

Travel Checklist

Documents	Completed/ arranged by... (Tick as appropriate)	
1. Permission granted to Travel	Admin Dept.	<input type="checkbox"/>
	Head of Dept.	<input type="checkbox"/>
2. Fill in Travel Authorisation Form	Admin Dept.	<input type="checkbox"/>
	Head of Dept.	<input type="checkbox"/>
3. Booking and Insurance	Admin Dept.	<input type="checkbox"/>
	Head of Dept.	<input type="checkbox"/>
	Supervisor/Event Organiser	<input type="checkbox"/>
	Students	<input type="checkbox"/>
4. Visa and travel documents	Admin Dept. to advise	<input type="checkbox"/>
5. Risk Assessment and travel documents	Supervisor/Event Organiser	<input type="checkbox"/>
	Admin Dept.	<input type="checkbox"/>
	Head of Dept.	<input type="checkbox"/>
	Student practically involved with activity	<input type="checkbox"/>
6. Emergency information	Admin Dept.	<input type="checkbox"/>
	Supervisor/Event Organiser	<input type="checkbox"/>

Overseas Travel Guidance



This policy is of relevance to staff

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The information within this pack is advice only.
For rules & regulations please contact your Head of Department or your trip organiser
(supervisor staff member).

Section 1 – Before you go

Introduction

It is in the interest of every individual proposing to work or visit overseas on School business that they should give serious thought to their own health and safety and the local conditions that they may encounter. The Guildhall School of Music & Drama has a responsibility to ensure it has in place management arrangements designed to protect the health and safety of its staff and students. However it remains a responsibility of every person to conduct themselves in a responsible and proper manner & to co-operate with the School in the execution of its responsibility.

All individuals embarking on an overseas trip should therefore take heed of the advice, training, instruction and guidance given to them & act upon it.

The School business includes staff and students carrying out short- and long-term projects, work placements and attending conferences and seminars overseas. Host/employers in the country visited, through co-operative ventures, may well control the activity and may have produced their own health and safety codes of practice to which the School staff and students will be required to adhere. Where possible, any such codes of practice should be obtained in advance so that proper assessments and all necessary preparations can be made. The School cannot allow its staff or students to work to lower standards just because they happen to be working abroad. We therefore require at least the same standards to be adopted wherever staff and/or students are working.

Written Risk assessments must be carried out to ensure reasonable standards are maintained at all times.

Besides the normal risks associated with the work itself, there are numerous other risks when working abroad:

- *Unfamiliar diseases and medical conditions, natural disaster & civil unrest
- *The possibility of causing offence because of differences in culture
- *Additional risks in travelling (particularly in less developed countries)
- *Language difficulties
- *Never really being “off duty”

It is important that whilst working or visiting overseas individuals can be contacted and likewise that the School can be made aware of any problems which have arisen. Consequently there must be a staff contact at the Guildhall School of Music & Drama and an equivalent at the host organisation, so far as it is possible. As an example would the School know whether a member of staff/student was present in any turmoil, natural disasters or civil unrest in any particular country and how to contact them?

Scope

The purpose of this guidance is to outline the steps that should be taken for the safe management of activities when working or studying overseas. It applies to work or study activity carried out by staff or students of the School in places which are not under the direct control of the School and which are outside the United Kingdom. The guidance follows the principles of planning, control and review and suggests how the associated functions and duties may be allocated.

Permission to travel

Staff and students must have permission from the Head of their department before preparing for travel.

Risk assessment for overseas travel

Reasonable control measures must be in place to protect staff and students from harm when travelling overseas.

Carrying out a risk assessment involves the careful examination of what could cause harm to those travelling overseas and it means that you can weigh up whether you have taken enough precautions or should do more to prevent possible harm.

The need to carry out such a review extends to overseas travel and departments should ideally complete a risk assessment for all activities abroad.

The production of the risk assessment should actively involve both the relevant supervisor/line manager and those who will be practically involved in the activities abroad in order that information and training needs can be adequately assessed.

A sample risk assessment template for overseas travel is available in the file you've downloaded.

Air Travel

For the purposes of a local Guildhall School of Music & Drama policy destinations have been grouped into different bands depending on their approximate distance from London as identified in HMRC's guidance on Air Passenger Duty Rates. Please refer to the **Rate Card** for guideline flight prices for each band and a list of countries grouped into the relevant flight bands. The categories are:

Band A:	0 – 2000 miles
Band B:	2001 – 4000 miles
Band C:	4001 – 6000 miles
Band D:	Countries/territories not listed in the above bands

For air travel (particularly domestic flights), standard class rail fares and Economy air travel at the cheapest available rates will be expected except where the flight time exceeds 6 hours.

