropriate expanded into a trip handbook).

While the HSC will collate the pack, the Fieldwork Leader will provide much of the information, such as the risk assessment and the itinerary.

30 The Fieldwork Leader must record any first aid delivered and inform the Department HSC on the completion of the field trip.

Accidents involving minor injuries such as a broken limb, may be reported to the attendee's next of kin, preferably by the person injured in the first case. If this is not possible then the next of kin should be contacted by the staff member co-ordinating the travel, Fieldwork Leader, or the Head of Department.

31 Any serious injuries of major incidents must be reported to the Security Office as soon as possible.

Security can be contacted on 01784 443888 and will in turn inform the duty Silver – this is 1a 24/7 provision and exists to be used in these circumstances. Fieldwork Leaders should not hesitate to use this facility if they deem it necessary.

As a major incident is outside of the ability of Business As Usual (BAU) the Silver, a Professional Services Director, will identify those in the University needed to manage the incident and support the Fieldwork Leader. Initially this will involve agreeing decisions made with the Fieldwork Lead and informing Gold, a member of Executive Board, to ensure this becomes a University decision. They can also agree expenditure to mitigate any risks.

32 In the event of an emergency a decision log must be kept by the Fieldwork Leader.

Contemporaneous notes provide a definitive timeline of events and a log of decisions made and their rationale. The University is not required to make the correct decision, but to take positive action with the information available at the time, with the log capturing this. It can be completed electronically or on paper. The Fieldwork Leader may delegate this duty to someone within their team.

Emergency Procedures can be found in Appendix 5.

Post trip review

33 After a Fieldwork is completed, a review must be undertaken by the Fieldwork Leader to identify lessons learned.

This should consider:

- Staff feedback about course viability
- Student feedback on quality of learning experience
- Conduct of students
- Health and Safety incidents and whether improvements can be made.
- Suitability of accommodation and transport arrangements

Any identified health and safety improvements should be forwarded to the HSO.

34 Any staff impacted by events on the Fieldwork must be provided support if required.

The nature of Fieldworks means that highly stressful or distressing events can occur, which can be very difficult to plan or mitigate. On the return to campus, Fieldwork Leader should discuss any events likely to have been stressful with the other members of staff present and highlight to the Head of Department and HR if any need additional support.

The Head of Department should discuss any events with the Fieldwork Leader.

Douglas Searle
Director of Health, Safety, and Business Continuity
Version 3 (previously included in the Fieldwork and Travel Policy)

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

Appendices:

Appendix 1: Negligible Risk Travel/Fieldwork Assessment
Appendix 2: Travel/Fieldwork Risk Assessment
Appendix 3: Risk Level, Validation and Authorisation
Appendix 4: Accommodation
Appendix 5: Emergency Procedures

Roles and Responsibilities

Head of Department	
8	All Fieldwork must be authorised.
28	In the event of poor standards of behaviour, the decision to take further action is at the Fieldwork Leader's discretion but must be discussed with the Head of Department.
34	Any staff impacted by events on the Fieldwork must be provided support if required.

Department HSC	
7	All Fieldwork risk assessments must be validated.
8	All Fieldwork must be authorised.
29	For all residential field trips the HSC must collate an Emergency Pack.

Disability and Neurodiversity	
10	Where reasonable adjustments may be required, the Fieldwork Leader must liaise with Disability and Neurodiversity to obtain the necessary guidance.

Students	
19	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.
20	Anyone travelling who requires prescribed medication must take sufficient for the trip and, if travelling overseas, ensure that medication is legal in these locations.
21	For Fieldwork outside of the UK the Fieldwork Leader must ensure any vaccinations or disease protection medications required are identified
22	Students attending a fieldwork must provide appropriate personal information concerning any condition that may affect their safety, or the safety of others. They must provide an emergency contact.
23	Students on regular medication must ensure they have enough to last the entire trip, that they are able to administer that medication, and that they can manage their condition appropriately.
24	If travelling overseas, they must ensure that it is legal to take that medication in and out of the country in question, identifying any restrictions on quantity.

Staff supporting Fieldwork	
19	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.
20	Anyone travelling who requires prescribed medication must take sufficient for the trip and, if travelling overseas, ensure that medication is legal in these locations.
21	For Fieldwork outside of the UK the Fieldwork Leader must ensure any vaccinations or disease protection medications required are identified
34	Any staff impacted by events on the Fieldwork must be provided support if required.

Health and Safety Office	
7	All Fieldwork risk assessments must be validated.
8	All Fieldwork must be authorised.

