

APPENDIX 5b - High Risk (Elevated) Travel Assessment Form - Staff

All high risk travel will need to be first reviewed by the HoD nominee – see Department procedures.

1. Contact details

Student Contact Details

Full name	CRSid	Contact number while away	Email address while away
[Staff member's first name and surname given]	[CRSid given]	[mobile number given] [local destination number given]	[personal email given]

Emergency contacts – My emergency contact details on Employee Self Service are up to date **Yes/No**

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

Full name	Contact number (include local area code)	Email address	Language spoken
[name of relative given]	[UK mobile given]	[email given]	English

2. Dependents

Are you travelling with any dependents?	Yes/ No (if 'no', go to question 3)
If 'yes', what is their relationship to you? (Please give their age(s) if under 18)	

3. Travel Itinerary

If you are planning to visit more than one country, you may need to complete separate risk assessments

Travel start date	From [date given as dd/mm/yyyy]
Travel end date	To [date given as dd/mm/yyyy]
Location of working away <i>(town/village, province and country)</i>	[town given], South Sudan
Address and contact for your accommodation	[Full address of accommodation given]
Type of working away	Fieldwork in [name of town given] centre involving interviews and meetings
Description of proposed activities including sites you will work across (if there are multiple)	See attached Consultation Outline and Timeline. All activities and sites will be within the residential suburbs of [name of town], or the University of [town] campus.
Lone working	No
Supervised	No

Detailed breakdown of travel itinerary

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Department of [insert name]	Safety Office Guidance: HSD089M	Rev 1: Oct 2019

Please record each section of your proposed trip on a separate line, giving as much detail as possible. This should include any transit airports. Add rows as necessary.

Depart from	Travel to	Date of travel	Activities at this location
London Heathrow	[Name of city] Airport, via transit in [name of transit city, airport and country]	To be confirmed – from [date shown above]	See attached Consultation Outline and Timeline
[Name of city] Airport via transit in [name of transit city, airport and country]	London Heathrow	To be confirmed – to [date shown above]	

4. FCO advice rating

Please indicate below the FCO rating for the area that you will be **staying in, working in and travelling through** (select more than one if necessary).

No special rating given <input type="checkbox"/>	See our travel advice before travelling <input type="checkbox"/>	Advise against all but essential travel <input type="checkbox"/>	Advise against all travel <input checked="" type="checkbox"/>
Please record the date that you checked the Foreign & Commonwealth Office travel advice website:		[date given]	

You can sign up to Foreign and Commonwealth Office travel alerts by following the link below; select your destination and subscribe to the email alerts for the country you propose to visit.

<https://www.gov.uk/foreign-travel-advice>

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



Signature	Date

If you have selected that the Foreign and Commonwealth Office advises ‘against all but essential travel’ or ‘against all travel’ to the country you are proposing to visit, you must complete the table below. If not, please continue onto section 5.

FCO warnings and suggested control measures	<p>Daily conflict reports across the country; regular serious criminality in [destination town]. Further deterioration remains a possibility.</p> <p>Control measures: comprehensive insurance; valid visa; adhere to British Embassy curfew; monitor FCO travel advice and local media; stay in a safe location, have extensive contingency plans.</p>
Justification for proposed work away	<p>I am the project lead on [name of project] a [name of research funding body] research network project focused on the history of education during conflict in [destination area]. The research network involves two fieldwork consultation periods in [destination area], one fieldwork consultation period in [neighbouring country’s name], and a final workshop in [destination area]. In order to organise and conduct the project successfully I will be involved throughout this fieldwork. Visiting during conflict is the only way we can conduct accurate research into this subject, and provide valued information to [name of body responsible for children’s education].</p>

5. 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	Date
	
Relevant summary of the discussion: College Tutor discussion not required, but I have read and considered the local laws and customs information and my wellbeing needs accordingly.	

6. Insurance

You are required to have travel insurance if leaving the UK (and not visiting your home country). Please agree that you will buy /arrange insurance if applicable and include details of policy e.g. University insurance (for graduate students)	I have discussed the fieldwork with University Insurance Section and will be applying for University insurance on approval of this risk assessment and my travel plans. If comprehensive health and travel insurance including evacuation cover cannot be provided, I will purchase this full cover direct from the underwriters who regularly cover my fieldwork in [destination area].
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7. 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: US Passport

What is your other nationality? British

8. Regular Contact Arrangements/Emergency Contact Points

Arrange a suitable frequency and method of contact with your supervisor or other designated person for the duration of the trip. The requirement is that you contact a minimum of once every two weeks for higher risk rating. Your Supervisor/Department may require more regular contact. It is important that the contact person is able to acknowledge all contact communications.