Discretion should be applied in using First Class accommodation or Business Class. It is recommended that this is reserved for Category X and Y trips where a 3rd party is in attendance or where the total flight time exceeds 6 hours. Where flight duration exceeds 6 hours for a Category Z journey, it may be appropriate to consider Premium Economy Class.

Employees are expected to take non-direct routes where savings are substantial.

Accommodation

Please refer to Section 5 for General Guidelines on booking accommodation.

Guideline amounts for hotel expenditure can be found on the **Rate Card**. Where these amounts are inappropriate, the following guidelines should be adhered to:

- For category X trips, (maximum) 4 star accommodation
- For category Y trips, (maximum) 3 star accommodation

For category Z trips, (maximum) 2 star accommodation

Where accommodation is provided by a training or event provider (e.g. conferences) as a prerequisite of attendance or at a suitably discounted rate, employees are permitted to use this accommodation).

Meals

Reasonable expenses will be reimbursed where costs for meals have been incurred within the guidelines of the City of London Corporation's [Travel and Subsistence Policy](#) (section A16 of the staff handbook). Expense claims which are funded from external sources (e.g. Erasmus) may be subject to additional rules and regulations including daily limits

Maximum guidelines for expenditure on subsistence are outlined in the City of London Corporation's [Allowance Rates](#) (section A6 of the staff handbook). It is recommended that in any event that these do not exceed £45 per 24 hour period (pro-rata as appropriate). A summary is included in the [Rate Card](#) at the reverse of this document.

For overseas allowances where the expenditure limit is given as a value in pounds an index should be applied. This enables any premiums/discounts to be applied to the expenditure limit to take account of the differing costs of living for different parts of the world. Follow the link to www.nationmaster.com/graph/eco_com_pri lev-economy-comparative-price-levels

To calculate the equivalent amount use the following equation:

$\text{Destination Country Price Level} \div \text{United Kingdom Price Level} \times \text{Allowance Amount} = \text{Guideline for Overseas Price/Allowance Amount}$

For example, if the Italy value is 83 and the UK value is 107. The calculation is:

$83 / 107 = 0.776$ multiply this by the relevant allowance.

This means that the cost of living in Italy is lower than the cost of living in the United Kingdom. And in theory something that costs £1 in the UK should cost 77.6 p in Italy therefore it would be expected that the amount spent will be lower.

Therefore, if your daily spending limit is £45 in UK (per note 10.2), your equivalent limit in Italy, for example will be £34.92 (£45 x 0.776)

For clarity, unsupported expenses that an employee would be expected to accommodate themselves include (but are not limited to):

- Hotel mini-bars costs
- Hotel in-room movie rentals
- Magazines or other entertainment materials
- Cigarettes or confectionary

Where a meal offer is provided by the Guildhall School or the event being attended, the Guildhall School will not reimburse alternative food choices unless in exceptional circumstances.

Where it is not possible to follow the above guidelines, employees should be guided by reasonability – for example, incurring subsistence expenses that are similar to what they would normally have at home.

Please refer to the 'Staff Expenses Guidelines' for information about further potential expenses.

Foreign & Commonwealth Office advice

The most recent advice from the Foreign and Commonwealth Office (FCO) should be taken into account when assessing the risk of travel to a country; for FCO advice see:

www.fco.gov.uk/travel-and-living-overseas/travel-advice-by-country

You should follow the guidelines below when acting on FCO advice

Where the FCO advises:	This means
Against all travel to a country	Do not go
Against all travel to parts of a country	Do not go to respective parts
Against all but essential travel to a country	Seek permission from Principal
Against all but essential travel to parts of a country	Seek permission from principal

Unsafe countries

For staff or students travelling to countries deemed unsafe by the Foreign and Commonwealth Office the most recent advice from the FCO must be taken into account. If travel is absolutely necessary, you must complete a risk assessment form, which must then be approved by the Head of the Department and the Principal.

The City of London insurance section will be notified by the department administration team so they can clear the travel with the insurer. Travelling without permission of the City of London may invalidate any School's insurance policies.

You are advised against using airlines which are on the European Union's banned airline list. You can see the full list of airlines at:

http://ec.europa.eu/transport/air-ban/list_en.htm

Travel Authorisation form

Form must be completed in order to travel. (LINK- to be added)

Once signed, booking may proceed by local administrator.