Fieldwork Leader – negligible risk only	
1	Only fieldwork within the UK and not conducting hazardous activities may follow the negligible-risk fieldwork process.
2	Down time and personal time must be managed so that it does not increase the risk of negligible risk Fieldwork.
3	If any of the students involved in negligible risk fieldwork has specific needs, the Fieldwork Leader must consider if additional emergency planning is required.
4	Fieldwork Leaders conducting negligible risk fieldwork must ensure they can contact all students if required.
Fieldwork Leader	
5	All Fieldwork must be risk assessed.
6	All Fieldwork must be adequately resourced.
7	All Fieldwork risk assessments must be validated.
8	All Fieldwork must be authorised.
9	The Fieldwork Leader must ensure that Students with disabilities have equitable opportunities to attend Fieldworks.
10	Where reasonable adjustments may be required, the Fieldwork Leader must liaise with Disability and Neurodiversity to obtain the necessary guidance.
11	Fieldwork Leaders must provide all those travelling with pre-travel information covering the travel and the key elements of the risk assessment.
12	The Fieldwork Leader must ensure that University Insurance is in place for the Fieldwork, including for any vehicles being used.
13	The Fieldwork Leader is responsible for ensuring that all control measures within the risk assessment are implemented.
14	The means of transport must reduce the risk so far as is reasonably practicable.
15	The Fieldwork Leader must ensure that drivers take regular rest breaks.
16	The University's approved travel partner must be used to book accommodation if they are able to provide it
17	Where accommodation is not booked through the University's approved travel partner then the Fieldwork Leader must assess the suitability of the accommodation on arrival.
18	Where required, the risk assessment must cover any risks from catering.
19	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.
21	For Fieldwork outside of the UK the Fieldwork Leader must ensure any vaccinations or disease protection medications required are identified
25	Personal time must be managed so that it does not increase the risk of the Fieldwork.
26	Long periods of down time must be avoided during Fieldworks and if they cannot, this must be reflected in the risk assessment.
27	The Fieldwork Leader and their appointed deputies are responsible for conduct and behaviour during Fieldworks. They will lead by example.
28	In the event of poor standards of behaviour, the decision to take further action is at the Fieldwork Leader's discretion but must be discussed with the Head of Department.
29	For all residential field trips the HSC must collate an Emergency Pack.
30	The Fieldwork Leader must record any first aid delivered and inform the Department HSC on the completion of the field trip.
31	Any serious injuries of major incidents must be reported to the Security Office as soon as possible.

32	In the event of an emergency a decision log must be kept by the Fieldwork Leader.
33	After a Fieldwork is completed, a review must be undertaken by the Fieldwork Leader to identify lessons learned.
34	Any staff impacted by events on the Fieldwork must be provided support if required.

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 of a safe-as-UK destination country	
Overseas Travel/Fieldwork Risks – only for 'safe as UK' overseas travel			
10	Foreign office Advice	Foreign Office advice for the destination country to be reviewed within 48 hours of departure, to ensure they do not advise against travel	
11	DVT	If the travel involves long haul plane, train or coach travel, travellers will move around regularly and are encouraged to wear flight socks	
12	Destination travel	Travellers will familiarise themselves with the destination country's rules and laws. If not driving, travellers will follow FCO advice on public transport and pre-booked, not hailed, licensed taxis, looking out for details on any routes to avoid and airport scams	

13	Accommodation	A recognised chain hotel, preferably with 24-hour reception and security in a safe, central location.	
14	Personal Security	Travellers will conceal valuables, phones, and cash. Food and drink will not be left unattended in restaurants or bars or accepted from strangers.	
15	Lone Working	Travellers will avoid working and moving around the destination alone outside of daylight hours.	
17	Disease, illness, and Vaccinations	Travellers should be aware of vaccination recommendations for the destination country as well as other precautions against common travel related illness.	
18	Prescription medicine	Travellers must ensure they follow the destination country's rules for prescription medicines.	
19	Gastro-intestinal distress	Travellers to eat and drink only from recognised outlets where practicable.	
20	Fatigue / stress	Travellers to build time into their schedule to recover from travelling and adjust to time differences	
21	Hygiene / Sanitation	Travellers should be able to expect the same level of hygiene and sanitation in accommodation and other locations as in the UK.	
22	Cultural differences	Travellers to review FCO advice on any cultural, religious, and ideological differences and adjust behaviours and clothing accordingly. Photography should not take place in proximity to military bases or other sensitive locations	
23	Safeguarding / U18's and Vulnerable adults	And travellers must ensure that they have documented how they will safeguard any young or vulnerable individuals that may be involved in their field work – typically interviewees	

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

No.	Additional Controls	Completed

Validated by:		Date:	
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Travel / Fieldwork Risk Assessment Form


Form Identification No. (Optional Departmental Use)	
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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

SECTION 4: IMPORTANT CONTACTS

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): <i>[ie "no cautionary advice" or "advises against all but essential travel" or "advises against all travel"]</i>	

SECTION 6: DECLARATIONS

These have moved to [this part](#) of the document.

