



Travel Risk Assessment

User Guide

Completing your Travel Risk Assessment

TRAVEL RISK ASSESSMENT (FULL)

All staff and students planning to travel overseas on University business must complete a Travel Risk Assessment before booking any travel or accommodation. The University has a duty of care to ensure that you have fully considered any risks and have put appropriate precautions in place. Please ensure you complete the assessment well in advance of your planned trip and provide a new TRA if any risks increase ahead of travel.

[My Requests](#)

1. Read through and click on 'My Requests'.

MY REQUESTS

Algeria on 03/08/2022 8/3/2022 - 8/17/2022 Approved	>
Andorra on 27/07/2022 7/27/2022 - 7/31/2022 In Progress Approver: Hood, John	>
Saint Martin on 07/07/2022 7/7/2022 - 7/8/2022 Rejected	>

[Start New TRA](#)

[Back to Home](#)

2. Here is a summary of previously submitted TRA forms and their status. Click on 'Start a New TRA'.

YOUR DETAILS

First Name (Your First Name)
Surname (Your Surname)
Staff/Student no 4000****
Service (School/Department)
Approver (Dept Head/School Dean)

These details are auto-populated from University systems.

If any details are incorrect please contact records@napier.ac.uk before continuing.

Please confirm you have read and understood our [Privacy Impact Assessment \(PIA\)](#)

[Continue](#)

[Back to My Requests](#)

3. Check your details are correct and that your approver is your Dean or Head of Dept. Read the PIA and check the box and click on continue.

TRAVEL DATES

Approx Travel Dates:

From: 16/05/2022

To: 23/05/2022

[Continue](#)

[Back to Personal Details](#)

4. Enter your travel dates. Date of departure until date of return to UK. Click continue and then on Add Country.

COUNTRY DETAILS

Please complete this section for each country you are intending to travel to. Please refer to the [GardaWorld](#) tool and enter the appropriate category rating. Register or log in to [GardaWorld](#) using your Edinburgh Napier University email address.

Country: USA

RISK RATINGS:

Environmental: 1 2 3 4 5

Infrastructure: 1 2 3 4 5

[Continue](#)

5. Select the country you are travelling to and open the [Garda World](#) link.

Completing your Travel Risk Assessment

A screenshot of the email address validation form. It has a title "Enter your email address" and a text input field with the placeholder "Enter your email address". Below the input field are two buttons: "Validate" and "Cancel".

6. Log in to [Garda World](#) (GW) with your University email address.



7. Click on the Country Briefings Tile.

A screenshot of the Country Briefings table. It shows a list of countries with columns for "Place", "Assessment", "Overall", "Security", "Infrastructural", "Political", "Environmental", and "Medical". The table is filtered to show "Countries" and has a search bar for "Search Place".

Place	Assessment	Overall	Security	Infrastructural	Political	Environmental	Medical
Alghanistan	Extreme	4.75	4.50	4.50	4.50	4.00	4.25
Albania	High	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	High	1.25	1.25	2.00	1.25	2.00	3.25
Angola	High	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	High	2.50	2.50	2.00	2.50	2.50	3.75
Armenia	High	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	High	2.75	3.00	3.00	3.00	2.50	4.25

8. Search for your country of travel and click on the place name to open more information.

Completing your 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



9. The country briefing will provide you with the information you need to complete your TRA form. Make sure that you select the corresponding number in the risk rating section of the TRA form.

Completing your Travel Risk Assessment

DESTINATION RISKS

One or more of the [Gardaworld](#) categories for this country has a rating of 3 or more.

You must now complete the following section to minimise the highlighted risks. Refer to the [Gardaworld](#) website for details.

Environmental >

Medical >

[Back to Countries](#)

10. If an element is a 3 or higher you will need to provide further information to continue.

DESTINATION RISKS

One or more of the [Gardaworld](#) categories for this country has a rating of 3 or more.

You must now complete the following section to minimise the highlighted risks. Refer to the [Gardaworld](#) website for details.

The hurricane season generally lasts from June through November, with activity peaking by September.

Medical >

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

[Back to Countries](#)

11. Use the Garda World briefing page to complete the extra information required for each element.

COUNTRIES

Please complete this section for each country you are intending to travel to.

Please refer to the [Gardaworld](#) tool and enter the appropriate category rating.

Register or log in to [Gardaworld](#) using your Edinburgh Napier University email address.

USA
Overall Risk Rating: 2

[Add Country](#)

[Continue](#)

[Back to Travel Dates](#)

12. Once the extra information is complete (if required) the continue button will become available to click on.

PERSONAL AND HEALTH RISKS

Please refer to the [Gardaworld](#) website and specific 'On the Street' guidance for each country you are intending to visit.

Please also refer to the University's [Travel Insurance Policy](#).

Do you need to travel with medication that may be prohibited in an overseas destination?

Yes No

Are there any additional risks related to the culture, customs and laws of the countries you are travelling to?