Visas & Passports

You must check whether an entry visa is required for the proposed country travel. Visa regulations often state that passports must be valid for a period of at least six months beyond the proposed dates of travel. There should also be sufficient space for visas and stamps in your passport. Visas commonly take up to six weeks to obtain and you are therefore advised to allow

time for this process. Once the visa has been obtained, you are advised to make a photocopy of it.

You are also advised to photocopy all pages in your passport that have entry clearances or immigration stamps on them and pack this separately from your passport. You are advised against carrying passports around as a means of identification while you are overseas, excluding entering or exiting a country. It is recommended that alternative photographic identification be used, such as a valid driving licence, on a day-to-day basis.

If your passport is lost or stolen, contact the police and your country's embassy immediately and give them the passport details. Contact details for the British embassies are available on the Foreign and Commonwealth website at www.fco.gov.uk/travel. All other nationalities are advised to keep contact details of their nearest embassy for each destination.

Insurance

It is essential that travel insurance is arranged before departing the UK to insure you against injury and your belongings against damage and theft.

The City has a corporate travel insurance policy which provides cover for employees travelling on authorised business of the City. The policy covers the standard features of a travel insurance policy including: cancellation and curtailment, emergency medical repatriation and expenses, loss of baggage and money. Additionally, pre-travel medical and security advice and help whilst abroad is provided via specialist advisors.

In order to be covered under the policy, a declaration of each trip undertaken needs to be disclosed to the Insurance and Risk Management Team within the Chamberlain's Department (CHBInsuranceTeam@cityoflondon.gov.uk) prior to travel commencing. The following details must be provided:

- Name of Traveller
- Dates of Trip
- Destination

Note: for the purposes of insurance, a trip is defined as either:

- A trip in the UK involving a flight or overnight stay, or
- Any trip outside of the UK

On receipt of a notification, the Insurance Team will confirm cover and provide a summary of cover with the policy details and emergency contact details.

Drama/Tech Theatre Staff:

Should you need personal travel insurance, please contact the Head of Drama Administration.

Music Staff:

Should you need personal travel insurance, please contact City of London:

Students: Staff must arrange for student travel insurance via the City of London.

City of London contacts:

Hilary Strong: 020 7332 1131 Hilary.Strong@cityoflondon.gov.uk
Connie Dale: 020 7332 1360 Connie.Dale@cityoflondon.gov.uk

Instruments: The City does not provide instrument cover – staff or students; please ensure all instruments are personally covered for travel.

Vaccinations

If so required, you are advised to book an appointment with your GP's surgery well in advance of departure. Please book an appointment as early as possible, up to six weeks prior to departure, as some medicines must be taken in advance of travel.

Laws & customs

You should familiarise yourself with the laws & customs of the country you are visiting. Important information can be found at www.fco.gov.uk/travel.

Cancellation of trips

You are entitled to cancel the trip at any stage prior to departure. It should be noted however that expenses will be incurred by the department/individual, except in the case of:

- Personal illness (this requires confirmation in writing from your GP)
- Immediate family crises
- Foreign & Commonwealth Office advise not to travel

Cutting your trip short

You are entitled to curtail your trip. It should be noted however that expenses will be incurred by the department/ individual except in the case of personal crises, for example, immediate family illness or property damage.

Section 2 – Getting there and travelling about

Timing

Allow plenty of time for traffic jams and other unforeseen delays that might be incurred on the journey between hotel and airports or institution. Your hotel should be able to advise on estimated times of travel.

Airport pick-ups

When arriving in an unfamiliar city or arriving late at night, you should make arrangements to be met and collected from the airport. Hotels can arrange transport if advised of arrival details in advance. The previously arranged transport will wait in the arrival hall, normally holding a board to identify themselves. If an airport pick-up does not arrive, find the airport information desk. The desk will either contact your hotel or give advice on a reputable company who is permitted to work at the airport. If you are approached in the terminal building without having made previous arrangements to be met, you must never agree to go with the person in question even if he or she can identify you by name.

Using taxis

Always use a licensed taxi – never agree to travel in an unlicensed taxi. When returning to your hotel late at night, be cautious of leaving the taxi until it has stopped at the hotel door. Avoid risking safety by agreeing to take shortcuts.

The International Officers (FCO) can advise on the safest mode of transport for the country you are in.

Using public transport

Where possible travel by taxi rather than walk the streets with a road map and your luggage. If travel by train or metro is necessary, avoid empty carriages and sit near groups of people in a well-lit area.

When travelling by train, you are advised to store luggage as close as possible and within eyesight. When using a luggage rack, check your belongings regularly, especially when the train stops at a station. You should advise a contact of your route and arrival times when travelling a long distance by train.