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



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: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
	Other	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
Biological Hazards – from insects, animals, plants etc						
	Viruses - including COVID-19	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
	Vaccinations - Optional and mandatory check here	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
	Health factors - individual traveller's	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
	Insects / spiders - Heightened risk	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
	Animals - Rabies / bites / attack	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No

	Hygiene / sanitation - poor quality, disease risk	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low Med High	Yes / No
	Other	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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						
	<u>FCDO headline advice</u>	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low Med High	Yes / No

	Language barriers	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
	Lone working - moving around the city at day and at night / harassment / intimidation	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
	Fatigue - stress / anxiety	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
	Other	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	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: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
	Own vehicle - overseas compliance, insurance, breakdown	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No

	Vehicles general - inadequate or attracts attention of thieves, overseas rules and driver competency	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
	Routes - Short notice closures	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
	Flying – DVT, infections, dry air	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
	Accommodation – unsafe / not secure	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
	Food and water – poor standards / quality	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
	Other	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No
Safeguarding						
	U18s contact	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="background-color: #90EE90; padding: 2px;">Low</div> <div style="background-color: #FFD700; padding: 2px;">Med</div> <div style="background-color: #FF0000; padding: 2px;">High</div>	Yes / No

	Vulnerable adults contact	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low Med High	Yes / No
	Other	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low Med High	Yes / No
First aid						
	<i>Applicable hazards might be:</i> Gastro-intestinal distress	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low Med High	Yes / No
	Other	N/A or Your control: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 in my view this assessment is an accurate reflection of the risk associated with the activity and the controls that, it is my intention, 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' - in the sense that (a) a proper check of appropriate advice and guidance seems to have been made (eg FCDO), (b) the detail appears to reflect the level of hazard/threat described in that guidance, (c) risks to the activity participants and to others have been considered, (d) controls have been put in place for obvious significant risks and (e) 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	

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

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 (a) the residual level of risk reflects the University's risk appetite, (b) a suitable balance of risk and value of the activity has been established and (c) the controls described in the risk assessment reduce risk to 'as low as reasonably practicable' - i.e. I believe all possible measures have been taken unless grossly disproportionate to their benefit, financially, operationally or are in conflict with another, higher-priority health and safety control. When considering financial proportionality against possible safety measures, I have factored in any revenue associated with the work.			
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



ROYAL HOLLOWAY UNIVERSITY OF LONDON

Travel and Fieldwork

The Health and Safety Office

[SECURITY SERVICES](#) [COUNTRY REPORTS](#) [CITY GUIDES](#) [SECURITY ARTICLES](#) [SECURITY TRAINING](#)



AIG Travel Assistance App



Emergency medical and travel assistance 24/7
Tel: +44 (0)1273 456 463

Staff or Student travelling abroad?
Sign up to our new AIG travel app and desktop resource using our Policy number: 0010016154

<https://travelguard.secure.force.com/TravelAssistance/>

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

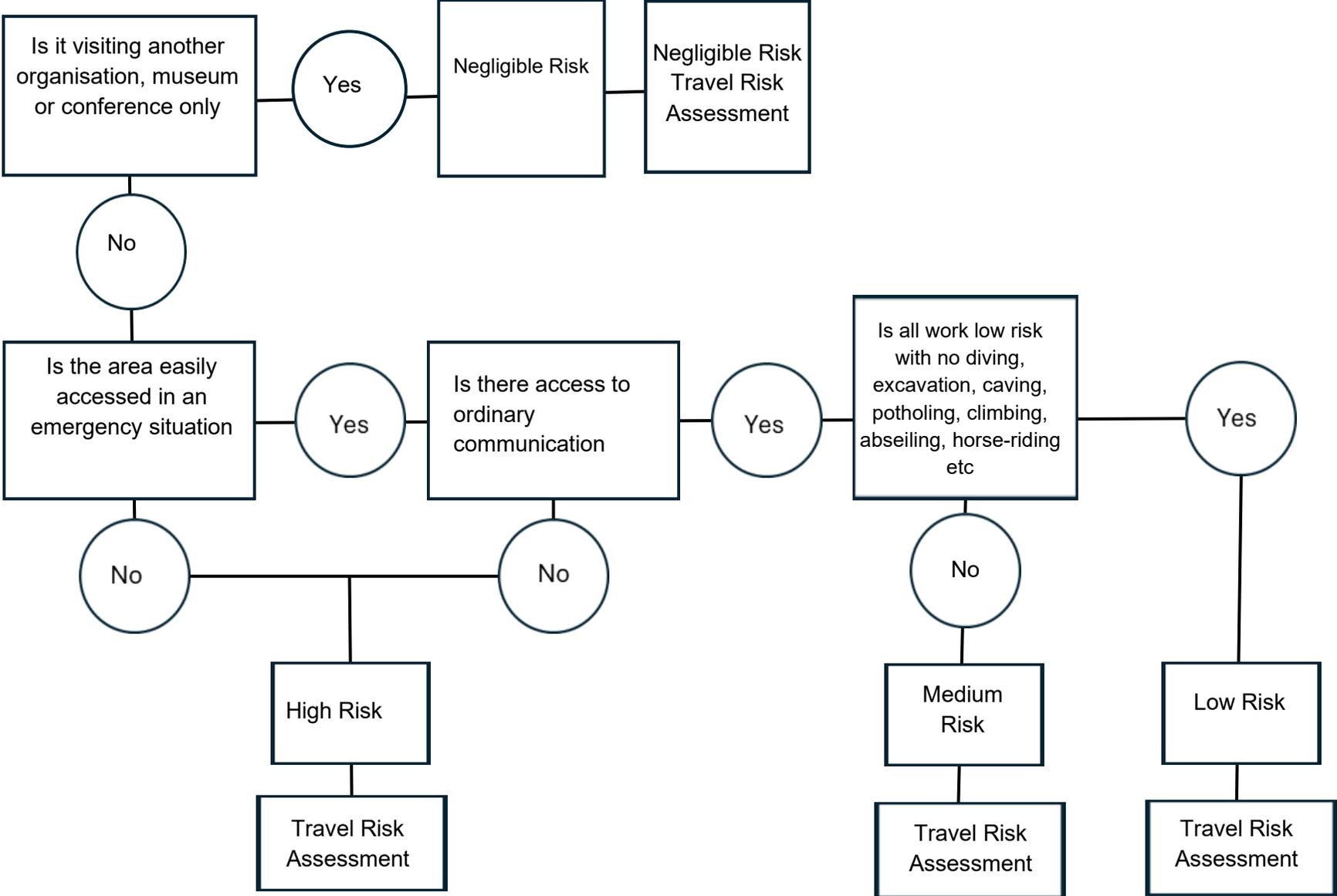
FD – Faculty Dean

HSO – Health and Safety Office

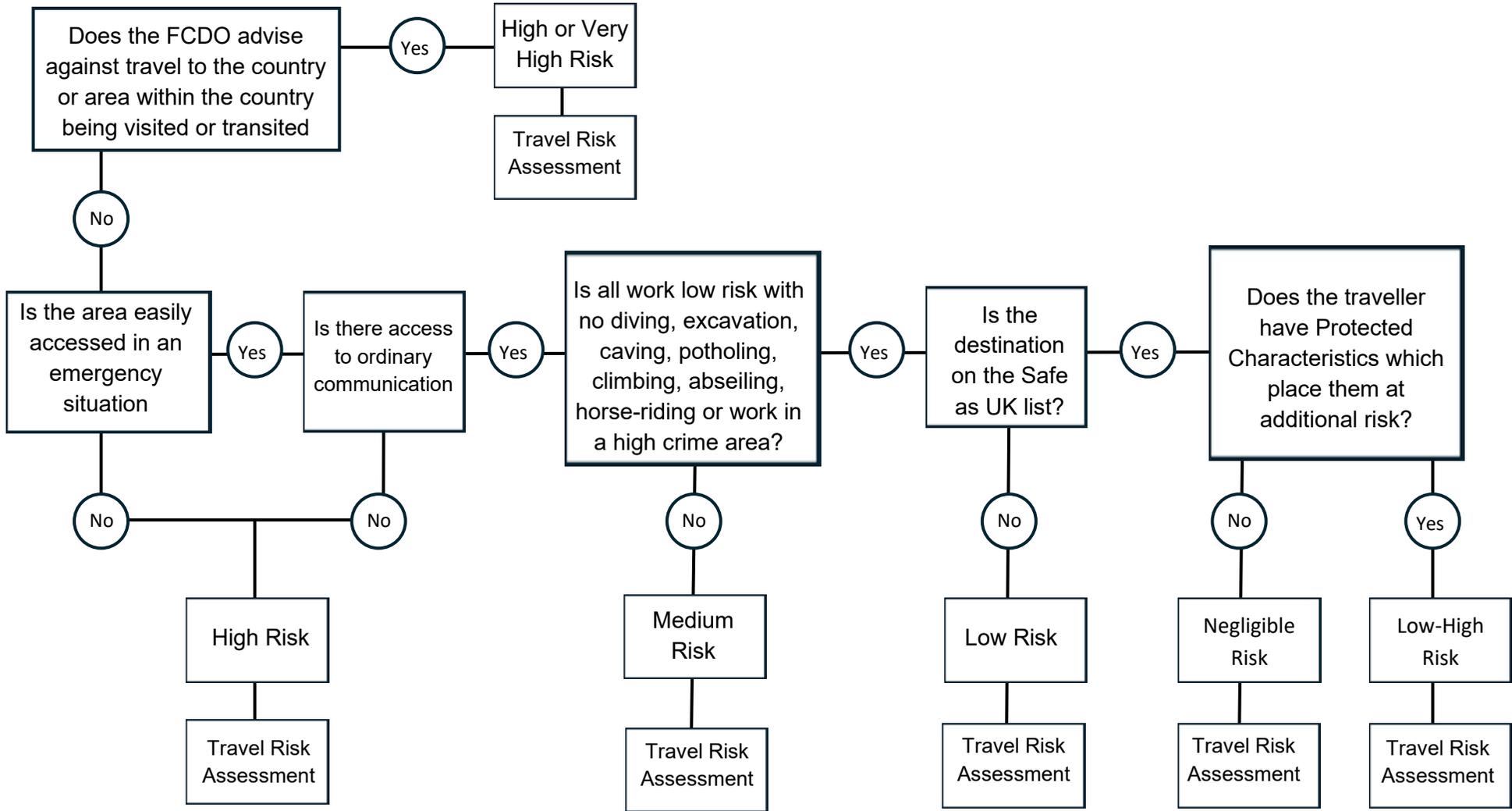
HSC – Health and Safety Coordinator

PVC – Pro Vice Chancellor

UK only Fieldwork or Travel



Non-UK Fieldwork or Travel



Negligible risk

- UK travel or Safe as UK travel where the travellers protected characteristics do not add additional risk (Only to EU and EEA countries, plus Switzerland)
- Traveller has no disclosed protected characteristics that could increase the risk of their travel in the practical, cultural or ideological context of the destination country or any country transited.
- 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	
<ul style="list-style-type: none"> ■ Any travel and fieldwork that DOES NOT meet the pre-authorized 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, Interview-based research conducted in domestic settings where appropriate controls have been authorised 	
Planning, Risk Assessment and documentation requirements	<p>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.</p> <p>If the work is undertaken regularly (in the same place) an initial assessment can simply be reviewed each time.</p>
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	
<ul style="list-style-type: none"> ■ 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	<p>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.</p> <p>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.</p>
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	
<ul style="list-style-type: none"> 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	<p>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.</p> <p>Risk assessment to be completed for each individual trip. Emergency response plan to include details of evacuation.</p>
Approval/Authorisation	<p>Travel, Fieldwork and University-arranged Placements to be authorised by the HoD and PSL; RA to be validated by HSO.</p> <p>If HoD, FD or HSC considers there are significant residual risks that cannot be addressed further authorisation and validation is required as outlined for CaVery High Risk.</p>
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	
<ul style="list-style-type: none"> 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	<p>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.</p> <p>Risk assessment to be completed for each individual trip. Emergency response plan to include details of evacuation.</p>
Approval/Authorisation	<p>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.</p>
Notification requirements	The detailed risk assessment and threat analysis must be submitted 2 months in advance of any travel / fieldwork taking place.

Appendix 4: Accommodation

Due Diligence and Booking

Where it is not possible to book through the University's approved travel partner (ie 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 5 - 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/College 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 College – 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 services.



ROYAL HOLLOWAY UNIVERSITY OF LONDON

Travel and Fieldwork

The Health and Safety Office

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