Travel Risk Assessment and Approval

**Name of Traveller** Click or tap here to enter text. **Date of departure** Click or tap to enter a date.

**Date of return**  Click or tap to enter a date.

**Brief details of travel including budget request** Click or tap here to enter text.

Complete sections 1 to 3 and then forward to your supervisor/line manager for approval.

# Initial Assessment

Are you travelling to a destination in Europe, Central/North America or Australasia?

Is the purpose of the visit to work to attend a conference and/or meet with international colleagues? Answer NO if your visit includes lab or fieldwork.

Yes  No

Yes  No

If the answer to **both** these questions is YES then a risk assessment is not required. Please go straight to section 4 for supervisor approval. If you answered NO then a risk assessment is required in order to comply with the University Safety Policy. Full advice is available from the University Policy Statements [S5/07 (Safety in Fieldwork)](http://www.admin.ox.ac.uk/safety/policy-statements/s5-07/) and [S3/07 (Overseas Travel)](http://www.admin.ox.ac.uk/safety/policy-statements/s3-07/)

# Travel risk assessment

On the Foreign and Commonwealth Office website at <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country>, what is the advice given for the country you intend to visit? Show the date that you obtained the advice and include advice for all regions/cities you are travelling through or to. Comment on how you will mitigate the risks identified by the FCO and any additional travel related risks that you have identified in the expandable box below.

Click or tap here to enter text.

# Lab/fieldwork risk assessment

Follow the advice in University Policy Statement [S5/07 (Safety in Fieldwork)](http://www.admin.ox.ac.uk/safety/policy-statements/s5-07/) and the [risk assessment checklist](https://www1.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/healthsafety/images/appendicesforups/ups0507app1.pdf) to document the risks that you will be exposed to, and the control measures that you will put in place/adhere to in order to mitigate these risks, in the expandable box below. Attach additional documents if appropriate.

Click or tap here to enter text.

# Supervisor approval (not required for Academic staff)

I have read the University Policy Statement [S1/09 Supervisors Responsibilities](http://www.admin.ox.ac.uk/safety/policy-statements/s1-09/)

I agree that this travel is approved and the budget code is: Click or tap here to enter text.

Where a risk assessment is required I have reviewed it to ensure that it is suitable and sufficient

**Name of Supervisor** Click or tap here to enter text. **Date of approval** Click or tap to enter a date.

Supervisor should print and sign here ***or*** email the completed form to the **Travel Administrator** to be attached to the online Travel Insurance form.