

**APPENDIX 4b - Medium Risk (Standard) Travel Assessment Form - Staff**

**A. Contact details**

Full name	CRSid	Are your own and emergency contact details up to date on ESS?	Email address while away (if different to University email)
Dr Jane Bloggs	Jb12345	Yes	Jb12345@strangemail.com

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

Full name	Contact number (+ local area code)	Email address	Language spoken
Dr Alexander Nother	+ 1 709 123 4567	a.nother@uni.ac.ca	English, French
Prof Notaria Bene	+ 1 709 765 4321	n.oone@uni.ac.ca	English, Hindi

**B. Travel Itinerary**

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

Travel start date	13 May 2020
Travel end date	30 May 2020
Location of working away ( <i>town/city and country</i> )	Bear Point Ecological Reserve, Portugal Point South, Newfoundland, Canada
Address and contact number of your accommodation	The Happy Hotel, Main Street, Portugal Point South, Newfoundland, CA 11111. Tel + 1 709 100 0000

**C. Work Details**

Category/type of working away	Fieldwork in nature reserve. Acquisition of high-resolution point cloud data of fossiliferous bedding planes using a portable laser scanner.	
Detailed description of proposed activities including sites you will work across (if there are multiple)	Travelling by all-terrain vehicle to multiple sites in the Ecological Reserve in Newfoundland with 4 colleagues from the UK. Travelling mostly on paved roads. Manually guiding Class 1 laser apparatus mounted on tripod and run by portable petrol generator to slowly sweep area from which data are gathered. Each section takes several hours to do and involves sitting or kneeling on the ground and handling the laser slowly. Youtube videos recording the process during previous visits are available.	
Working in isolation (lone working)? <i>Yes/No</i>	Supervised? <i>Yes/No</i>	Collaborating with others? <i>Yes/No</i>

**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 checked="" type="checkbox"/>	See our travel advice before travelling <input 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: 1/10/2019

*\*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.

*Example of 17 day field trip medium/high risk work – overall medium risk*

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
[signed]	1/10/2019

**E. Personal Characteristics, Local Laws, and Customs**

Please sign to indicate that you have considered your wellbeing needs and discussed these with your manager (if appropriate) 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:	Date:
[signed]	1/10/2019
Relevant summary of the discussion: I have no personal characteristics that would put me at higher risk in Newfoundland than in Cambridge. Local laws dictate that I must not take animal or dairy products into the country and must declare within 14 days if I have visited a farm before arrival in Canada. I will not be doing either.	

**F. Insurance**

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

Name of insurer:	Policy number:
Chubb (University of Cambridge insurer)	ABCD1234-56789

**G. Contact with 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
Prof Notaria Bene (supervisor)	Once every 3 days	<a href="mailto:Nb000@cam.ac.uk">Nb000@cam.ac.uk</a> Mob: 07000 555555 Office: +44 1223 300 000	Text, WhatsApp Message
Mr Clark Kent (Administrator)	If Prof NB is not available	Office: + 44 1223 300 001 <a href="mailto:office@dept.cam.ac.uk">office@dept.cam.ac.uk</a>	Email/ phone call

**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? .....

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**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

