

Table 1 – Rating the Overall Risk of Travel/Work Away

Indicators	Factor	Details and examples		
	Location Factors (Foreign and Commonwealth Office webpage)	Travel is in the UK, OR No FCDO advice in place anywhere in the country.	“See our local travel advice” Please note: there is not always a map in the FCDO advice. 	“Advise against all but essential travel or advise against all travel” Please note: there is not always a map in the FCDO advice. 
	Individual Factors	Traveller has relevant experience, understanding and skills for the type of work proposed.	Traveller has personal characteristics (e.g. health, disability, pregnancy, language, ethnic, religious, protected characteristics or cultural factors) that may require specific adjustments or support during work, or because of living away from home.	Traveller has personal characteristics (e.g. health, disability, pregnancy, language, ethnic, religious, protected characteristics or cultural factors) that could significantly increase their vulnerability to certain risks. Traveller lacks experience, understanding and/or skills to conduct a higher risk activity or work in a higher risk location.
	Type of Work Away (includes travel and study)	Traveller is planning to conduct non-practical work such as desk work, attendance at a seminar, conference or exhibition held in a controlled environment (business or academic institute).	Traveller is planning to conduct practical work (field visits, work in a lab, work in a remote area), and/or an activity where permits/licenses are required (mountaineering, diving, archaeological dig), where the individual is accompanied by a professional guide, or any other work/research that requires the traveller to complete a standard ethics assessment.	Traveller is planning to conduct lone practical work in an area of high risk (field visits, work in a lab, work in a remote area), or an activity where permits/licenses are required (mountaineering, diving) and will not be accompanied by a professional guide. The individual may be researching a highly sensitive/controversial topic that could put them in danger.
	Risk rating	Low Risk Travel	Medium Risk Travel	High Risk Travel
Forms & other requirements		For low risk UK travel – traveller may use their Department’s generic risk assessments OR notify of travel and contact details as per department procedure. Travel abroad - As minimum, use Low Risk (Basic) Travel Assessment Form. Department/Faculty to sign off assessment for students. Maintain minimum contact frequency as agreed. Traveller must review risk assessment any time circumstances change.	Use Medium Risk (Standard) Travel Assessment Form Department/Faculty to sign off assessment Minimum contact frequency to be maintained with traveller: e.g. to confirm arrival and every month following as applicable to duration. Traveller must review risk assessment any time circumstances change.	Use High Risk (Elevated) Travel Assessment Form Head of Department/Faculty to make recommendations. Refer student high risk travel to SARAC for agreement. Minimum contact frequency to be maintained with traveller: e.g. on arrival, departure from each destination and every 2 weeks Traveller must review risk assessment any time circumstances change.