



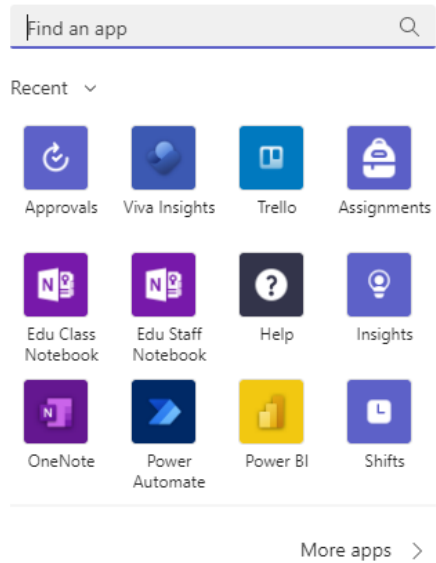
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# Travel Risk Assessment

Approver Guide



# Receiving a Travel Risk Assessment

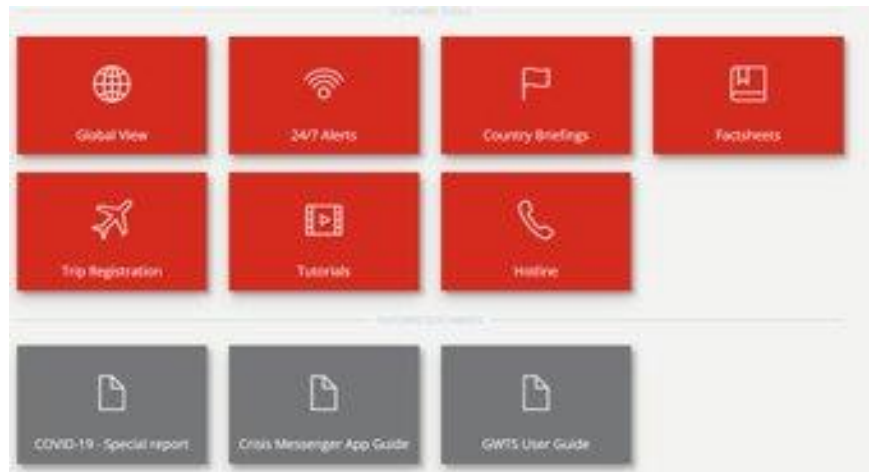


1. TRA requests will be sent to you via Email and the Approvals App in MS Teams. You can use either to review and approve/reject a TRA.

2. The TRA request will contain information about the various risks relating to the country of travel.

3. Log in to [GardaWorld](#) with your University email address to access the information about the country of travel and the risks associated.

# Reviewing a Travel Risk Assessment



4. Once on the [Garda World](#) home page, click on the Country Briefings Tile.



The screenshot shows a detailed travel risk assessment page. It features a search bar at the top with 'Country' and 'Types' (Countries, Cities) filters. Below the search bar is a table listing various countries with their respective risk assessments and scores across different categories.

Place	Assessment	Overall	Security	Infrastructural	Political	Environmental	Medical
Afghanistan	Extreme	4.75	4.50	4.50	4.50	4.00	4.25
Albania	Moderate	2.75	2.75	2.75	2.50	2.75	4.00
Algeria	High	3.75	3.25	3.00	4.00	3.00	3.50
American Samoa	Low	1.50	1.50	1.75	1.25	2.50	3.00
Andorra	Negligible	1.25	1.25	2.00	1.25	2.00	3.25
Angola	Moderate	3.25	3.00	3.75	3.75	3.50	4.50
Antigua and Barbuda	Low	2.00	1.50	2.00	2.00	2.50	2.50
Argentina	Moderate	2.50	2.50	2.00	2.50	2.50	3.75
Armenia	Moderate	3.00	3.00	3.00	3.00	2.75	3.75
Aruba	Low	1.50	1.25	1.50	1.50	2.00	3.50
Australia	Low	2.00	1.75	1.50	1.50	2.25	3.00
Austria	Low	2.00	1.75	2.00	2.00	2.00	2.75
Azerbaijan	Moderate	2.75	3.00	3.00	3.00	2.50	4.25

5. Search for the country of travel and click on the place name. This will open more detailed information.

# Reviewing a Travel Risk Assessment

Country Briefings en

United States

COUNTRY INTELLIGENCE CITIES TRAVEL ALERTS

OVERVIEW 2.00

SECURITY 2.00

ENVIRONMENTAL 2.50

INFRASTRUCTURAL 1.75

POLITICAL 1.25

MEDICAL 3.00

Low

Overall	2.00
Security	2.00
Environmental	2.50
Infrastructural	1.75
Political	1.25
Medical	3.00