Avoid walking any distance alone after getting off a train, bus, metro or out of a taxi. Walk close to a group of people or, ideally, arrange to be met at the destination station. Avoid listening to personal stereos, and having long conversations on mobile phones while you are walking or waiting.

Driving

Seat belts must be worn at all times.

Do not use a mobile phone while driving.

Do not drive while under the influence of alcohol or drugs and observe all speed limits.

Handbags or briefcases are safer if placed on the floor or behind seats instead of on the passenger seat.

Do not leave valuables in the car – take them away with you or lock them in the boot out of sight.

When travelling in a car alone, lock all the doors and keep the windows closed while driving.

If you hire a car, you are advised to purchase breakdown cover and keep the number of the breakdown service with the vehicle at all times.

If you are travelling long distances, you are advised to take a fully charged mobile phone in case of emergencies.

Remember to download maps of pick-up and drop-off points at your destination in advance of your journey.

Coach travel

When travelling by coach, always insure prior to travel you have the correct information date, time and location of meeting point.

Guidance/advice for your journey:

Seat belts must be worn at all times.

Aisles and emergency exits are to be kept clear of bags and other items.

Inquire where your emergency exit points are located and how to exit.

No smoking whilst on the coach.

Take advantage of any breaks by getting off the coach and stretching your legs.

Make sure you drink water regularly to avoid becoming dehydrated.

Avoid sitting with your legs crossed for more than a few minutes.

Avoid wearing tight clothing or anything that may be uncomfortable or restrict your circulation.

Luggage

Your luggage should be labelled appropriately with an address and phone number so that, in the event of loss, clear contact details are available to enable the authorities to forward the luggage to you. Lost luggage should be reported in the first instance to an official. Delayed luggage can be couriered to a hotel. You are advised to keep all receipts for any essential items purchased in the case of luggage delay or loss.

Similarly, receipts should be kept for any costs incurred in reproducing lost or stolen marketing materials.

If your luggage is stolen, you must inform the police – a crime reference number is essential for insurance claims.

Section 3 – Further information & useful links

Emergency Contacts

You should contact the local police and embassy immediately in case of an emergency. You are advised to keep a note of your country's local embassy, high commission or consulate phone number. Details for UK nationals are available on the Foreign & Commonwealth Office's website at www.fco.gov.uk/travel. Upon arrival in a country, you should find out how to get in touch with the local emergency services.

You are advised to save 'ICE' (In Case of Emergency) contact number(s) on your mobile phone prior to travel. Against this name in the phone's address book, enter the number of the person who will be your contact 'in case of an emergency'. This will aid emergency ambulance and hospital staff in quickly locating and contacting the individual(s).

Any first aid incidents are to be reported on the Santia reporting system by calling the following number: 02920855605 this number is manned 24/7/365.

If you are a UK national, it is also advisable to register with LOCATE, an FCO service which lets the embassy in your destination country aware of your visit. In case of an emergency, the embassy will have a record of your travel plans and contact details. For more information or to register, visit www.fco.gov.uk/en/travelling-and-living-overseas/locate.

- Foreign & Commonwealth Office

'Know before you go' is an ongoing travel safety campaign run by the FCO. It encourages British nationals to be better prepared for their overseas trip with a view to avoiding common travelling traumas, risk and dangers.

Visit: www.fco.gov.uk/travel.

- British Council

The British Council is the UK's international liaison for educational and culture relations around the world. Their website and individual country pages contain useful information on country profiles.

Visit: www.britishcouncil.org/new.

The School's emergency contact during opening hours

Tel:

Email: (This information to be completed by each department)

- The School's emergency contact out of hours

Tel:

Email: (This information to be completed by each department)

Travellers Profile Form



Department	
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Place of intended travel	
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Purpose of travel	

Travel Inclusive Dates	
Travelling From	
Travelling To	
Departure time – Outgoing Journey	
Departure time – Return Journey (local time)	

Transport type	
----------------	--

Budget Code	
-------------	--

Name of Trip Organiser	
------------------------	--

Name, address & telephone number of accommodation overseas:

Details of travelling party:

Name of travelling party members	Mobile contact details	Passport No. & Country of origin of passport	Name of next of kin for emergencies	Contact details for emergencies

Travel Insurance required:	YES	NO
Has a Risk Assessment been completed:	YES	NO

Tickets confirmation to be sent to	
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Authorisation of HOD	
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Authorisation of the Principal	
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Staff Travel booking procedures

All staff travel is paid for by departmental budgets and must be authorised by the head of department. In addition, to comply with City of London regulations, all overseas travel must be authorised by the Principal. All travel must be economy class and booked ahead as far as is possible in order to achieve good rates.

