

Foreign Travel Risk Assessment Checklist

son travelling: Employee ID:			
e of ou	utward and return: Country visiting:		
pose o	f travel:		
		Yes	No
1.	Have the countries to be visited on this trip been identified?		
2.	Has insurance been provided to cover business travel abroad?		
3.	Does it specifically cover the country(s) being visited?		
4.	Does the policy have adequate personal and property cover?		
5.	Is the employee's passport valid for the trip? (For some countries a passport must be valid for at least six months at the return date.)		
6.	Have any necessary visas or work permits been obtained?		
7.	Are there any particular risks to personal safety from visiting either a country or region within it? If so detail in Section 21		
8.	Are any vaccinations necessary? If so, detail in Section 21		
9.	Are these being arranged at least six weeks before the trip?		
10.	Are any extra health precautions required? If so detail in Section 21		
11	Is any personal medication needed during the trip and is this legal for the country being visited?		
12	If not, has a GP's letter been obtained?		
13	Has the Foreign & Commonwealth Office put any restrictions in place for this country(s)? If so, detail in section 21.		
14	If so, is business travel still allowed?		
15.	Are there any risks to health from drinking the local water or eating certain types of food? If so, detail in Section 21		
16.	If relevant, has the employee been briefed on any local laws and customs?		
17.	Has local transportation been arranged?		
18	If a car is to be hired, is adequate insurance in place?		
19.	Has the employee been given a list of emergency contact numbers, e.g. hospital, embassy, police, insurance 24-hour helpline?		
20.	Does the employee have photocopies of relevant documents?		

Risk assessment by:	_ Date:
Signature of employee travelling:	

21.Add further details here: