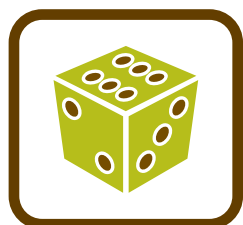




KEY TRAVEL



Risk Management Health Check

Date	Event
Name	Organisation
Position	Contact No
Email	

Please tick the answer that applies

Policy

- Q1** How much do you know about Duty of Care and Health and Safety legislation protecting travelling employees?
☐ A lot (3) ☐ A Little (2) ☐ Nothing (1)
- Q2** Does your organisation have a Travel Safety Policy?
☐ Yes (2) ☐ No (1) ☐ Unsure (0)
- Q3** Do you know where to find it?
☐ Yes (2) ☐ No (1)

Pre Trip

Risk / Vulnerability Assessment

- Q4** Are you aware of the level of risk of your destination and whether it is safe to travel to?
☐ Yes (2) ☐ No (1)
- Q5** Does your organisation have a process to identify and monitor the risks associated with countries around the world ?
☐ Yes (2) ☐ No (1) ☐ Unsure (0)
- Q6** Is a risk / vulnerability assessment undertaken prior to travel for destinations that are high risk?
☐ Yes (2) ☐ No (1) ☐ Unsure (1)

Authorisation

- Q7** Is it necessary to seek management approval to travel to certain countries or cities around the world prior to travel?
☐ Yes (2) ☐ No (1) ☐ Unsure (1)

Training

- Q8** Do you receive any training or information before a trip that makes you aware of your companies policies, security briefings, cultural awareness?
☐ Yes (2) ☐ No (1) ☐ Unsure (1)
- Q9** Do you understand what process to follow should you experience an emergency situation whilst travelling?
☐ Yes (2) ☐ No (1)

Mitigate

- Q10** Where necessary are precautionary services supplied, such as secure transportation, close protection?
☐ Yes (2) ☐ No (1) ☐ Unsure (1)



KEY TRAVEL

Active Trip

Track

Q11

Is your employer able to track where you are travelling to?

☐ Yes (2)

☐ No (1)

☐ Unsure (1)

Monitor

Q12

Is a mechanism in place to monitor active threats and incidents that will affect travellers?

☐ Yes (2)

☐ No (1)

☐ Unsure (1)

Crisis

Alert

Q13

In the event of an incident, is a system in place to determine who is involved and whether they are safe?

☐ Yes (2)

☐ No (1)

☐ Unsure (1)

Q14

Can your organisation easily contact you in the event of an emergency?

☐ Yes (2)

☐ No (1)

☐ Unsure (1)

Q15

In the event of an incident how easily could you alert someone that you are at risk?

☐ Not very easily (1)

☐ Easily (3)

☐ Unsure (1)

Q16

In the event of an emergency do you have a pre-agreed contact method to alert your employer / family?

☐ Yes (2)

☐ No (2)

Track

Q17

In the event of an incident, is a system in place to divert travellers that are travelling en-route?

☐ Yes (2)

☐ No (1)

☐ Unsure (1)

Stop

Q18

In the event of an incident, is a system in place to stop travellers that are due to depart for the effected destination?

☐ Yes (2)

☐ No (1)

☐ Unsure (1)

Respond

Q19

In the event of an incident, is a system in place to invoke crisis management plans?

☐ Yes (2)

☐ No (1)

☐ Unsure (1)

Post Trip

De-Brief

Q20

Does a post trip debrief take place to facilitate feedback and information?

☐ Yes (2)

☐ No (1)

☐ Unsure (1)

Score

☐ 20-27

☐ 28-35

☐ 35+



KEY TRAVEL

Your Risk Management Health Check Profile

Score 20 -27

The organisation is not demonstrating an acceptable Duty of Care to its travelling workforce and is at risk from legislative and corporate governance issues such as Civil Litigation (US) The Health and Safety at work Act(UK), Occupational Safety and Health Act (US) and The Corporate Manslaughter Act (UK). The legislation looks at an organisations management practises and procedures to deem whether all reasonable steps are taken to maintain the health, safety and wellbeing of employees. An immediate review of the organisations procedures should be conducted.

Score 28 - 35

The organisation has considered its Duty of Care obligations and has developed policies. These policies and procedures have not been communicated throughout the organisation effectively and the workforce / travellers do not know how to comply with them. A review and gap analysis should be conducted to understand how policies and procedures can be communicated and re-enforced to travelling employees.

Score 35+

The organisation has developed a comprehensive Travel Risk Management program and demonstrates a clear and high level Duty of Care to the workforce and its travelling employees

For more information on how Key Travel can help you to manage your Duty of Care or any other element of your travel programme please contact us on: Tellmemore@keytravel.com or +44 (0) 207 843 96660
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KEY TRAVEL

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