

**STAFF / STUDENT – Conference / Deskwork / Meeting / Seminar / Workshop Trip Type Questions**

- 1 What organisation do you represent?
- 2 What is your travel destination?  
What is the specific location, region, city etc you wish
- 3 to visit?
- 4 What is the anticipated date of departure?
- 5 What is the anticipated return date?
- 6 What is the purpose of the proposed trip?
- 7 Insert a brief description of the proposed trip.

<b>Section</b>	<b>Questions</b>
TRANSPORTATION	What is the main mode of transport to your destination?
TRANSPORTATION	How will your transit from your port of entry to where you are staying or working?
ACCOMMODATION	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: <a href="https://www.insurance.admin.cam.ac.uk/files/unregulated_accommodation.pdf">https://www.insurance.admin.cam.ac.uk/files/unregulated_accommodation.pdf</a>
ACCOMMODATION	If known, please give the name, address and phone number of your accommodation.
COMMUNICATION	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)
COMMUNICATION	Are the details of your emergency contacts up to date in CamSIS? To check and amend if necessary please visit your record at <a href="https://www.camsis.cam.ac.uk/">https://www.camsis.cam.ac.uk/</a> .

TRAVEL DOCUMENTATION	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?
TRAVEL DOCUMENTATION	<p>Please confirm that you have checked or considered the following:</p> <ul style="list-style-type: none"> <li>-that your passport has 6 months' validity after your intended return date;</li> <li>-whether you require a visa for your chosen destination;</li> <li>-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).</li> </ul> <p>Write down any relevant considerations or information in the box below.</p>
ACTIVITY	<p>Please confirm that you have considered whether your risk profile on this trip could be increased by:</p> <ul style="list-style-type: none"> <li>-the discussion of topics considered sensitive or controversial at the destination you are visiting;</li> <li>-visits to high risk organisations / government agencies, buildings or facilities;</li> <li>-working alone.</li> </ul> <p>Information on what to consider can be found at:  <a href="https://www.safeguarding.admin.cam.ac.uk/individuals-travelling-health-and-safety-those-working-away/completing-risk-assessment/work-related">https://www.safeguarding.admin.cam.ac.uk/individuals-travelling-health-and-safety-those-working-away/completing-risk-assessment/work-related</a></p> <p>Write down any relevant considerations or information in the box below.</p>

HEALTH

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.

PERSONAL

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>CYBER</p>	<p>Please confirm that you have considered how to keep secure any valuable or sensitive data you are taking with you.</p> <p>More information on how to keep your data secure can be found at:  <a href="https://help.uis.cam.ac.uk/service/security/cyber-security-awareness/data-security-researchers">https://help.uis.cam.ac.uk/service/security/cyber-security-awareness/data-security-researchers</a></p> <p>More information on cyber security risks overseas can be found at:  <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a> and  <a href="https://www.gov.uk/government/collections/overseas-business-risk">https://www.gov.uk/government/collections/overseas-business-risk</a></p> <p>Write down any relevant considerations or information in the box below.</p>
<p>EQUIPMENT</p>	<p>Please confirm that you have considered arrangement 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:  <a href="https://www.importexport.admin.cam.ac.uk/imports-overview/goods-baggage">https://www.importexport.admin.cam.ac.uk/imports-overview/goods-baggage</a>  and <a href="https://www.insurance.admin.cam.ac.uk/insurance-guidance/goods-transit">https://www.insurance.admin.cam.ac.uk/insurance-guidance/goods-transit</a> 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 (&gt;£5000) equipment which need insurance.</p>

INSURANCE

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](mailto: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 80 years of age;
- you are travelling against medical advice.