<b>Hazard and Description</b> For each topic, list foreseeable issues that may cause you harm	<b>How is this likely to affect you?</b> 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	<b>Control Measures</b> Actions/precautions you will take to eliminate/reduce the impact of the hazard or likelihood of harm occurring
<b><u>Work related hazards</u></b>		
<b>Carrying</b> heavy rucksacks of equipment on rough terrain, over short distances	Back strain, injury from falling over on rocks	Make multiple trips; share equipment between team; break down equipment as much as possible; use light weight alternatives where possible; adhere to manual handling best-practice; take regular breaks; bring car as close as possible; use padded quality ruck-sacks. Most localities are relatively close to where the vehicle will be parked.
<b>Laser scanning:</b> Kneeling/sitting on ground to guide scanner for several hours. Holding scanner in the same position for long periods.  Using laser scanner for the work (Class 1 laser – low energy)	Strain on hand and wrist, potentially leading to tenosynovitis and other upper limb disorders  Potential for eye damage to self and others if beam hits eye for long periods	All users will be trained in correct operation of scanner. Wear appropriate knee pads and non-restricting trousers to facilitate more easy sitting – take a kneeling pad to sit on. Share scanning tasks between team; take regular breaks; stop if you notice any wrist or other strain. Stretch/do not stay in the same position for long periods.  This laser is “safe to view” under normal use conditions. Do not point laser directly at people’s eyes. Do not turn on laser until it is positioned correctly.
Use of petrol generator with hot surfaces	Electric shock, burns from hot surfaces, spilling petrol or oil creating slippery surface and risk of fire	Protective covers used on-side to fully cover equipment in poor weather. Circuit breakers and only outdoor cables must be used. Generator to be sited away from flammable materials (dry plants etc). Spill kit to be carried and used in case of spillage – all team members trained in correct use. Only small volumes of petrol used and stored in suitable container well away from sources of ignition.
<b><u>Crime</u></b>		
Potential for robbery and terrorist acts in population centres in Canada, particularly places of worship	Loss of passport, money in case of theft Serious injury if in vicinity of terrorist actions	We will not be spending time in large population centres We will keep our passports in a safe place (e.g. hotel safe) and use travel money cards and avoid carrying large amounts of cash. Do not leave valuable visible in hotel room.
<b><u>Political Violence/Conflict</u></b>		
No significant hazard	NA	NA

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<u>Accident - Travel and Personal</u>		
<p>Using airline with poor safety record, or unknown train/coach companies Long-haul flight to Canada</p> <p>Travel to and from the field area in Canada: Cars approach from opposite direction to UK.</p> <p>Using unsafe vehicles / loading vehicle incorrectly</p> <p>Moose on the roads, particularly at dawn and dusk</p> <p>Embarkation/disembarkation from vehicles, especially at roadside.</p> <p>Lack of familiarity with the reserve. Off road driving on Reserve</p>	<p>Increased risk of crash/accident and severe injury Risk of DVT in long-haul flights</p> <p>Increased chance of accident and injury to members of team, pedestrians and other road users</p> <p>Loss of control of vehicle/overtaking/ being stranded causing death or injury</p> <p>Death/very serious injury to people in vehicle if collide with moose</p> <p>Risk of being hit (serious injury etc) by other vehicles</p> <p>May be injured or lost – worsening of injuries or health if unable to get help</p>	<p>Will use scheduled flights, trains, coaches Exercise on long haul flights to avoid deep vein thrombosis People travelling are not at higher risk of DVT/ will wear DVT socks</p> <p>Only experienced drivers will operate the vehicles. Driving not to be undertaken when tired/share driving on longer journeys. Take regular breaks.</p> <p>Vehicle supplied by Reserve or reputable hire company. Vehicle checks will be done at start of day. Vehicle carefully loaded.</p> <p>Watch out for moose – avoid travel at dawn and dusk if possible. Obtain advice about areas where moose presence more likely. Plan trips to avoid driving at dusk/night unless absolutely necessary. Check out suitable disembarkation locations before travel</p> <p>Will obtain detailed location and travel advice from the Reserve management and may be accompanied by local ranger. Lois Lane has undertaken off-road 4x4 training.</p>
<u>Authorities</u>		
No significant hazard	NA	NA
<u>Environment</u>		
<p><b>Terrain:</b> Falling rocks, landslide, cliffs, slopes, Rivers, streams, coastal shore areas</p> <p>Uneven rough terrain, unsuitable for people with poor fitness</p>	<p>Injury from slips, trips and falls on uneven ground Falling in water, getting wet and then cold/hypothermic Unfit people getting left behind/lost/ left alone/ suffering ill health/ affect success of project</p>	<p>Limited risk from rock fall, hard hats are available if needed. All to wear appropriate hiking/walking boots. Most localities are accessed primarily via paths. Take extra care when crossing streams. Be particularly careful when going to the assistance of someone who has fallen in. Ensure team members are fit enough to be on site.</p>
<p><b>Coastal conditions:</b> Working on coastal exposures, generally above sea level where there are rough seas, tides coming in, abnormal waves, rip tides, cliff instability. Also can be hurt by sea life, particularly sharks.</p>	<p>Death from drowning if fall in sea and get carried away by fast currents, exit route cut off by tide, or pulled off by large waves. Injury from shark bite if fall in.</p>	<p>Limited risk of falling directly into the ocean. Check tide-tables and obtain advice; do not work in storms; do not enter the water; leave location details and return time with accommodation; avoid coves/beaches without easy egress; avoid high cliffs and cliff edges; beware of loose material; do not climb difficult slopes.</p>