Music and Drama departments travel arrangements are booked by the relevant department administrators. All other travel is booked by Cathy Gigirey in the Facilities office; 020 7382 7192 or cathy.gigirey@gsmd.ac.uk

The process is as follows:

- 1) Download travel booking form and complete.
- 2) Obtain authorisation and budget code from head of department
- 3) If UK travel pass to relevant department administrator to make appropriate booking.
- 4) If overseas travel, forward to the Principal's office for authorisation by the Principal. Once this approval has been given, the form will be forwarded on to relevant department administrator to make appropriate booking.

All travel by school staff needs to comply with City of London Business travel regulations (available on Colnet at <http://172.30.1.16/deptwww/tc/businesstravel/Homeapp.htm>)

Guidance Notes for Risk Assessment Form



1. Prior to carrying out the risk assessment, write out the procedure in the form of a method statement or safe operating procedure or refer to an appropriate existing procedure to ensure that you have included and considered all of its components.
2. Under the provisions of the Management of Health and Safety at Work Regulations (1999) a risk assessment must be carried out for any work activity or procedure at work. This can initially be a simple consideration of the activity/procedure in order to identify potential hazards. Should none be identified, no further action is required. If a potential hazard or hazards are detected, then you must carry out a full assessment using a Risk Assessment form.
3. Remember to consider all potential hazards. Some hazards may come from substances, including chemicals and biological agents. There may be mechanical hazards from equipment. Others may be associated with the physical location or layout of the work activity. For those dealing directly with people, personal violence may be the main hazard. Be aware that additional hazards are often created from a combination hazards. For example, a process involving hazardous flammable substances which also uses electrical equipment may pose hazards of both an electrical and chemical nature and of fire (from the interaction between the two).
4. The control measures employed should primarily be aimed at eliminating or reducing the hazards in a procedure. Examples of control measures include: replacement of the process or substance with a safer alternative; appropriate training, PPE, health surveillance; written procedures [Safe Operating Procedures, Method Statement, Permit to Work] and supervision by an appropriate person. The level of supervision must always be appropriate to the competence of the individuals involved in the work activity.

Any special training required to ensure that persons involved in the work activity can operate safely should be detailed. This is particularly important so that persons can understand and comply effectively with a Standard Safe Operating Procedure (SOP), Method Statement, or Permit to Work, where this has been formulated.

You should record when each control measure has been implemented and the new level of risk rating following its implementation. The aim should be to achieve a progressive reduction down to a low risk rating.

5. Risk should be calculated for an existing activity taking into account any control measures in place. This is estimated by considering both the likelihood of exposure to a risk and the severity of the consequences of such exposure.
The colour within the circle is indicative of the risk as shown in the column (based on a "traffic light" system, red = do not tolerate, stop the activity, amber = continue the activity with extra interim controls, supervision etc. and green = we recognise we have done all which it is reasonably practicable to do and we will continue to operate/undertake the task). The position

of the circle is indicative of the current level of risk, and direction of movement expected as controls are put in place is indicated by the arrow.

Risk = Consequence x Likelihood, so 1 and 2 = Low (green), 3 and 4 = Medium (yellow) and 6 and 9 = High (Red)

CONSEQUENCE	3	3	6	9
	2	2	3	6
	1	1	2	3
		1	2	3
		LIKELIHOOD		

Fig 2

6. Include all persons potentially at risk. This may not only be those directly involved, but also those working in the vicinity either at the same time or afterwards, maintenance staff and those carrying out waste disposal. Remember that visitors must also be considered.
7. Contingency planning is required to limit the extent of the risk arising from an accident or emergency and for regaining control of the area as quickly as possible.
8. For any activities with high risks including activities taking place in particular locations, it will be necessary to produce a detailed risk assessment that meets the specific safety requirements of the activity.
9. Appropriate arrangements for monitoring the efficacy and continued employment of the control measures must be put in place. This may include regular inspections and maintenance checks.
10. A copy of the risk assessment must be given to every individual carrying out the activity and each copy must be countersigned by the holder.

The risk assessment must be reviewed at regular intervals.

You must also review the assessment whenever there has been a significant change in the procedure or work circumstances or there is any reason to suspect that the original assessment is no longer valid. Examples would include new information on the hazard indicating a higher or lower level of risk, personnel changes (young person, pregnant woman, untrained person, etc), changes in equipment or substances used, change of location, following an accident or incident.

Note: Certain procedures or activities will be covered by specific legislation, the requirements of this legislation must be complied with and consideration taken in any risk assessment. If you are unsure whether this applies to the activity in question, please consult with a member of Facilities Management Team.

