**Guide on travel risk category/approval levels**

Please note that for all overseas travel an up-to-date Emergency Details form must be emailed to [travel@gcu.ac.uk](mailto:travel@gcu.ac.uk) no later than one week prior to travel.

**Risk Category: Low Risk**

Where the trip is evaluated as relatively **low risk** (i.e. comparable to travel within the UK), a specific overseas travel risk assessment form does not need to be completed and the relevant Line Manager can approve the trip.

This category would include, for example, travel to a country or a specific area in a country that has no specific warning or high risk indicated by the [Foreign and Commonwealth Office (FCO)](https://www.gov.uk/foreign-travel-advice) and is categorised as negligible or low risk by Control Risks.

The type of work activity undertaken during the visit would include, for example, attending a conference or a hosted visit to a University/Research Institution.

In terms of health, no additional vaccinations or medical precautions are required prior to travelling to the country and person(s) travelling are not travelling against medical advice.

Please note, whilst travel to some International Countries may be assessed as relatively low risk, there are requirements for attending a Travel Clinic. Further information can be found on the <http://www.gcu.ac.uk/healthandsafety/travel2/pre-travel/>.

**Risk Category: Medium Risk**

Where the trip is categorised as **medium risk**, an overseas travel risk assessment form is required and the Head of Department must approve the risk assessment.

This category provides an indication that there are potential risks associated with the trip that require special control measures to be adopted.

This includes, for example, travel to a country or a specific area in a country where the FCO states there is a high threat from terrorism or security issues but there is no advice against ‘all’ or against ‘all but essential’ travel to the specific country/area being travelled to. (**Note:** this may be indicated as a medium risk by [[RiskMonitor Traveller](https://umal.co.uk/travel-hub/pre-travel-advice/)](https://umal.co.uk/travel-hub/pre-travel-advice/)).

The type of work activity undertaken during the visit would include a visit to a remote area, conducting fieldwork or research with significant risks involved or the work activity exposes you to an additional risk (e.g. blood borne virus).

In terms of health, additional vaccinations or medical precautions would be required prior to travelling.

Please note there are requirements for attending a Travel Clinic, for example, when travelling to an International country and further information can be found on the <http://www.gcu.ac.uk/healthandsafety/travel2/pre-travel/>

Following completion of the risk assessment, any significant residual risks which remain in place should be considered by the Head of Department or equivalent. The Head of Department or equivalent will need to decide whether the residual risks identified are acceptable, and if necessary, seek additional advice from the individual’s line manager, Occupational Health, Health and Safety and/or the Finance Department if this relates to insurance.

**Risk Category: High or Extreme Risk**

This category is where travel is to an area where the FCO advise against ‘all’ or ‘all but essential’ travel **and/or** where the destination has been given a high or extreme rating by RiskMonitor Traveller.

It is recommended that travel is avoided where this advice is given and the trip cancelled, deferred or alternative arrangements considered such as conference calls, skype or meeting in a country or area with a medium or lower risk.

Where the Head of Department or equivalent discusses the trip with the traveller or lead traveller and the trip is deemed essential to the business of the University, pre-approval for the trip will require submission as a paper to the Executive Board for consideration. A completed overseas travel risk assessment form is required.

**Note:** The FCO will advise against ‘all’ travel or ‘all but essential’ travel to a particular place only when they consider the risk is unacceptably high.

**Note:** Where an equality issue is identified in relation to the trip, for example, due to a countries stance or legislation then this should be taken into consideration as part of the assessment and authorisation process detailed in this guide.