

Travel Details

Question	Answer
Organisation	University of Cambridge
Country	United States
Location	San Diego, CA, USA
Destination Travel Out Date	2024-11-21
Destination Return Date	2024-11-27
Trip Purpose / Description	Attend and present a paper at the American Academy of Religion Annual Meeting

Essential Questions

Transportation

Question	Answer
What is the main mode of transport to your destination?	Air
How will your transit from your port of entry to where you are staying or working?	Bus 992 to Broadway/Kettner Blvd then Green Line Trolley from Santa Fe depot to Gaslamp Quarter. Or taxi if flight is delayed late into the evening.

Accommodation

Question	Answer
What type of accommodation will you be staying in? Please note that the use of unregulated accommodation such as AirBnB should only be used where no alternative exists. For more information please see: https://www.insurance.admin.cam.ac.uk/files/unregulated_accommodation.pdf	Conference hotel
If known, please give the name, address and phone number of your accommodation.	Hilton Bayfront Hotel, 1 Park Blvd, San Diego, CA 92101. +1 619 564 3333

Communication

Question	Answer
Are the details of your emergency contacts up to date in CHRIS? To check and amend if necessary please visit: Employee Self-Service (ESS) HR Systems (cam.ac.uk)	Yes

Travel Documentation

Question	Answer
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If you hold dual citizenship, what is your other nationality (in addition to that recorded in your Personal Profile)? Which passport will you be travelling on for this trip?

No dual citizenship, British passport

Please confirm that you have checked or considered the following: -that your passport has 6 months' validity after your intended return date; -whether you require a visa for your chosen destination; -whether any previous travel destination might cause an increased risk at your chosen destination. (Example: If you have an Israeli passport stamp it may cause issues if travelling to a Muslim country). Write down any relevant considerations or information in the box below.

I will need to apply for an ESTA in advance of travel.

Activity

Question	Answer
<p>Please confirm that you have considered whether your risk profile on this trip could be increased by: -the discussion of topics considered sensitive or controversial at the destination you are visiting; -visits to high risk organisations / government agencies, buildings or facilities; -working alone. Information on what to consider can be found at: https://www.safeguarding.admin.cam.ac.uk/individuals-travelling-health-and-safety-those-working-away/completing-risk-assessment/work-related Write down any relevant considerations or information in the box below.</p>	<p>I have considered this, and there is no increased risk relating to my activities on this trip. My paper is not on a sensitive subject and I will be in the company of others during the conference sessions.</p>

Health

Question	Answer
<p>Please confirm that you have considered your physical and mental health and wellbeing needs. Aspects to consider include: -any pre-existing medical conditions; - whether you need to take medication with you, and if so, is it permitted at your destination? -whether you need a Fit to Travel medical certificate; -any vaccinations recommended or required for the destination you are visiting. Health information for travellers can be found at https://travelhealthpro.org.uk/ Information on what to consider can be found at: https://www.safeguarding.admin.cam.ac.uk/health-physical-and-mental Write down any relevant considerations or information in the box below.</p>	<p>I will need to bring regular medication with me and will carry it in its original packaging with the pharmacy label showing directions for the dose to be taken.</p>

Personal

Question	Answer
<p>Please confirm that you have considered the implications for your risk profile of your personal characteristics within the local culture. Aspects to consider include: -religious and political differences; - alternative customs; -different laws and severity of punishment; -unfamiliar language; -attitudes towards different ethnicities, genders and sexualities; -safe use of social media. More information about what to consider can be found at: https://www.safeguarding.admin.cam.ac.uk/local-laws-and-customs Write down any relevant considerations or information in the box below.</p>	<p>Nothing to consider here.</p>

Cyber

Question	Answer
<p>Please confirm that you have considered how to keep secure any valuable or sensitive data you are taking with you. More information on how to keep your data secure can be found at: https://help.uis.cam.ac.uk/service/security/cyber-security-awareness/data-security-researchers More information on cyber security risks overseas can be found at: https://www.gov.uk/foreign-travel-advice and https://www.gov.uk/government/collections/overseas-business-risk Write down any relevant considerations or information in the box below.</p>	<p>My Windows laptop is encrypted and I will take the usual precautions eg: passwords, to keep my data safe.</p>

Equipment

Question	Answer
<p>Please confirm that you have considered arrangements for any equipment you are taking with you, other than standard ICT kit such as a laptop and mobile phone. If any of the following apply, please consult: https://www.importexport.admin.cam.ac.uk/imports-overview/goods-baggage and https://www.insurance.admin.cam.ac.uk/insurance-guidance/goods-transit to make additional arrangements: -you will be carrying items of special equipment into and/or out of the UK in your luggage; - you will be carrying items of special or high value (>£5000) equipment which need insurance.</p>	<p>I am not taking any equipment other than my laptop and mobile phone.</p>

Insurance

Question	Answer
Please confirm that you will apply for University travel insurance upon completion of this risk assessment: https://www.insurance.admin.cam.ac.uk/insurance-guidance/travel-insurance . If any of the following apply, please contact insurance@admin.cam.ac.uk to make additional arrangements: -you will be undertaking high risk activities as part of your fieldwork eg: climbing, diving, caving; -you are over 70 years of age; -you will be travelling with dependents; -you have a serious underlying health condition.	I will apply for University travel insurance.

Country Threat

Question	Answer
Activities	Insignificant
Culture, Customs & Religion	Low

Risk Assessment

General Contingency

General Contingency	
Medical Emergency - What actions will be taken in the event of a medical emergency?	If I need medical assistance during the conference sessions, this will be covered by the conference emergency protocols: https://aarweb.org/AARMBR/Events-and-Networking-/Annual-Meeting-/AAR-Annual-Meeting-Safety-Policy.aspx . I will contact the University travel insurers' helpline as soon as I am able.
Department Contact - Please give name and phone number of the person in the Department you will be able to contact (supervisor, line-manager, Departmental Safety Officer) while you are away on your trip.	Departmental Safety Officer, Jen Sargent, +44 1223 123456

General Contingency

Travel Insurance - If travelling outside the UK, please note here the University's Travel Insurance Policy number and contact details, once you have registered the trip. For UK trips enter N/A.

SZ/29265357, Healix +44 1483 365696

Consular Services - If travelling outside the UK, please provide the address and contact details of your home nation's consular services. For UK trips, enter N/A.

British Consulate General, Los Angeles, 2029 Century Park East, Suite 1350, Los Angeles CA 90067 USA. +1 310 789 0031

Emergency Services - If travelling outside the UK, please note here the local emergency service contact details (police, fire and ambulance). For UK trips enter 999.

Call 911

It is essential before travel to revisit this risk assessment and review the contents to see if risk treatment is still acceptable and appropriate. A risk environment is always changing and it is vital that you conduct this process prior to departure. Should you require any advice, guidance or there are concerns over the threat landscape contact a member of your Travel Safety Team to discuss or contact Peregrine Risk Management via your organisations Travel Safety Programme Account Manager.

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Name: _____

Position: _____

Date: _____

Signature: _____