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<p><b>Working outdoors in:</b>          Temperatures varying from 3 to 12C          Very strong sunshine (UV) in daytime          Heavy rain          Sudden changes in weather or storms causing reduction in visibility or lightning strikes</p>	<p>Potential for injury/death or ill health through:          Hypothermia in early a.m. or late p.m. or if caught in rain          Sunburn within minutes          Getting lost/walking off or getting blown off mountain ridge          Potential for lightning strikes</p>	<p>[Team leader] to check detailed weather forecast before start of outdoor part of trip, and plan for everyone to wear suitable clothing / thermal blanket / Wear hat and sunscreen / Carry waterproofs, extra warm layers, survival bag</p> <p>Know compass direction and terrain to ensure follow route out. Leave mountain ridges immediately in case of unexpected worsening of weather</p>
<p><b>Wildlife and vegetation:</b>          Insects; large animals          Plants with irritant parts</p> <p>Vegetation could be dry in summer</p>	<p>Bites, stings, attack by animals (although only very rare sightings of large predatory mammals).          Lyme disease          Rash on exposed skin          Potential for fire</p>	<p>Maintain vigilance, wear long trousers and long sleeved shirts particularly when in long grass.          Check for ticks and remove immediately.          Find out information from Reserve management about dangerous wildlife (e.g. bears).and how to avoid them          Keep ignition sources away from dry vegetation.</p>
<p>Contact with stagnant water contaminated with rats' urine (Leptospira bacteria); tetanus may be in soil</p>	<p>Contracting Leptospirosis if water ingested or in contact with broken skin</p>	<p>Will not be working near stagnant water. All will be told to cover broken skin and wear gloves when handling slow moving water. All will wash hands with soap and clean water before eating/drinking etc. Clean water and sanitising wipes/gel will be carried away from population centres.          All will be asked to check tetanus vaccinations are in date</p>
<p><b>Work in areas away from population centres</b> – difficulty getting help in case of problems</p>	<p>Delay in rescue or treating illness or injury making the condition worse and chance of death or serious injury higher</p>	<p>All team members will be with a buddy at all times – we will work in teams of 2-4 people and have a system for keeping in touch/checking up and getting help as necessary.          We will use route cards, and carry whistles and mobile phones.          Satellite phone will be carried in areas of poor mobile phone reception. At most we will be 90 mins walk from the nearest town/village, mostly much closer.          All members of group have first aid training and carry first aid kits, and be aware of emergency procedure.</p>
<p><b>Health (mental and physical)</b></p>		
<p>Being physically unfit and unable to cope with the physical demands of fieldwork</p>	<p>Increase potential for injury</p>	<p>Team members will be told about the work plan and warned to ensure they are able to walk and carry items over the required distances.</p>
<p>Having a health condition that puts the team member at extra risk in an emergency</p>	<p>Increased potential for illness and inability to obtain right treatment</p>	<p>Team members will be asked to disclose serious medical conditions to the team so they can get the right first aid treatment if necessary</p>

**J. Agreement and Sign-Off**

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**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: Dr Jane Bloggs	Date: 3/10/2019	Signature: [signature of Dr Bloggs]
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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: Professor Nota Bene	Signature: [signature of Prof Bene]
Role: Supervisor	Date: 7/10/19

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).

Notes from the department:

- General travel arrangements: passport, visa, money, insurance.....
- Communication, especially in emergency: Use mobile phones in areas where reception is available. Have emergency numbers to hand.
- Have a whistle readily to hand. The international distress call is six short blasts repeated at one minute intervals.
- Daily monitoring and feedback; daily briefing and debriefing; rendezvous; cut-off times; route cards
- Moderation with alcohol, etc.; getting enough sleep, fitness preparation, proper diet in run-up period
- Adequate food and drink each day, including breakfast. Emergency water and food
- N.B. Consider the Geologists' Association Fieldwork Code (<http://www.geolsoc.org.uk/~link.aspx?id=0F5D9BDE-4E91-490C-8A66-B8E96B52377E&z=z>).