**UK Travel Risk Assessment**

This risk assessment applies to overnight travel within the UK. If you are travelling outside of the UK please complete the International Travel Risk Assessment.

If you are undertaking fieldwork during your trip, you should complete the [Fieldwork risk assessment](http://www.docs.csg.ed.ac.uk/Safety/ra/FA1.doc)

If you are a new or expectant mother you should also to complete the [new or expectant mothers risk assessment](http://www.docs.csg.ed.ac.uk/Safety/ra/NEM1.doc)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of traveller** |  | **Status** | Staff/ postgraduate student/ undergraduate student  *Delete as appropriate* |
| **Contact number during travel** |  |
| **Emergency contact name** |  | **Contact number** |  |

**Your Trip**

|  |  |  |
| --- | --- | --- |
| **Date/s of travel** |  | |
| **Destination city/town** |  | |
| **Accommodation details**  *Name, address, contact info* |  | |
| In case of disruption to your plans do you have funds available to book alternative travel and accommodation? | | Y/N |
| If you take regular/emergency medication, do you have an adequate supply with you? | | Y/N |
| Do you know how you will access first aid while you are travelling? | | Y/N |
| If you will be driving, do you have a full UK licence and appropriate insurance\* for the vehicle?  *\*Private cars must have ‘business use’ included in their insurance, University vehicles or hire cars should be insured via the* [*UoE Insurance Office*](https://www.ed.ac.uk/finance/about/sections/insurance) | | Y/N |
| Are there any other hazards you expect you might encounter during your travel? | | Y/N |
| If yes, provide details and how you plan to respond: | | |

**Completed by**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |
| **Signed:** |  | | |

**Reviewed by**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |
| **Signed:** |  | | |