6. The country briefing will provide you with the information used by the traveller to complete the TRA form.

# Approving a Travel Risk Assessment



**Approvals**  
Approval request details

Please approve or reject this TRA - Argentina on 21/04/2022

**The requester is**  
Malcolm Rennie

**The travel dates are**  
From: 2022-04-21 to 2022-04-29

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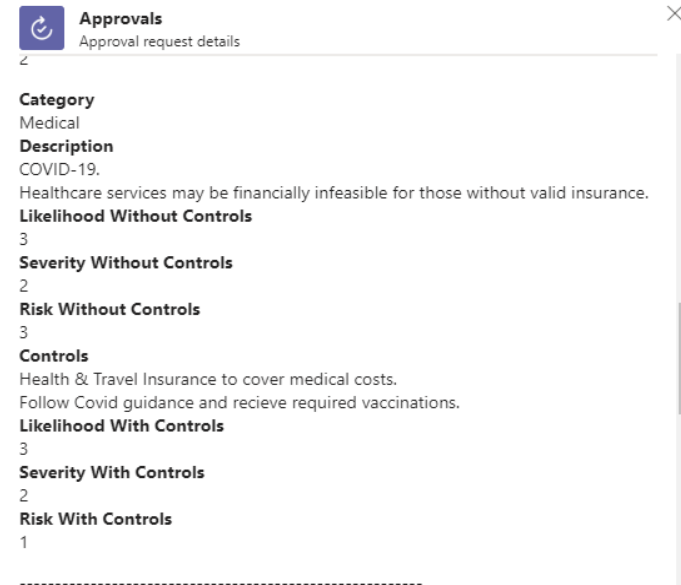
**The following countries have been requested**  
**Argentina**

**Security**  
3

**Environmental**  
3

**Infrastructure**  
2

**Medical**  
4



**Approvals**  
Approval request details

2

**Category**  
Medical

**Description**  
COVID-19.  
Healthcare services may be financially infeasible for those without valid insurance.

**Likelihood Without Controls**  
3

**Severity Without Controls**  
2

**Risk Without Controls**  
3

**Controls**  
Health & Travel Insurance to cover medical costs.  
Follow Covid guidance and receive required vaccinations.

**Likelihood With Controls**  
3

**Severity With Controls**  
2

**Risk With Controls**  
1

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7. Cross check the ratings given to each category in Garda World with what has been recorded in the TRA. Any category which scores a 3 or above needs further detail on the risk involved and the controls in place to mitigate the risk.

# Approving a Travel Risk Assessment

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The following personal risks have been highlighted

**Prohibited Medication**

False

**Existing Condition**

False

**Additional Risks**

False  
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## Approve / Reject

8. You will also need to check if any medical issues have been recorded by the traveller. The traveller is asked to provide details if the answer to any of these questions is yes. If the answer is False, no risk is associated with this aspect.

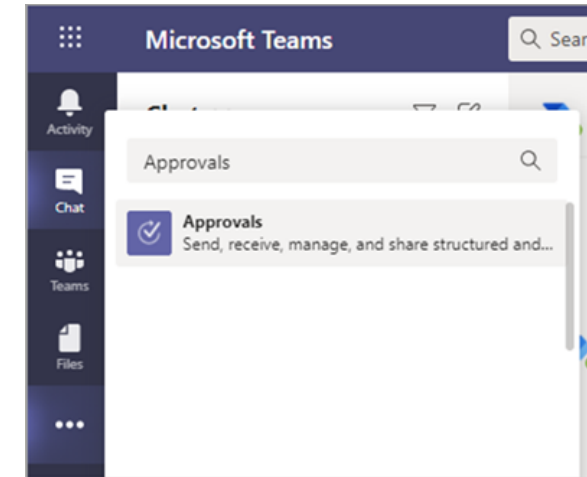
9. If you are satisfied with the information provided in the TRA, you can approve the form.

If you need more information, you can Reject the form and add comments on what additional information is required or why the travel has not been approved which the traveller will be able to view and amend.

# Approving a Travel Risk Assessment



10. Travellers will automatically receive an email once the TRA has been approved or rejected.



Request title	Status	Created	Sent by
Please approve or reject this TRA - Franc	Approved	23/06/2022 14:29:50	MA McLachlan, Alan
Please approve or reject this TRA - Italy	Approved	23/06/2022 14:24:46	HS Hughes, Sean
Please approve or reject this TRA - Franc	Approved	23/06/2022 14:20:53	RB Rennie, Bob

11. You can view all your received TRA approval requests within the MS Teams Approval App and their status will be recorded as Approved/Rejected/Awaiting Approval.

**If you need further  
assistance reviewing a  
TRA form, or you are not  
the correct approver,  
please contact:**

**[health&safetyoffice@napier.ac.uk](mailto:health&safetyoffice@napier.ac.uk)**