WARNING! Completion of the assessment is not an end in itself, merely the beginning. You must consider it as an active document for frequent reference, particularly when preparing associated method statements, safe operating procedures and training.

Step by step guidance on completing a Risk assessment form

The majority of this document will be completed by the Department Administrator with guidance and input from the individuals taking part in the task/activity. Where information can not be obtained by the administrator the senior individuals participating are to complete the necessary information.

Title: This title is to be issued by the Department Administrator Team which is to be self explanatory of the task/activity ahead.

Initial RA Number: This is also to be issued by the Department Administrator Team for their records.

Department: GSMD – Drama/Tec Theatre/Music

Division: 1st Year Actors/ Strings/ Stage Management etc.

Location: This is to be the location of the task/activity taking place

Risk Assessor: This is the senior member of staff responsible for the task/activity and is aware of the risks involved

Department Manager: This is to be the Head of Department responsible for the task/activity

Description of the task: Outline in detail the reason for the task/activity.

Consequence: Within this column the Department Administrator or the senior staff member are to identify the hazards which may cause harm to the staff/students taking part in the task/activity.

Likelihood: From the hazards identified in the consequence column the Department Administrator or the senior staff member are to note the control measures which the school has in place to minimise the risk of the hazard occurring.

Risk: This is the final score system which calculates the Consequence X Likelihood rating giving an overall rating.

Rating: Please see the above guidance notes on how to calculate the risk rating.

Definitions



What is a hazard?

A hazard is anything with the potential to cause harm.

What is risk?

A risk is the likelihood that a hazard will cause a specified harm to someone or something.

What is risk management?

Risk management is a process that involves assessing the risks that arise in your workplace, putting sensible health and safety measures in place to control them and then making sure they work in practice.

What is risk assessment?

A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

What is a Method Statement?

A work method statement, sometimes called a "safe system of work", is a document that details the way a work task or process is to be completed. The method statement should outline the hazards involved and include a step by step guide on how to do the job safely. The method statement must also detail which control measures have been introduced to ensure the safety of anyone who is affected by the task or process.

What do 'ALARP' and 'SFAIRP' mean?

You may come across these abbreviations. ALARP stands for 'as low as reasonably practicable' and SFAIRP stands for 'so far as is reasonably practicable'. In essence, these are the same; however, SFAIRP is the term most often used in the Health and Safety at Work etc Act and in Regulations, and; ALARP is the term used by risk practitioners.

What does 'reasonably practicable' mean?

This means that you have to take action to control the health and safety risks in your workplace except where the cost (in terms of time and effort as well as money) of doing so is 'grossly disproportionate' to the reduction in the risk. You can work this out for yourself, or you can simply apply accepted good practice.

Why is risk assessment important?

Managing health and safety risks puts you in control since it leaves your business less open to chance. A risk assessment helps to prevent accidents and ill health to you, your workers and members of the public. Accidents and ill health can ruin lives and harm your business too if output is lost, equipment is damaged, insurance costs increase or you have to go to court. You are legally required to assess the risks in your workplace so that you can put in place a plan to control the risks.

- Identify the hazards.
- Decide who might be harmed and how.
- Evaluate the risks and decide on precautions.
- Record your findings and implement them.
- Review your risk assessment.

What things do I have to include in a risk-assessment record?

In your risk assessment, you need to be able to show that:

A proper check of the hazards was made;

You asked who might be affected;

You dealt with all the obvious significant hazards, taking into account the number of people who could be involved;

The precautions are reasonable, and the remaining risk is low; and you involved your staff or their representatives in the process.

Initial Risk Assessment



Title:	This title is to be issued by the Department Administrator Team which is to be self explanatory of the task/activity ahead
Initial RA Number	Department Ref no. This is also to be issued by the Department Administrator Team for their
Department:	GSMD – Drama/Tec Theatre/Music
Division:	1 st Year Actors/ Strings/ Stage Management etc.
Location:	This is to be the location of the task/activity taking place

Risk Assessor:	Senior member of staff responsible for the task/activity	Signature: _____	Date: _____
Department Manager:	Head of Department responsible for the task/activity	Signature: _____	Date: _____

Description of Task:

Outline in detail the reason for the trip & activities taking place once arrived.

