

Foreign Travel Risk Assessment Checklist

Person travelling: _____ Employee ID: _____

Date of outward and return: _____ Country visiting: _____

Purpose of travel: _____

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

21.Add further details here:

Risk assessment by: _____ Date: _____

Signature of employee travelling: _____ Date: _____