

Traveller safety and security: Key considerations checklist

Here are the ways employers can mitigate risk and prioritise the safety, security, and wellbeing of their travelling employees.

	Risk assessment. Conduct a thorough assessment of potential risks associated with business travel. These could be: destination safety, transportation modes, accommodation options, health concerns, political stability, and cultural differences.	<input type="checkbox"/>
	Policy development. Develop a comprehensive corporate travel policy. This should outline guidelines, procedures, and expectations for employees when travelling for work. It should address booking procedures, expense management, safety protocols, communication plans, and emergency procedures.	<input type="checkbox"/>
	Pre-travel preparation. Provide employees with adequate resources and information to prepare for their trips effectively. This may include travel advisories, destination briefings, cultural awareness training, health and safety guidelines, and contact details for emergency assistance.	<input type="checkbox"/>
	Travel booking and accommodation. Establish protocols for booking travel arrangements and selecting accommodation options that prioritise safety, comfort, and convenience for employees. Consider factors such as proximity to meeting locations, transportation access, security features, and health and hygiene standards.	<input type="checkbox"/>
	Communication and monitoring. Implement communication channels to stay in touch with employees during their travels and provide support as needed. This may include mobile apps, check-in procedures, travel alerts, and emergency response mechanisms. Regularly monitor travel activities and adjust plans as necessary based on changing circumstances.	<input type="checkbox"/>
	Health and safety measures. Implement measures to promote the health and safety of employees during travel, such as providing access to medical assistance, vaccinations, health screenings, travel insurance coverage, and guidance on hygiene practices.	<input type="checkbox"/>
	Emergency response planning. Develop contingency plans and protocols to respond to emergencies or unexpected events that may occur during travel, such as natural disasters, medical emergencies, security threats, or transportation disruptions. Ensure employees are aware of emergency procedures and know how to access assistance if needed.	<input type="checkbox"/>
	Continuous improvement. Regularly review and update corporate travel policy and procedures based on feedback, lessons learned from past trips, emerging risks, and changes in regulations or best practices. Continuously strive to improve the effectiveness of travel risk management efforts and enhance the overall security and wellbeing of employees during their travels.	<input type="checkbox"/>

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