**Travel Risk Assessment – Travel within Ireland** (v.2, June 2017)

*You can use this form instead of the* [*Work Travel Related Risk Assessment Form*](http://www.ucc.ie/en/occupationalhealthandsafety/risk-safety-field/workmanual/appsclinks/sciindex/scivol3/) *(19.3.21) for visits to academic institutions, conferences, project meetings, work placement visits, etc. in Ireland. However, you must use form 19.3.21 if travel involves fieldwork, recreational activities or travel to remote areas.*

*You must sign the form on the last page. Academic supervisors must sign to show they have approved risk assessments completed by students.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Department:** |  | **Date:** |  |
| **Assessor:** |  | **Position:** |  |
| **Brief description of travel** |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel details** | | | | |
| **Journey duration:** |  | **Will this journey be repeated (Yes/No)?** | |  |
|  |  | **Is yes, how often?** | |  |
|  | | | | |
| **Travelling alone:** |  | | | |
| **Travelling with others:** |  | | | |
| **(Give details):** | **Name:** | | **Staff/student:** | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Transport details** | | | | |
| **Modes of transport:** | **Tick all that apply:** | **Give details:** | | |
| **Train** |  |  | | |
| **Public bus service:** |  |  | | |
| **Taxi:** |  |  | | |
| **Private car:** |  |  | | |
| **Rental car:** |  |  | | |
| **Bicycle:** |  |  | | |
| **Other:** |  |  | | |
| **If travel mainly involves driving:** | | | **Yes** | **No** |
| **Is the car in good condition?** | | |  |  |
| **Is the NCT valid?** | | |  |  |
| **Are tax and insurance in date?** | | |  |  |
| **Do you have any known allergies or medications that may impact on safe driving?** | | |  |  |
| **If travel involves cycling:** | | | **Yes** | **No** |
| **Have you read and understood the Rules for Cyclists in the Road Safety Authority** [**Rules of the Road**](http://www.rotr.ie/Rules_of_the_road.pdf) **?** | | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Yes** | **No** |
| **Have you read and signed the Occupational Health Physician Advisory Note on Health and Travel?** | |  |  |
| **Are any weather conditions expected at the time of your journey that are likely to lead to a medical or other emergency?** | |  |  |
| **If yes, give details:** |  | | |

|  |  |  |
| --- | --- | --- |
| **Accommodation details** | **Yes** | **No** |
| **Is an overnight stay required?** |  |  |
| **Accommodation details (address and contact number):** | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **Hazard identified** | **Tick all that apply** | **Measures taken to reduce risk** |
| Driving (increased exposure to risk of injury due to breakdowns, accidents, etc.) |  | * Private cars must have valid insurance, tax and NCT certificate. * Check vehicle before setting out (see [RSA](http://www.rsa.ie/Documents/Your%20Vehicle/Walkaround%20checks/car%20%20small%20passenger%20vehicle%20driver%20daily%20pre%20checks.pdf) Car and Small Passenger Vehicle Driver Daily Pre-Checks). * Check weather forecasts in advance if adverse conditions are expected. * Keep contact details of a breakdown assistance company to hand. * Plan route in advance. If directions need to be checked while en route, pull off the road in a safe location first. * For long car journeys, plan for breaks at regular intervals.   Follow general advice issued by AA Ireland:  **Breakdowns**   * Move off the road if possible, put hazard lights on and ring for breakdown assistance. * If getting out, take care and use the doors facing away from passing traffic. * Don't stand between the vehicle and oncoming traffic. * On a motorway it is safer to wait outside the car. Put the hazards on and get by the left hand door. Contact motorway services using the nearest roadside telephone and move a safe distance away from the car and motorway (move up on the bank or stand behind the barrier).  Car accidents  * Try to remain calm and take stock of the situation. * Check for injuries. Don’t move any injured persons unless they are in immediate danger. * Call the emergency services (112), providing as much detail about the accident as you can (location number of people and vehicles involved, injuries sustained). * If it is a serious motor accident, don’t move any vehicles. * For minor accidents, pull off to the side to prevent obstruction to traffic. * Exchange details with any other drivers involved including name, address, phone number, insurance company name and number, insurance policy number, driver's license number, vehicle registration number, car make, model and colour. You should also take contact details of any witnesses and the name and number of the on-scene Garda. * Where necessary photograph the scene of the accident and damage to vehicles. * No discussion of liability needs to take place at the scene of the accident and do not feel drawn into any discussion. Only discuss details of the accident with the Gardaí or your own insurance company. |
| Driving in adverse weather |  | Follow general advice issued by the Road Safety Authority:  **Driving in snow or ice:**   * Reconsider if travel is necessary. If possible reschedule meetings/ appointments or organise them to avoid driving during hours of darkness and coldest parts of the day. * Clear windows and mirrors and remove snow from vehicle before setting out. * If roads are snowy or icy slow down, use all controls delicately and leave extra distance from the vehicle in front. Avoid harsh braking and acceleration. Use the highest gear possible to avoid wheel spin. Select a low gear when travelling downhill especially if through bends. * Pay particular attention to black ice (if the road looks polished or glossy). * Watch out for vulnerable road users such as pedestrians, cyclists and motorcyclists and allow extra space.   **Driving in heavy rain and floods:**   * Slow down and allow extra distance from the vehicle in front. * Take special care when driving behind large vehicles that generate a considerable amount of spray which reduces visibility. * Allow extra space between vehicle and vulnerable road users such as cyclists and motorcyclists. * Drive with dipped headlights at all times. * Be aware of aquaplaning especially on roads with speed limits of 100 km/h and 120 km/h. * If the road ahead is flooded choose another route, do not attempt to drive through it. * After going through water, drive slowly with your foot on the brake pedal for a short distance – to helps to dry the brakes.   Roads can be slippery when the weather breaks after a dry spell. Adjust driving accordingly. |
| Cycling |  | * Follow requirements and recommendations of the Rules for Cyclists in the Road Safety Authority [Rules of the Road](http://www.rotr.ie/Rules_of_the_road.pdf) |
| Accommodation (e.g., safety of location, standard of accommodation, lack of familiarity with surroundings in an emergency) |  | * Pre-book accommodation. * Choose recognised accommodation in a ‘safe’ location. * Familiarise yourself with emergency exits and evacuation route. |
| Any other hazards identified (give details) |  |  |

|  |  |  |
| --- | --- | --- |
| **Conclusions about risks** | | |
| **Risks controlled** | |  |
| **Risks not controlled** | |  |
| **Risks controlled for now, but could become higher** | |  |
| **Uncertain about risks-hazard unknown** | |  |
| **Cannot decide about risks** | |  |
|  |  |  |
| **Overall risk level is** | **Low** |  |
|  | **Moderate** |  |
|  | **High** |  |
|  |  |  |
|  |  |  |

Signature of assessor Date

Signature of PI/Research Director Authorisation: Date

I understand the hazards and risks associated with my travel plans and the measures required to control them.

Name Signature Date