

# Standard Travel Risk Form

## 1. Contact details

### Student Contact Details

Full name	CRSid	Contact number while away	Email address while away

### Emergency Contact

Please note that your emergency contact may be called or emailed if you do not respond to contact.

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

### Local Contact e.g. onsite Supervisor

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

## 2. Travel Itinerary

If you are planning to visit more than one country then you should complete separate risk assessments

<b>Travel start date</b>	20/08/2018
<b>Travel end date</b>	June 2019 (will confirm exact date when known)
<b>Location of working away (town and country)</b>	Paris, France
<b>Address</b>	Studying: École normale supérieure, 45 Rue d'Ulm, 75005 Paris, France  Staying: <div style="background-color: black; width: 100px; height: 40px; margin-top: 5px;"> </div>

<b>Type of working away</b>	Study at another institution – Year Abroad
<b>Detailed description of proposed activities including sites you will work across (if there are multiple)</b>	Will spend a year studying in Paris at ENS. Study plan attached separately.
<b>Lone working</b>	No
<b>Supervised</b>	Yes – tutor at ENS

### **3. Foreign and Commonwealth Office Travel advice rating**

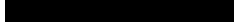
Please indicate below the FCO rating for the area that you will be **staying and working in**

No specific rating given	See our travel advice before travelling
X	
Please select the date that you checked the FCO rating	01/03/2017

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.

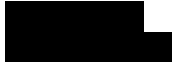
<https://www.gov.uk/foreign-travel-advice>

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

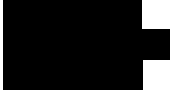
<b>Sign</b>	<b>Date</b>
	01/03/2017

### **4. Personal Vulnerabilities, Local Laws and Customs**

Please sign to indicate that you have considered your wellbeing needs and discussed these with your college tutor if necessary. Please also read all information relating to the [local laws and customs](#) of the area you are visiting and consider implications of your personal factors within the local culture.


<b>Sign</b>	<b>Date</b>
	01/03/2017

### **5. Insurance**

In order to ensure that your work away is fully authorised you <b>MUST</b> purchase travel insurance if leaving the UK (and not visiting your home country). Please agree that you will buy insurance if applicable and include details of policy e.g. University insurance	I will purchase private insurance, policy details below:   I also have a valid EHIC card although not sure whether this will still be usable depending on Brexit outcomes.
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### **6. Check-in Details/Emergency Contact Points**

*Arrange a suitable frequency and method of check-ins with your supervisor or other designated person for the duration of the trip. The requirement is that you contact the University once a month however your Supervisor/Department may require more regular contact.*

<b>Check-in Person (primary and alternate)</b>	<b>Check-in Frequency</b>	<b>Contact details</b>	<b>Means of Communication</b>
College Tutor	On arrival and once a term following. May increase		Via email and once via Skype – will arrange the

	regularity of this in the first term if required.		Skype communication via email.
Year Abroad Coordinator	For academic purposes or if unable to reach college tutor	██████████ ██████████	Email

## 6. Hazard Table

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. Control measures should be specific to you and the work you are proposing.

More detailed descriptions of the hazard and suggested control measures can be found through clicking on the hazard or through visiting the Safeguarding site at <http://staging.safeguarding.admin.cam.ac.uk/>

<b>Hazard</b> specific factors in the environment which may cause you harm	<b>Hazard Description and Personal Vulnerabilities</b> If known: include frequency of such incidents, when the threat may occur, for example, when travelling, visiting a remote region, during religious festival, in a crowded space etc.	<b>Control Measures (actions to reduce risk level)</b> Include action that may be taken to eliminate risk entirely
<a href="#">Work related hazards</a>		
I do not foresee any specific issues arising from work related studies. I will not be conducting sensitive research or study or any practical work. The only potential risk arising from work may be stress linked to unfamiliar environment and conducting all study in French. This is covered in 'health'		
<a href="#">Crime</a>		
Petty crime - pickpockets	FCO advises that: Pickpockets can work in gangs: one to distract you while the other one goes into your bag.  Thieves and pickpockets operate on the Paris underground, RER lines and at mainline stations, for example Gare du Nord.	The number to call for assistance in an emergency is 112 – I have copied this into my phone and will take a card of useful contacts/emergency numbers.  I will take similar precautions to those I would take in the UK. FCO also advises: Keep your belongings close to you in restaurants and bars. Don't be distracted around tourist attractions and cash points.  I will not carry an excessive amount of cash or other valuable items, for example passport, when travelling around the city. I have online banking so can both cancel and freeze my account if necessary. I also have a credit card that I will leave securely at my accommodation so that if my debit card is lost/stolen I will have access to funds while organising a replacement.  I have taken colour copies of my passport. I will leave one with my family and will keep one in my accommodation – in a secure place.
Assault	There have been several victims of serious assault on the RER line B, which serves Paris Charles de Gaulle and Orly airports and Paris Gare du Nord Eurostar terminus.	FCO advice: Alcohol and drugs can lead to you being less alert, less in control and less aware of your environment. If you're going to drink, know your limit and take sensible precautions such as not becoming separated from friends.