Yes No

[Continue](#)

[Back to Countries](#)

13. Read through the personal and health risk questions, select Yes/No as applies to you. Then click continue.

PERSONAL AND HEALTH RISKS

Please refer to the [Gardaworld](#) website and specific 'On the Street' guidance for each country you are intending to visit.

Please also refer to the University's [Travel Insurance Policy](#).

Please ensure you tick all of these in order to continue

I am fit to travel and I am not travelling against medical advice

I understand NHS guidance on the required vaccinations/medication and where required I will obtain prior to travel

I have read and understood the University's Travel Insurance Policy applicable to the business element of my trip

[Continue](#)

[Back to Personal Risks](#)

14. Read through the policy questions and check that each is complete. Once all boxes have been checked, click continue.

Completing your Travel Risk Assessment



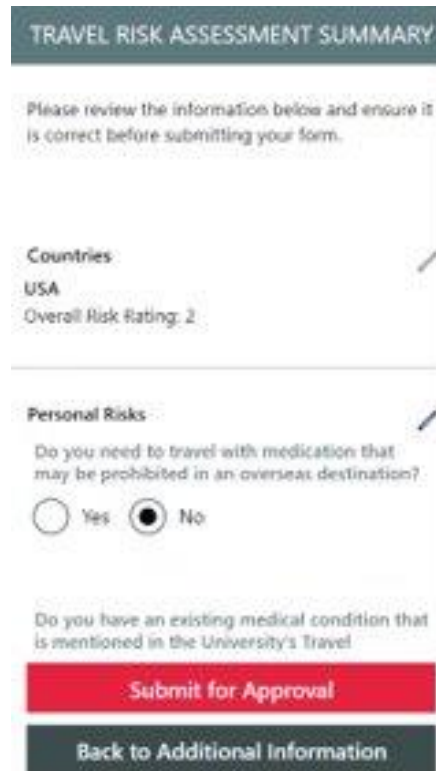
ADDITIONAL INFORMATION

Additional Information

Continue

Back to Checklist

15. Add any additional information you feel is relevant to your Travel Risk Assessment.



TRAVEL RISK ASSESSMENT SUMMARY

Please review the information below and ensure it is correct before submitting your form.

Countries
USA
Overall Risk Rating: 2

Personal Risks
Do you need to travel with medication that may be prohibited in an overseas destination?
 Yes No

Do you have an existing medical condition that is mentioned in the University's Travel

Submit for Approval

Back to Additional Information

16. Read through the summary of your information and if you are happy with it, click Submit for Approval.



MY REQUESTS

Bulgaria on 31/03/2022
3/31/2022 - 4/7/2022
Approved

New
3/30/2022 - 3/31/2022
Saved

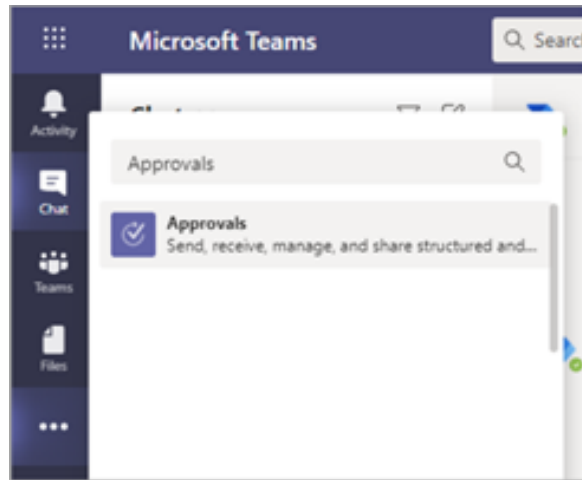
USA on 16/05/2022
5/16/2022 - 5/23/2022
In Progress
Approver: Skinner, Mark

Start New TRA

Back to Home

17. Once submitted, you will be taken back to see all your requests and their status.

Approving your Travel Risk Assessment



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	RS Rennie, Bob

18. You can view your approved/rejected TRAs in the MS Teams Approvals App.



19. You will receive an email approving or rejecting your TRA. If it is rejected, you will have notes on what the issues are for you to correct. Once approved, please ensure you register your trip on Garda World for insurance & safety purposes.

Register your Trip on Garda World

A screenshot of the 'New Trip' registration form. The form is titled 'New Trip' and contains several sections: 'Personal' (Last Name, First Name, DOB, Email, Mobile, VAP), 'Registration Data' (Address, Date of Departure, Flight/Train Number, Return Location), 'Destination' (Address), and 'Emergency' (Address, Email, Flight/Train Number, Return Location). There are 'Send' and 'Cancel' buttons at the bottom.

20. Log in to [Garda World](#) and select the Trip Registration Tile.

21. Select New Trip from the top right, complete the form and Send. Please include your Travel Risk number in the additional info section. You can find this in the approval email.

22. Download the Garda World (Crisis 24) App to receive travel alerts about your trip and quick access in case of emergency.

NOTE: Make sure you submit a new TRA and update your trip in Garda World if anything changes to ensure you are covered by insurance.

**If you need further
assistance completing
this form, or your details
are incorrect please
contact:**

health&safetyoffice@napier.ac.uk