Name of primary and alternate contact persons	Contact Frequency (e.g. fortnightly)	Contact details	Means of Communication (e.g. email, phone call)
Professor [full name]	Daily	[mobile number given]	Text message / WhatsApp message
Dr [full name]	Daily	[mobile number given]	Text message / WhatsApp message

9. 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
Work related hazards		
Interviewing people in public places	Risk of attack by interviewees and others	Interviews and consultations for the fieldwork will be conducted in private spaces, and I will not conduct research alone.
Crime		
Theft and armed robbery Personal violence	When travelling through [destination town]; In public spaces and meeting places In accommodation	I will travel by private vehicle only, with a trusted driver [name given] who is fully licenced and insured, only during daytime within British Embassy curfew hours, on fully paved and busy roads. I will minimise walking through public spaces, and if walking, will not walk alone. I will keep my valuables, including my laptop, locked in a safe in my secure accommodation and will work using a recording device and notebooks. When passing through public spaces or restaurants, I will wear unobtrusive and culturally appropriate clothing, and use a small and secure bag to indicate that I am not carrying large valuables. I will avoid public gatherings and busy areas e.g. markets. I will be staying in secure accommodation [name of hotel given] located directly opposite the EU Embassies Compounds. The hotel is approved by the UN Mission security in [destination area] and is under armed guard by a private company which maintains an emergency response team at all times. I will stay in a locked secure room within the compound and remain there during curfew. For the worst case scenario, I have taken personal defence classes.
Political Violence/Conflict		
Risks of political violence or armed confrontation between	Particular risks around town centre (government offices)	I will not be conducting any research meetings in the government centre or the militarised periphery of the town. I will not be moving around the periphery of the town at all. I will take local

military factions in [destination area]	or around military barracks on the perimeters of the town. Higher risks during public events or prominent political meetings.	advice on the security and political situation if I have to move through the centre of town. I will minimise travel at all times. Throughout my stay, I will keep close watch on political events and meetings that may create tensions, and will take constant advice from local friends and advisors, including the British Embassy on security risks. I will adjust my curfew according to their advice, including cancelling meetings at times of particular stress. I will avoid public events. Throughout my visit, I will maintain full charge on my mobile phones, store a large amount of mobile phone credit for emergencies, and keep an emergency power pack on me at all times.
<u>Accident - Travel and Personal</u>		
Car accidents Air accidents	Constant risk when travelling through [destination town]. A risk when flying in and out of [destination] Airport.	I will travel with a trusted driver (as above) with full licence and insurance, including a first aid kit. I will keep emergency medical contacts on my person at all times, and give the driver a copy of these contacts. I will travel directly to [destination] via [destination] Airport on a recognised international airline [name given], and will not leave the [destination town] during this research visit.
<u>Authorities</u>		
Local authorities, including security and police services, are chronically underpaid and on heightened alert during times of political stress. Research interviews or consultations may be politicised, and result in a number of effects, including:	(the most likely scenario) requests for funds or bribes to allow the project to continue; (the less likely scenario of) accusations of political bias; (an unlikely scenario) the detention of researchers on	The project is partnered with the University of [destination town]. I and the research team will be carrying our academic IDs and a set of research approvals and authorisation letters from the University of [destination town] and the Ministry of Education at all times. We will circulate copies of these to [destination town]'s Security services in advance of the project. I will also be carrying my second British passport as a further form of identification at all times. These documents clearly state that this is an academic rather than humanitarian project and no funds will be provided. We will not be making any payments, and if asked for money, will provide this documentation and our academic IDs. The project has a clear Information sheet and consent forms to maximise clarity and transparency around the project, and minimise risks of misinformation or misinterpretation. We will be providing this documentation to all partners, interviewees, and local authorities well in advance of the fieldwork, and will go through these documents in person during the fieldwork meetings. The project is clearly outlined as non-political and historical, and its focus on education helps to identify it as politically benign. The project does not involve any political or politically-associated researchers or partners; all partners are either academic or NGO-registered organisations. This is unlikely, and risks will be mitigated by the above steps. In this situation, I or my project partners from the University of [destination town] or the [Another] Institute will follow the Institute's

