**APPENDIX 4**

**Travel Check-List: Risk Assessment, Occupational Health and Logistics**

|  |  |
| --- | --- |
| Date of Trip:  | Traveller: |
| Travel Organiser: | Person in Charge: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Notes** | **Links to documents/websites** | **Action by** | **Done** |
| **RISK ASSESSMENT**  |  |  |  |  |
| Pre-travel advise from Umal/ FCO sought |  |  |  |  |
| Travel authorisation form completed |  |  |  |  |
| Traveller is well informed on insurance matters |  |  |  |  |
| Necessary training was given to deal with potential hazards while working abroad |  |  |  |  |
| Traveller sought CR24 advise 2 days prior to trip |  |  |  |  |
| **OCCUPATIONAL HEALTH** |  |  |  |  |
| Annual health assessment completed  |  |  |  |  |
| OH advise and medical advice sought |  |  |  |  |
| **Task** | **Notes** | **Links to documents/websites** | **Action by** | **Done** |
| Travel health assessment completed  |  |  |  |  |
| Necessary vaccinations obtained  |  |  |  |  |
| First aid kit obtained (if applicable) |  |  |  |  |
| **INFORMATION ON TRAVEL**  |  |  |  |  |
| Person in Charge (PIC) has itinerary with all contact details  |  |  |  |  |
| Emergency/ accident reporting system agreed  |  |  |  |  |
| ‘Before you go’ list checked |  |  |  |  |
| Exhibition / Visit booked, payment arranged  |  |  |  |  |
| Overseas trip on central database /intranet |  |  |  |  |
| EMT message sent out |  |  |  |  |
| Freight deadline / sent  |  |  |  |  |
| Flight booked/payment arranged |  |  |  |  |
| Visa required, Docs sent to Key TravelPayment organised |  |  |  |  |
| **Task** | **Notes** | **Links to documents/websites** | **Action by** | **Done** |
| Accommodation  |  |  |  |  |
| Cash advance ordered and received by traveller  |  |  |  |  |
| Credit card valid/organised for traveller |  |  |  |  |
| Mobile phone arranged for traveller |  |  |  |  |
| Briefing pack required |  |  |  |  |
| Transport in-country  |  |  |  |  |
| Transport to airport |  |  |  |  |
| Stand /table cloth required  |  |  |  |  |
| Gifts ordered if appropriate  |  |  |  |  |
| Take Phone? |  |  |  |  |
| Schedule of formal contact with PIC (OBU) in place? |  |  |  |  |