Business travel checklist - reinforcing Duty of Care

Pre-travel

Assess business trip value

How is the trip adding value to the business?

Is there a clear agenda and measurable outputs?

Review restrictions

Use reputable sources to check local travel restrictions at the destination.

Pre-travel awareness

Ensure awareness of all travel risks.

Apps like Chubb Travel Smart are useful training resources.

Approval process

Have a clear approvals process.

Consider additional senior-level approval for higher risk trips.

Safe travel checklist

Make sure employees are safe to travel.

Do they have PPE if required?

Have they completed travel training?

During travel

Monitor safety

Real-time awareness is crucial.

Apps like Chubb Travel Smart can monitor employee safety.

Managing risk

Give employees clear guidance on what to do if they have an emergency or illness while travelling.

Return home

Post-travel debrief

Take the time to debrief.

How are employees feeling physically and mentally?

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