

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

Employee Contact Details

Full name	CRSid	Contact number while away	Email address while away

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 / host

Name	Contact number (include local area code)	Email address	Language spoken

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	
Travel end date	
Location of working away <i>(town/village, province and country)</i>	
Address and contact for your accommodation	
Type of working away	<i>Please describe e.g. archival work, fieldwork</i>
Description of proposed activities including sites you will work across (if there are multiple)	
Lone working	Yes/No
Supervised	Yes/No

Detailed breakdown of travel itinerary

(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)

<i>Depart from</i>	<i>Travel to</i>	<i>Date of travel</i>	<i>Activities at this location</i>

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 type="checkbox"/>
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Please record the date that you checked the Foreign & Commonwealth Office travel advice website	
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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	
Justification for proposed work away	

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:

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

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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.....

What is your other nationality?

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)

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
<u>Work related hazards</u>		
<u>Crime</u>		
<u>Political Violence/Conflict</u>		
<u>Accident - Travel and Personal</u>		
<u>Authorities</u>		
<u>Environment</u>		
<u>Health (mental and physical)</u>		

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:	Date:	Signature:
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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:	Signature:
Role:	Date:

1. 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	
Have you travelled to other similar locations before? Detail previous experience	
Have you previously completed any health, safety, or security training? Please give details	

Safety & Security Arrangements

If travelling to an existing project is there a health & safety plan, risk assessment and/or emergency plan in place?	<i>If so, please describe what they cover and attach copies when submitting this form</i>
Are you being hosted by a partner organisation/local host?	<i>If so, which organisation, and in what ways are you making use of/relying on their safety and security arrangements</i>
Will you receive a briefing about the context and recommended safety & security procedure when you arrive?	
Are there any festivals, public holidays, or elections happening during your trip? If so, what additional considerations/ provision are you making?	

Are there any environmental issues/natural disasters that could arise during your trip? If so, what additional considerations/ provisions are you making?	
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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?	
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?)	
Is it necessary to have a curfew (latest time of return to your accommodation)?	
What specific measures will you put in place to reduce the chances of illness and/or injury?	
Do you require any specialist equipment for this trip (first aid kit, mosquito net etc.)?	

Communications

How widespread and reliable are internet and mobile phone communications in your location(s) of travel?	<i>Consider the coverage of different areas by mobile network providers, coverage blackspots and reliability of service. Also consider the possibility of government shut-down of key communications infrastructure.</i>
What contingency options do you have for communications if normal options are not available?	<i>Consider access to alternative methods of communication (e.g. a second local sim card, access to a radio network, or carrying a satellite phone) or who else might be able to help with communications if needed</i>

Transport

What arrangements are in place for transport when you arrive at the destinations (e.g. airports)?	
Which international and national airlines will you be travelling with? ¹ If not flying, give details of how you will arrive in the country.	
What transport will you use for the rest of your trip?	<i>Please detail method of transport, type of vehicle, use of drivers, convoy arrangement</i>

Will you be accompanied for all/part of your trip? If so, by whom and when?	
What limits will you place on the times of travel?	<i>(e.g. no travel after dark, no travel before 6am)</i>
Have you checked whether it is safe for you to travel on foot? Is it safe to do this at night or by yourself?	

Accommodation

Where will you be staying during you trip? (if not included in itinerary above)	<i>Please list all locations and types of accommodation</i>
Has this accommodation been recommended/approved by your host/someone else?	
What other venues will you be visiting? What safety/security arrangements will you put in place?	

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
<i>Examples</i> <ul style="list-style-type: none"> <i>Loss of passport, travel documents</i> <i>Airport closed at time of return (due to natural disaster or civil unrest)</i> 	<ul style="list-style-type: none"> <i>Contact local embassy/consulate for your nationality</i> <i>Contact insurance to arrange safe return to UK</i>

Additional Contingency Information

List medical facilities that you could use in case of an emergency:	
What are your in-country emergency contact points?	<i>Consider local host/contact, police, relevant Embassy or High Commission, government authorities etc.</i>
If you need to leave your location of travel where will you relocate/evacuate to?	<i>Detail which alternative locations you will travel to, which routes you will use and what methods of transport</i>

Who is the first person at the University of Cambridge you will contact?	<i>Name/number</i>
Who will be your back-up UoC contact?	<i>Name/number</i>

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:	Date:	Signature:
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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:	Signature:
Role:	Date:

Head of Department/Faculty comments and recommendations:

Comments:	Signature:
	Date: