APPENDIX 2

University of West London Travel Form - TF 1

**This Travel Form must be completed for each visit**

The form includes risk assessment details and satisfactory completion is a condition of approval for a) overseas travel, b) funding whether your visit is funded by University of West London or an external body. If the Head of School/CSD evaluates this form as deficient it may be returned to you for revision.

|  |  |
| --- | --- |
| Conditions of Approval | Insurance |
| Before you go overseas (i.e. outside of the UK) on University of West London business, travel or a field trip **\*** you must do the following: 1. Complete this form **for each visit**.
2. Seek approval from your Head of School/CSD **in advance of your planned visit.**
3. Consult the [Foreign and Commonwealth Office (FCO)](https://www.gov.uk/foreign-travel-advice) website, read the relevant travel advice and **attach the hard copy to this form**
4. For field trips or group travel, the nominated leader must complete this form, sign and have the travel approved on behalf of the group.
 | As an employee of University of West London, you are covered by the university's insurance for approved business travel\*. Please note the following: 1. If you have never done so, apply for an Insurance Pack by emailing helen.prince@uwl.ac.uk
2. There will be no cover provided if staff/students choose to go to a country that is unstable. If in doubt consult the [FCO](https://www.gov.uk/foreign-travel-advice) and your Head of School/CSD or Approving Line Manager.
3. The insurer will not be liable for any claim made or brought as a result of deliberate exposure to unnecessary danger (except in the attempt to save human life).
4. If you are extending your visit for non-business activities, you must take out private insurance to cover this extension.
 |

**Submitting This Form**

When you have completed this form and ticked the declaration boxes please do the following:

1. Please print and send for approval and signature by your Head of School/CSD. Ensure that a copy of the most recent [FCO](https://www.gov.uk/foreign-travel-advice) advice is attached.
2. In the event that you are completing this form some months in advance of your anticipated travel, it is your responsibility to keep checking the [FCO](https://www.gov.uk/foreign-travel-advice) website and if the conditions at your destination have changed, submit a new Travel form to your Head of School/CSD.
3. Once approval is received, copy the form to your next of kin and give the original to your line manager. Email copies of this form to helen.prince@uwl.ac.uk and health.safety@uwl.ac.uk. (This can also be undertaken via any university printers using the email facility).

\* The definition of business travel or fieldwork includes:

1. Attending and/or participating in conferences, workshops, meetings etc.
2. Participating in recruitment fairs and meetings with potential or actual collaborative partners; teaching, research and consultancy, undertaking overseas fieldwork and/or data collection.

Section 1 - Traveller and Trip Details

Traveller Personal Details

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| UWL Mobile number (if supplied) |  |
| Personal Mobile number |  |
| Number of School/CSD |  |
| Name of Next of Kin |  |
| Are your vaccinations up to date? (Advice on vaccinations required can be found on the FCO) | Delete as appropriateYes/No |

Travel Details

|  |  |
| --- | --- |
| Printed itinerary of travel attached (if yes complete local host/contact number below) | Delete as appropriateYes/No |
| Flight Number/s or Train/Coach/Ferry Details |  |
| Departure date |  |
| Return Date |  |
| Name of the Hotel/s |  |
| Hotel/Contact Number |  |
| Name of your local host or contact |  |
| Tel no. of your local host or contact |  |

Local Emergency Numbers List:

|  |  |
| --- | --- |
| Hospital (if known) |  |
| Police (if known) |  |
| Embassy |  |

Section 2 - Visit Details

|  |  |
| --- | --- |
| Purpose of visit |  |
| Country and cities of this visit |  |
| Institution/s of this visit |  |
| Have you visited this country before? | Delete as appropriateYes/No |
| Do you have extensive knowledge of this country and cities (gained from residence, citizenship or work) | Delete as appropriateYes/No |

Section 3 - Field Trips or Group Travel details

|  |  |
| --- | --- |
| Is this a group visit? (if no go to section 5 below) | Delete as appropriateYes/No |
| Are the groups vaccinations up to date? | Delete as appropriateYes/No |
| Total number of group |  |
| List of group activities |  |

Section 4 – Group Members Details

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name of Group Member | Passport number | Next of Kin | Contact number for next of kin |
|  |  |  |  |
|  |  |  |  |
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Section 5 – Measures taken to Reduce Risks Associated with Travel

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hazards likely to be encountered | Examples of hazard | Is this hazard relevant to your trip?(Yes/no) | Probability of hazard occurring?(Indicate low/medium/ high) | What measure will be taken to reduce the risk (Check [FCO website](https://www.gov.uk/foreign-travel-advice) for advice and other relevant sources of information)? |
| Animals/insects | Venomous snakes, spiders, scorpions, mosquitoes: bites/stings (detail specific threats). |  |  |  |
| Conflict | Localised tensions or fighting that could result in outbreak of hostilities. |  |  |  |
| Contaminated food/water | Allergies, dysentery, diarrhoea, severe stomach upset, dehydration, polio, cholera, typhoid (detail specific threats). |  |  |  |
| Crime | Street crime, local scams, theft, hotel room security, muggings. |  |  |  |
| Cultural Risks | Customs, dress, religion, behaviour, legal differences, restrictions on medication, alcohol and drug use. |  |  |  |
| Health and Disability | Mobility, medical and health issues (e.g. diabetes, epilepsy, high blood pressure), allergies e.g. asthma, hay fever, food allergies) physical or mental resilience and capabilities. |  |  |  |
| Environment | Extreme heat or cold, high humidity, monsoon, typhoons, storms, high altitudes, underground, flood risk. |  |  |  |
| Flying | Deep veinthrombosis, jet lag, dehydration |  |  |  |
| Public Health | Lyme disease, malaria, yellow fever, HIV, Hepatitis B, other diseases, other blood borne viruses. Diseases & parasites (e.g. rabies; leptospirosis; tapeworms), sleeping sickness; Hepatitis A; cholera; polio; typhoid; dysentery)  |  |  |  |
| Kidnap | Car/bus/boat hijacking, abduction, kidnapping, hostage  |  |  |  |
| Hazards likely to be encountered | Examples of hazard | Is this hazard relevant to your trip?(Yes/no) | Probability of hazard occurring?(Indicate low/medium/ high) | What measure will be taken to reduce the risk (Check [FCO website](https://www.gov.uk/foreign-travel-advice) for advice and other relevant sources of information)? |
| Medical capabilities | Hospital proximity, standards of care and hygiene, methods of payment for treatment, access to local doctor  |  |  |  |
| Natural disasters | Typhoon, tornado, tsunami, avalanche, earthquake, flood, volcano, Hurricane etc  |  |  |  |
| Political | Civil unrest , strikes, riots, political demonstrations, upcoming elections significant events  |  |  |  |
| Transportation | airport collection, local driving standards, hazardous terrain, roadworthiness, lack of safety belts  |  |  |  |
| Terrorism/War | Bombings, security alerts, terror attacks, Drive-by shootings  |  |  |  |
| Utilities | Availability of drinking water and food standards. Welfare facilities (toilets, washing facilities, etc). Compatibility or lack of equipment, gas canisters, voltage, safety standards, power cuts.  |  |  |  |
| Foreign and Commonwealth Office FCO | Place current risks identified by FOC for the location being visit not already covered above  |  |  |  |
| Others | Other factors or considerations: those foreseeable circumstances that have the potential to cause harm  |  |  |  |

Section 6 – Approval and Declaration

I have assessed the activities and the associated risks and declare that there are no significant risks or that the risks will be controlled by the method(s) listed above. Those participating in the work have read the assessment and will put in place precautions/control measures identified.

NB: Risks should be constantly reassessed during the travel period and additional precautions taken for travel and/or activities if the risks are seen to be unacceptable. If you are uncertain, discuss this with your Line Manager, Insurance Coordinator or Health and Safety Manager.

**Head of School/CSD Approval**

|  |  |
| --- | --- |
| **Name of Traveller/Field trip or Group Leader**  |  |
| I declare that the named Traveller/Field trip or Group Leader above is authorised to travel and that a budget has been provided.  | Delete as appropriateYes/No |
| **Signed by Head of School/CSD:**  |  |
| **Print Name**  |  |
| **Date:**  |  |

**Traveller/Field Trip or Group Leader Declaration**

|  |  |
| --- | --- |
| I declare that I have printed off and attached the advice from the [FCO](https://www.gov.uk/foreign-travel-advice) website  | Delete as appropriateYes/No |
| I declare that I have read and considered the most current advice of the [FCO](https://www.gov.uk/foreign-travel-advice) for the country that I am visiting  | Delete as appropriateYes/No |
| I declare that I have read and considered the most current advice of the [FCO](https://www.gov.uk/foreign-travel-advice) for the country that the group I am responsible for, are visiting (yes/no) | Delete as appropriateYes/No |
| **Signed by Traveller/Field Trip or Group Leader**  |  |
| **Print Name**  |  |
| **Date:**  |  |

**Note:**

The University prohibits travel to areas where the Foreign and Commonwealth Office advises against all travel.

On completion, please ensure that the overseas travel form is approved by the Head of School or Central Support Department (signed off). A copy must be forwarded to Helen Prince helen.prince@uwl.ac.uk and health.safety@uwl.ac.uk, insurance details will then be forwarded to you.