

APPENDIX 4a - Medium Risk (Standard) Travel Assessment Form - Students

A. Contact details

Full name	CRSid	College	Are your own and emergency contact details up to date on CamSIS?	Email address while away (if different to University email)
██████████	██████████	██████████	YES	██████████

Local Contact (away from Cambridge) e.g. onsite supervisor or host

Full name	Contact number (+ local area code)	Email address	Language spoken
██████████	██████████	██████████	English

B. Travel Itinerary

Please include estimated arrival and departure dates for all countries you intend to visit.

Travel start date	10/12/2019
Travel end date	09/02/2020
Location of working away (<i>town/city and country</i>)	Jakarta, Surabaya and Ubud, Indonesia
Address and contact number of your accommodation	██████████

C. Work Details

Category/type of working away	Data collection for dissertation: participant observation, direct observation, and interview	
Detailed description of proposed activities including sites you will work across (if there are multiple)	Participant observation and interviews with Muslim Chinese preachers and Muslim Chinese community. Observation of the Chinese quarters where the mosques are located.	
Working in isolation (lone working)? Yes	Supervised? Yes	Collaborating with others? No

D. Foreign and Commonwealth Office (FCO) Travel advice rating

Please tick below the FCO rating for the area that you will be **travelling in/through or staying and working in**

No specific rating given <input type="checkbox"/>	See our travel advice before travelling <input checked="" type="checkbox"/>	Advise against all but essential travel OR <input type="checkbox"/> advise against all travel *
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Please write in the date you checked the FCO advice: 05/10/2019

**If you ticked the red box, you must fill in a High Risk (Elevated) Travel Assessment Form instead of this one.*

You can sign up to FCO travel alerts by following this link: <https://www.gov.uk/foreign-travel-advice>
Select your destination and subscribe to the email alerts for the country you propose to visit.

By signing here, I agree that I will subscribe to and monitor Foreign and Commonwealth Office travel alerts for my proposed destination(s).

Signature	Date
██████████	05/10/2019

E. Personal Characteristics, Local Laws, and Customs

Please sign to indicate that you have considered your wellbeing needs and discussed these with your College Tutor and record any information that you feel is relevant. Please also read all information relating to the [local laws and customs](#) of the area you are visiting and consider implications of your personal characteristics within the local culture.

Signature: [Redacted]	Date: 05/10/2019
Relevant summary of the discussion: Requirement to wear culturally appropriate clothing (see FCO advice on "Local Laws and Customs") – particularly at religious sites	

F. Insurance

Please give details of travel insurance that covers your travel/work away outside the UK:

Name of insurer: Royal & Sun Alliance Insurance plc (University Travel Insurance)	Policy number: RTT201051
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G. Contact with Supervisor or Department at Cambridge

Arrange a suitable frequency and method of contact with a Department representative in the UK for the duration of the trip.

Contact Person (primary and alternate)	Contact Frequency	Email address / phone number of contact person	Means of Communication
<i>e.g. Supervisor, HoD Nominee</i> [Redacted]	<i>e.g. once a month</i> 1. On arrival 2. Every 2 weeks 3. On departure	[Redacted]	<i>e.g. email</i> <i>Skype and email</i>

H. Passport Information

I confirm my up to date passport details are held by the department.

If you hold dual citizenship, state passport will you be travelling with.....N/A.....

What is your other nationality?

I. Hazards, Risks and Control Measures

The table has been pre-filled with **examples** of hazards that may be present during your proposed working away. You **must amend, remove,** or **add** hazards as appropriate to your work away. Control measures should be specific to you and the work you are proposing.

Please click on the topics for more information and examples of risk control measures

Hazard and Description For each topic, list foreseeable issues that may cause you harm	How is this likely to affect you? Describe how hazards can cause harm to you and how your work activities or personal characteristics could affect the likelihood of you being exposed to harm	Control Measures Actions/precautions you will take to eliminate/reduce the impact of the hazard or likelihood of harm occurring
<u>Work related hazards</u>		
Lone working – Interviews and observations will be conducted alone at participant’s homes	Potential for assault and injury to interviewer or allegations of inappropriate behaviour towards interviewer	I will familiarise self with local customs and speak to my local friends to minimise risk of misunderstanding and conflict I will prearrange visits via network of local contacts and visit trusted persons only. I will pre-arrange and leave a list of proposed sites of visit with local host in advance. I will keep interviews short (approx. 15 mins) Separate ethical review form attached
Topic of research/interviews could be controversial		
Local culture and behavioural expectations – particularly toward clothing and behaviour for women	Visitors at risk of causing offence, being excluded from sites or suffering assault if behave or dress inappropriately	I will use my previous experience and advice from friends to ensure that I am respectful of local traditions, customs, laws and religions at all times. I will maintain awareness of my actions to ensure that they do not offend. I will wear appropriate clothing with local advice.
<u>Crime</u>		
Street crime - pick-pocketing, particularly in busy tourist areas	Risk of losing documents and funds and being stranded	I will avoid having bags obviously on show and carry only essential items. I will take particular care of my passport and bank cards (I will also take a copy of my passport). I will not display money, jewellery or valuables and aim to keep a low profile. I will use only small denominations of local currency, and keep large amounts of cash and cards in a secure place in another hidden wallet.
<u>Political Violence/Conflict</u>		
Terrorism - The FCO advises that: terrorists are very likely to try to carry out attacks in Indonesia. Types of attacks have included suicide bombing and small arms fire, targeting public and crowded places. Explosions at May 2017 and 2018	Risk of death or serious injury if caught up in conflict or explosions	As the FCO advises I will maintain vigilance at all times. As far as I am aware there are no public festivals or gatherings during my planned time in Indonesia but I will continue to monitor local news and FCO alerts for such events and avoid accordingly. I have a good network of friends in Ubud and Jakarta and some family who I will stay with in Surabaya. I will rely on this network to keep me up to date and will also sign up to Travel Smart and FCO alerts.

<u>Accident - Travel and Personal</u>		
Long haul flights to Indonesia	Risk of death in case of DVT or flight crash	I will use reputable airlines only. I am at slightly higher than normal risk of deep-vein thrombosis due to a health condition. I will wear appropriate DVT “stockings” and walk as much as possible on the flight.
Moped/scooter use in poor traffic	Moderate likelihood of traffic accident and injury	This likelihood will be reduced by the fact that I will not be taking long journeys via moped and will travel a maximum of 10km from my accommodation. There will be no need for me to travel on any busy motorways – I will only use single lane quiet routes. I have experience driving a moped and have done so extensively in Bali and Java. I am aware of and accept responsibility for all common associated risks – accident, theft, damage to bike and resulting costs. I will never consume alcohol before driving. I will take additional personal travel insurance to cover driving a moped. I will dress for safer moped travel (e.g. not wear flip flops) and wear a helmet.
Other road traffic accident while travelling to and from airports and from Jakarta to Surabaya.	Moderate likelihood of traffic accident and serious injury	As FCO advises I will hire a reputable private driver to make longer journeys. I will use TripAdvisor and local contacts to find a reputable company.
<u>Authorities</u>		
Bribery – especially “fines” imposed by policy when travelling by moped, especially if failing to hold international driving licence or failing to wear a helmet	Risk of losing money or being seriously harassed by local Police	I have obtained an international driving licence in advance. In case other reason is found to impose fine I will carry two wallets – one with a small amount of cash to pay bribes if I must. I will ensure local friends and hosts know where I plan to be so they can help if needed. https://www.bali.com/traffic-driving-on-bali-license.html
<u>Environment</u>		
Flooding in rainy season (Dec to Jan) causing traffic congestion or damage to accommodation	Increased risk of road accident and serious injury	I will avoid travel during flooding and have allowed plenty of time to conduct research in case delays occur. I can also conduct interviews over the phone or through email if necessary. Flooding occurred during a previous trip and the accommodation that I stayed in was not affected. I will be using the same accommodation and so likelihood of flooding should be low. I will monitor reports of flooding and if too severe and likely to cause danger to me then I will postpone my travel until the rainy season is over.
Volcanic activity – Mt Agung at 50km from Ubud – congestion on road from evacuation; lack of usual transport services	Very little likelihood of direct effects from volcanic activity while in Ubud – however, could become stuck or caught in evacuation in case of an eruption	I will ensure that I remain far enough away from perimeters of volcanic activity judged as ‘dangerous’. I will continually review advice issued by the FCO and Travel Smart and remain within safe zones. I will postpone my trip to Ubud if needed.
<u>Health (mental and physical)</u>		

Serious illness from Zika virus and other mosquito-borne illnesses (e.g. malaria) as well as from Hepatitis A, Hepatitis B, and Typhoid.	Risk of death or serious illness. Severe risks to the unborn child.	There is no vaccination to prevent Zika, therefore, comprehensive mosquito protection methods will be used including using local insect repellent (which has previously proved more effective than UK bought products) and ensuring mosquito nets are erected around beds. Vaccinations for Hepatitis A, Hepatitis B and Typhoid are up to date from previous trip last year. Malaria tablets will be taken daily when in Java – not necessary for Bali. I will not travel to these areas if I find I am pregnant, or will cut the trip short if I am.
Common foodborne/ waterborne illness	There is high likelihood of common diarrhoeal diseases, particularly within the first week while my body is adjusting.	From my previous trip I am aware of safe places to eat. I can also ask local network of friends about safe places I will not eat meat or dairy within the first week but will slowly introduce into my diet while my body adjusts. I will be drinking bottled or disinfected water.

J. Agreement and Sign-Off

Person working away (Traveller): I am signing to indicate that I have read and will abide by the statements above and will carry out additional risk assessments if and when circumstances change or the risks are not covered by this assessment.

Name: [REDACTED]	Date: 05/10/2019	Signature: [REDACTED]
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Supervisor/PI/Manager/HoD Nominee (listed in Departmental Procedure): I am signing to indicate that this constitutes a suitable and sufficient assessment of the risks of the proposed travel/work away.

Name: [REDACTED]	Signature: [REDACTED]
Role: Principal Supervisor	Date: 15/10/2019

A copy of this form should be kept by the person travelling, and another by the person responsible for student matters including travel authorisations (see your Departmental procedure).