	There have also been serious assaults on RER line D, which serves the Stade de France.	I will remain aware of my alcohol intake and will not take drugs. I will rely on local contacts, people who I meet and local forums, Facebook etc. to understand areas to avoid and times to avoid visiting certain places. I will maintain this vigilance throughout my year abroad and avoid taking unnecessary risks even when I am more familiar with my surroundings.
<b>Political Violence/Conflict</b>		
Political rallies/protests	Over the past year riots and protests have taken place in parts of Paris. If caught up in one of these risk of crime could also be increased. Routes in the event of an emergency may also be blocked.	I will monitor local and FCO news and avoid these rallies at all costs. If I do find that I am caught up in a protest I will leave as quickly as possible. I will notify the University if I do encounter any issues and carry out a reassessment of risks if I or my department feel this is necessary. On arrival I will familiarise myself with more than one escape route that can be used in an emergency.
Terrorist threat	FCO advises that terrorists are very likely to try to carry out attacks in France. Due to ongoing threats to France by Islamist terrorist groups, and recent French military intervention against Daesh (formerly referred to as ISIL), the French government has warned the public to be especially vigilant and has reinforced its security measures.	I have taken note of recommended steps in the event of a terrorist related incident: <a href="https://www.gouvernement.fr/en/how-to-react-in-the-event-of-a-terrorist-attack">https://www.gouvernement.fr/en/how-to-react-in-the-event-of-a-terrorist-attack</a> I will monitor local news and the FCO site. I will avoid large gatherings. I think it will be difficult to fully mitigate or eliminate this risk. I will notify the University of any incidents and check in with my emergency contact and alternative contact as soon as I am able.
<b>Accident - Travel and Personal</b>		
Slips/trips/falls Pedestrian accident Public transport accident	Similar risk level to that in Cambridge although acknowledge that I will be in an unfamiliar environment. Unfamiliar environment is likely to have additional consequences should an incident occur e.g. familiarity in accessing emergency services, language barrier – grasp of the French language could worsen under stress.	I will adhere to basic travel and personal safety – obey safety signs, use reputable travel companies, use seat belts etc. I have also familiarised myself with the emergency number 112 and have this programmed into my phone. I have considered phrases that may be useful in an emergency such as explaining where I am staying and working and that I do not have any pre-existing medical conditions or allergies. I accept that under stress these may still fail me but hope that this preparation and the likelihood of being involved in an accident reduces the risk to an acceptable level.
<b>Health (mental)</b>		
Stress/anxiety/effects on wellbeing	This has been added after considering advice from previous year abroad students. Stress caused by	I will consider what helped me to become accustomed to Cambridge when first moving. I recognise that moving to a new place will take getting used to and will likely rely heavily on my network of family

	unfamiliar environment, non-native language. No established network/group of friends.	and friends during this time. Phone calls home a couple of times per week in my first few months in Cambridge really helped me to feel more confident and supported in my environment as I'm sure they will while I am in France. I have discussed this with my college tutor and plan to discuss any wellbeing concerns with them. If I do feel that personal factors are having an effect of my work then I will first discuss this with my College but would consent to discussing this with my department too if I felt appropriate.
		I have joined a Facebook group for other students studying abroad at ENS and have already made some good online connections which has made me feel more relaxed about my trip.
		I plan to join a sports team or engage in another extra-curricular activity.

*The above are only examples to assist you, you must continue to add hazards to the table as necessary*

**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: [REDACTED] [REDACTED]	Date: 01/03/2017	Signature: [REDACTED] [REDACTED]
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**Department/Faculty: I am signing to indicate that this constitutes a suitable and sufficient assessment of the level of risk identified.**

Name: [REDACTED] [REDACTED]	Signature: [REDACTED] [REDACTED]
Role: Year Abroad Coordinator	Date: 05/05/2017