Consequence		Likelihood		Risk
Describe the Hazard and how it might cause harm Reasonably Foreseeable Worst Case Injury	Rating L1,M2,H3	Existing Control Measures and Justification	Rating L1,M2,H3	Consequence X Likelihood L1,L2,M3,M4,H6,H9
Hazard – Health: Are there any diseases, such as dengue, malaria etc?	Please see guidance notes on ratings	Health: Research into country diseases with the Foreign & Commonwealth Office (enter findings) & any vaccinations or boosters required.	Please see guidance notes on ratings	Please see guidance notes on ratings
Hazard – Climate: Is the area to be visited hot & sunny or very cold?		Climate: Depending on climate, control measures will differ (input what advice has been issued).		L1
Hazard – Accommodation: What sort of accommodation will be used during the trip?	L1	Accommodation: Recommended, used before, star rating. Input research & findings as to why you have chosen this hotel/guesthouse.	L1	L1
Hazard – Food/Drink/Hygiene: Is there any problem with drinking water or food hygiene?	L1	Food/Drink/Hygiene: Research & conclusions to be added & what advice has been issued.	L1	H6
	H3		M2	

Initial Risk Assessment



Title:	Overseas Travel
Initial RA Number	Department Ref no.
Department:	
Division:	
Location:	

Risk Assessor:	
Department Manager:	

Signature: _____ Date: _____

Signature: _____ Date: _____

Description of Task:
Outline in detail the reason for the trip & activities taking place once arrived.

Consequence		Likelihood		Risk
Describe the Hazard and how it might cause harm Reasonably Foreseeable Worst Case Injury	Rating L1,M2,H3	Existing Control Measures and Justification	Rating L1,M2,H3	Consequence X Likelihood L1,L2,M3,M4,H6,H9
<p>Hazard – Transportation: How will you travel to & from & within the area to be visited?</p> <p>Hazard – Crime/Security: Is the area to be visited noted for it high crime statistic (to include robbery/muggings/terrorist activities)?</p> <p>Hazard – Location: Is the country developed or under developed? City or rural?</p> <p>Hazard – Activity: What activities will staff & students be participating in?</p>		<p>Transportation: Input all control measures & guidance which has been issued to staff & students. Are the airlines/coaches reportable companies? Maps & safety guidelines?</p> <p>Crime/Security: Input finds & research on countries/area crime records. If travelled to the same location in the past note any previous reports of crime/security. Any insurance cover for loss or stolen property</p> <p>Location: Note control measures/guidance for staff & students for the location/environment.</p> <p>Activity: Note guidance & control measures for all activities – Manual handling, 1st aid, evacuation & other health & safety measures. Does any high risk activity require additional insurance?</p>		

Initial Risk Assessment



Title:	Overseas Travel
Initial RA Number	Department Ref no.
Department:	
Division:	
Location:	

Risk Assessor:	
Department Manager:	

Signature: _____ Date: _____

Signature: _____ Date: _____

Description of Task:

Outline in detail the reason for the trip & activities taking place once arrived.

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Hazard – The individual: Individuals who may be less mature, less experienced travellers, anyone with known health problems (Heart, Respiratory, Diabetic etc.), or mobility limitations. Anyone travelling under the age of 18 years		The individual: Control measure for any individual with medical conditions. Action in an emergency. Person responsible to monitor whilst overseas. Staff/student code of conduct. Under 18 years of age – Staff supervision measures & ratio. Do individuals need/have insurance cover?		

Emergency Contact Information



Name	
Course/Work title	
Address	
Home Tel:	
Mobile:	
Emergency Contact Name:	
Emergency No. Home:	
Emergency No. Mobile:	
School Emergency Contact:	
School Emergency No. Office:	
School Emergency No. Mobile:	
Travel Company Details:	
Accommodation Details:	
Dates of Travel:	
Trip Details:	
Staff supervisor on trip:	
Job Title:	
Mobile No:	

A copy of this form is to be kept with the individual & a copy to be kept on School file.

Travel Authorisation Form

Requested by:	
Contact No:	
Category 1 Overseas: Category 2 UK:	
Reason for visit:	
Name of Persons Travelling: Mobile No: Passport No: Country of origin of passport:	
Inclusive Dates:	
Travelling From:	
Travelling To:	
Departure time – Outgoing Journey:	
Departure time – Return Journey (local time):	
Transport type:	
Budget Code:	
Travel Insurance required:	Yes/No
Tickets confirmation to be sent to:	
Hotel: Do you have a preference: If so, name of hotel:	
Locality:	
Authorisation of HOD:	
Authorisation of the Principal:	

Once completed a copy of this form must be sent to the Finance Department.