	the basis of a political accusation.	security protocol, which focuses on de-escalation and transparency. This involves providing verification of the project's legality, academic legitimacy and political neutrality via contact with the University of [destination town] Governing Body members (who are involved in the project); with the Institute's local management and advisors, who have significant authority in [destination town]; and, if the situation is not de-escalated, with the British Embassy.
<u>Environment</u>		
Hot and dry weather	Risk of sunburn and heatstroke if outside for long periods	I will be mostly working in ventilated private rooms, some of which have air conditioning. I am aware of the symptoms of heat stroke and sunburn and will follow NHS guidance on avoiding both. Wearing locally appropriate clothing also protects against these conditions. I am able to take sun protection cream with me.
<u>Health (mental and physical)</u>		
Health risks and disease	From unclean water, poor sanitation and food preparation; And the high rates of disease, including malaria, typhoid, cholera and other serious illness.	I will keep a crate of bottled water in the car and in my hotel room throughout the research in case of lockdown. I will only eat at reputable local restaurants, drink only bottled/ treated water, and will avoid uncooked food. I have up to date vaccinations and will take anti-malarial medications for the duration of my stay. I will take additional advice from a travel nurse in advance of my visit. I will have comprehensive health insurance, including evacuation cover. The Institute maintains a list of reputable local medical clinics for less severe medical issues. For the worst case scenario, I have First Aid training that I keep updated.

Person working away: I am signing to indicate that I have read and will abide by the statements above and will carry out additional risk assessment where necessary.

Name: [full name given]	Date: [dated 2 months before travel]	Signature: [signed]
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Department/Faculty Representative: I am signing to indicate that this constitutes a suitable and sufficient assessment of the risks of the proposed travel/work away.

Name: Professor [full name]	Signature: [signed]
Role: Chair of Faculty	Date: [dated]

10. Management of Specific Risks if you feel you have already answered these questions within the hazard table please indicate this rather than duplicating answers. Please delete the guidance in the right hand column and add your own answers.

Preparedness

Have you travelled to this location(s) before? Detail previous experience/family links	I have travelled and conducted research in this area for 11 years, including for most of [series of dates given]. I lived and worked in [destination town], the capital, for one year in [date given] and have visited constantly since. I have extensive connections with friends and colleagues in the city.
Have you travelled to other similar locations before? Detail previous experience	I have worked in [countries named] since [date given]. My most recent experience is in [location and date given].
Have you previously completed any health, safety, or security training? Please give details	I have First Aid training.

Safety & Security Arrangements

If travelling to an existing project is there a health & safety plan, risk assessment and/or emergency plan in place?	No existing project.
Are you being hosted by a partner organisation/local host?	I am being hosted by [name of local] Institute, which has security, evacuation, and emergency healthcare plans in place.
Will you receive a briefing about the context and recommended safety & security procedure when you arrive?	Yes, from my host Institute.
Are there any festivals, public holidays, or elections happening during your trip? If so, what additional considerations/ provision are you making?	No.
Are there any environmental issues/natural disasters that could arise during your trip? If so, what additional considerations/ provisions are you making?	None known or reported by FCO.

Personal and Cultural Considerations

What information sources do you intend to use to keep up-to-date with safety, security or political developments in country?	I will use Twitter, Facebook, news sites, WhatsApp groups and British Embassy alerts.
Are there any cultural aspects or personal characteristics that you must consider to avoid risk to yourself? (E.g. dress, greetings, behaviour, sex, gender identification, religion, language skills?)	I will dress conservatively. I know conversational [name of local language] and a range of local language greetings.

Is it necessary to have a curfew (latest time of return to your accommodation)?	I will work within the British Embassy curfew, which is currently [times given].
What specific measures will you put in place to reduce the chances of illness and/or injury?	See above on transport, health, etc.
Do you require any specialist equipment for this trip (first aid kit, mosquito net etc.)?	I will carry a first aid kit and all appropriate drugs and anti-malarial protections. Mosquito nets are provided by the hotel.

Communications

How widespread and reliable are internet and mobile phone communications in your location(s) of travel?	The internet and mobile phone connectivity is moderately good across [destination town]. I maintain two SIM cards from different networks at all times to maximise coverage, and will keep the University of Cambridge updated on the best contact to use.
What contingency options do you have for communications if normal options are not available?	The host Institute has two satellite phones with charge and call credit at all times.

