

STAFF / STUDENT – Fieldwork 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.

Section	Questions
TRANSPORTATION	What is your main mode of transport to your destination?
TRANSPORTATION	How will you transit from your port of entry or main transport hub to your final destination?
TRANSPORTATION	Provide further details here of complex travel itineraries if relevant, including dates and times of travel, modes of transport, operators, flight/train/vessel numbers, and routes.
TRANSPORTATION	Provide further details here if you will be driving or using a motor vehicle for onward transit, local travel or as a part of the fieldwork itself. This should include vehicle details, driver details, hire company or owner details, and details of relevant insurance.
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: https://www.insurance.admin.cam.ac.uk/files/unregulated_accommodation.pdf

ACCOMMODATION	If known, please give name(s), address(es), phone contact(s) and date(s) of all accommodation you will be staying in.
COMMUNICATION (Student)	Are the details of your emergency contacts up to date in CamSIS? To check and amend if necessary please visit your record at https://www.camsis.cam.ac.uk/ .
COMMUNICATION (Staff)	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)
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"> -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). <p>Write down any relevant considerations or information in the box below.</p>
GOVERNMENT ADVICE	Please consult the FCDO foreign travel advice for your destination country: https://www.gov.uk/foreign-travel-advice . Are there any travel warnings given for the areas you will be travelling through or staying in?

ACTIVITY	Please provide a detailed description of the fieldwork being undertaken, including the sites you will work across. Give as much details as necessary to contextualise health and safety issues, including the type of fieldwork eg: excavation, survey, collecting samples, taking measurements, interviewing people...
ACTIVITY	If travelling to an existing project, is there a health and safety plan, risk assessment and/or emergency plan in place? If so please describe what they cover and attach copies in the Supporting Documents section of this submission.
ACTIVITY	Are you being hosted by a partner organisation / local host? If so, please give details, including in relation to how you will be relying on their safety and security arrangements.
ACTIVITY	Will you be lone working at any point? If so, please describe the circumstances in which lone working will and will not take place, and procedures for monitoring your safety when working alone.
ACTIVITY	Are there specific activities that need further risk assessing. If so, you can either include them in the hazard table which follows this section, or attach a separate risk assessment to the Supporting Documents section of this submission.
PERSONAL	How familiar are you with the kind of work you will be undertaking and the location and country you will be visiting? Please give brief details of previous work experience and previous trips to this or similar locations.
TRAINING	Have you previously completed any health, safety or security training relevant to the kind of work you will be undertaking or the place you are visiting? Eg: wilderness first aid training. If so please give details.

RESEARCH	Have the required permits and/or licences for your research activities been obtained from the relevant authorities? Please give details.
RESEARCH	Do you intend to bring back to the UK any items or samples which constitute controlled goods for the purposes of import export? Guidance is available from: https://www.importexport.admin.cam.ac.uk/controlled-goods-licences-and-sanctions
EQUIPMENT	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>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: https://help.uis.cam.ac.uk/service/security/cyber-security-awareness/data-security-researchers</p> <p>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</p> <p>Write down any relevant considerations or information in the box below.</p>
<p>INSURANCE</p>	<p>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.</p> <p>If any of the following apply, please contact insurance@admin.cam.ac.uk to make additional arrangements:</p> <ul style="list-style-type: none"> -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.