Allowance Rates

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SECTION 1 – Allowances reviewed annually

Rates effective from 1st July 2011:

Subsistence Allowances

- Breakfast - £6.45
- Lunch - £8.92
- Evening Meal - £11.02

Residential Training courses (out of pocket expenses)

- Per Night - £5.40
- Per Week - £21.70

Lodging, Travel & Disturbance Allowance

- Weekly Lodging Allowance - £137
- Monthly Lodging Allowance - £590
- Disturbance Allowance - up to £2073 (to cover incidental expenses related to moving home)

First Aid Allowance

- Qualified 'Designated first aider' - £359 p.a.

Rates effective from 1st February 2010:

Motor Vehicle Allowances

Protected Essential Users	451 – 999 cc	1000 – 1199 cc	1200+ cc
Lump Sum Per Annum	£846	£963	£1239
Per Mile (first 8500 miles)	36.9p	40.9p	50.5p
Per Mile (after 8500 miles)	13.7p	14.4p	16.4p

Casual Users	451 – 999 cc	1000 – 1199 cc	1200+ cc
Per Mile (first 8500 miles)	46.9p	52.2p	65.0p
Per Mile (after 8500 miles)	13.7p	14.4p	16.4p

SECTION 2 – Allowances reviewed occasionally

1. [Motorcycle User Allowance](#) (effective as of 1st February 2004) Mileage rate - 24p per mile
2. [Bicycle User Allowance](#) (effective as of 1st September 2002) Mileage rate - 20p per mile (or the public transport rate if cheaper)
3. [Long Service Award](#) (effective as of 13th June 2003)
 - Exclusive of VAT - up to £500
 - Inclusive of VAT (effective as of 4th January 2011) - up to £600

Travel and Subsistence Allowance

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Travel expenses

1. Travelling expenses incurred by employees in the performance of their official duties will be reimbursed, after authorisation, by the City of London Corporation.
2. Travel within the City should normally be on foot or by public transport. All other travel should normally be by available public transport.
3. Travel will normally be reimbursed at public transport rates unless a journey by car has been authorised by the relevant Chief Officer (i.e. where an employee chooses to use their car, in place of using public transport, for their own convenience they will only receive the public transport rate applicable to the journey).
4. When the journey undertaken is within the area covered by a season ticket no payment will be made. Should the journey extend beyond the area covered by the season ticket, the excess fare(s) incurred will be reimbursed.
5. Where Departmental Oyster Cards are available these should be used for the work related journey to ensure that the most economic fare for the journey is obtained.
6. Where Departmental Oyster Cards are not available, personal pay as you go cards should be used whenever possible. Statements are available from the TfL website, itemising full journey history for registered Oyster Cards, such statements should be

obtained in order to support claims for out of pocket travel expenses. Individuals may only claim the cost of travel for journeys undertaken in the pursuit of carrying out their official duties, over and above the usual fare incurred travelling to and from their place of work.

7. Please refer queries about the use of taxis to your departmental HR contact and ensure that proper authorisation is obtained before using taxis.

Subsistence allowances

8. Subsistence allowances will be payable to employees who are **required** by their official duties to take a meal at least 5 miles away from their home, administrative centre or establishment where they normally take their meals, and thereby incur additional expenditure.
9. Payments will only be made for actual expenditure, supported by receipts, up to the maximum level listed in the [Allowance Rates](#) section of the Employee Handbook. The allowance shall not be paid where a suitable meal is provided or has been reimbursed by virtue of the provisions at paragraph 11.
10. In exceptional circumstances and where authorisation has been given to an individual employee by the City of London Corporation prior to expenditure being incurred, additional expenses, beyond the allowances referred to in this section, shall be payable.
11. Employees travelling by rail who necessarily purchase a meal on the train shall be reimbursed the actual cost of the standard meal.

Overnight provision

12. Employees who are required to make overnight stays in the performance of their official duties will be reimbursed approved expenses.

Conference expenses – Business Travel Scheme

13. Separate provisions exist for payment in relation to conference expenses. The [Business Travel Scheme](#) exists to reimburse employees for reasonable expenses incurred when required to undertake business or conference trips. The scheme does not apply to UK trips that do not involve overnight stays or to residential training courses (please contact your departmental HR Officer should you require further details).

Out of Pocket Expenses: Residential training courses

14. A maximum nightly allowance is claimable in respect of necessary out-of-pocket expenses incurred at residential training courses. For courses lasting one week or more, the allowance should not normally exceed the weekly rate detailed in the [Allowance Rates](#) section of the Employee Handbook. This provision is limited to six weeks in respect of any course and subject to review thereafter.
15. Where an employee has to arrive for a week's course of training at the training establishment on the preceding Sunday night, and thus will be in attendance for five nights s/he should receive one further nights allowance in excess of the weekly limit.