Transport

What arrangements are in place for transport when you arrive at the destinations (e.g. airports)?	I will be picked up by my regular driver, [name given], in a secure car.
Which international and national airlines will you be travelling with? ¹ If not flying, give details of how you will arrive in the country.	I will aim to travel with [secure airline name given]. I will not be travelling with a national airline.
What transport will you use for the rest of your trip?	See transport measures above.
Will you be accompanied for all/part of your trip? If so, by whom and when?	See crime, transport, and authorities measures above.
What limits will you place on the times of travel?	I will travel only within the British Embassy curfew of [time given]. Most travel will be within 8am-5pm. Dusk is at [time given], and as [destination] is an equatorial country, this does not change.
Have you checked whether it is safe for you to travel on foot? Is it safe to do this at night or by yourself?	See transport measures above.

Accommodation

Where will you be staying during you trip? (if not included in itinerary above)	I will be staying at [name of] Hotel; see crime measures above.
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¹ http://ec.europa.eu/transport/modes/air/safety/air-ban/doc/list_en.pdf

Has this accommodation been recommended/approved by your host/someone else?	See crime measures above.
What other venues will you be visiting? What safety/security arrangements will you put in place?	I will mainly be visiting [destination town] University campus and private homes during the fieldwork. See crime measures above.

11. Contingency plans

If your plans to deal with specific hazards are not effective what are your contingency (back up) plans? Only add contingency plans for the most severe risks

Risks	Contingency plans
Theft of valuables, including all passports, phone and laptop	Emergency contacts will be stored with the driver, with the project partners at the University of [destination] and [host] and with Hotel; host will assist with police report for insurance purposes; the host holds spare mobile phones so I can reconnect to my contact at University of Cambridge; British Embassy will assist with an emergency travel document.
Car accident or other personal injury	Emergency contacts will be stored with the driver, with the project partners at the University of [destination] and host, and with Hotel. Host will assist with immediate medical help, including evacuation to hospital in neighbouring countries if necessary. The British Embassy may help with medical evacuation.
Political violence or conflict	If violence erupts I will immediately seek and follow British Embassy advice, and get to a secure location, which would in the first instance be Hotel, or in second instance any Embassy or UN compound. I would then follow British Embassy advice, including evacuation protocols.

Additional Contingency Information

List medical facilities that you could use in case of an emergency:	[names of two facilities given]
What are your in-country emergency contact points?	[2 x contact names and details given for Host Institute]
If you need to leave your location of travel where will you relocate/evacuate to?	I will follow protocol set by the British Embassy, which will likely set [neighbouring countries] as relocation/evacuation sites.
Who is the first person at the University of Cambridge you will contact?	Professor [name given]
Who will be your back-up UoC contact?	Dr [name given]

Person working away: I am signing to indicate that I have read and will abide by the statements above and will carry out additional risk assessment where necessary.

Name: [name given]	Date: [dated]	Signature: [signed]
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Department/Faculty Representative: I am signing to indicate that this constitutes a suitable and sufficient risk assessment for the proposed work away.

Name: Professor [name given]	Signature: [signed]
Role: Chair of Faculty	Date: [dated]

Head of Department/Faculty comments and recommendations:

<p>Comments:</p> <p>I have discussed this field trip with Dr [name of traveller given], and reviewed the form. In my view, she has answered the questions about the risk in a thorough manner. [The traveller] has considerable experience of research in [destination area], and a strong network of local contacts. Aspects of the trip have been arranged in conjunction with the [host] Institute, a research and educational NGO with very extensive experience of supporting researchers in the region.</p>	<p>Signature: [signed]</p> <p>Date: [dated]</p>
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Safety Office Comments and Advice

This risk assessment has considered the risks comprehensively and includes enough detail to be “suitable and sufficient”.

However, there are some additional precautions/considerations that need to be considered/put in place:

- Due to past history with USA action in this country, it may be safer to travel entirely on your UK passport.
- If you travel on your US passport, the British Embassy may not be able to assist you in case of problems.
- British Embassy services are reduced to a minimum and may be suspended if the situation worsens. Please identify and alternative source of assistance in these circumstances.
- As well as the sources of local information mentioned, and signing up to FCO alerts, please check the University insurer’s travel advice information via WorldAware (before you go) and sign up to TravelSmart updated.