

# 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>	25/06/2018
<b>Travel end date</b>	12/07/2019
<b>Location of working away (<i>town and country</i>)</b>	Frankfurt am Main, Germany
<b>Address</b>	

<b>Type of working away</b>	Year Abroad
<b>Detailed description of proposed activities including sites you will work across (if there are multiple)</b>	HR Professional Education Intern – Managing German business apprentices and students, supporting the processing of trainee and student applications, preparing and creating documents (including contracts), introduction of students and work experience pupils into the company, organisational activities, organisation and implementation of English classes, holiday allocation, general secretarial work. [Details redacted]
<b>Lone working</b>	No
<b>Supervised</b>	Yes – intermittently

### **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	01/02/2018

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>
	01/02/2018

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

Please sign here to indicate that you have read and understood advice about the local laws and customs of the area you are visiting and that you will seek advice on matters relating to your personal wellbeing from your Supervisor and/or College Tutor.

<b>Sign</b>	<b>Date</b>
	01/02/2018

### **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	[policy details redacted]
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## 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
Crime	The FCO says that crime levels are broadly similar to the UK and that there is a need to take sensible precautions to avoid mugging, bag snatching and pick pocketing (particularly in airports, railway stations and crowded public gatherings).  Loss of important documents/laptop etc.	I will not leave valuables unattended and will use bags which are more secure (with zips for example) whenever possible. I will be vigilant to avoid walking alone late at night in the city whenever possible as well as planning ahead (establishing a safe travel route home) and remaining alert to my surroundings (without wearing headphones or using a mobile phone).  Will take measures to keep identification documents and laptop secure in and out of accommodation. I will provide family with a copy of travel itinerary, and make a copy of important travel and identification documents.
Terrorism	Terrorists are “very likely” to carry out attacks in Germany (FCO). They can be indiscriminate and often in public places. The German government has announced that increased security has been put into place for major events. The recent attacks, in 2016 for example, have not been in Frankfurt however but instead Berlin and Ansbach.	To minimise my risk from terrorism I should follow media reporting about the country and region, be vigilant and aware of my surroundings as well as of any significant religious occasions and public holidays. I should also carry a charged mobile phone with me, be discreet on social media about travel plans, tell trusted individuals about my travel plans and minimise time spent in public areas in airports.  I have signed up to receive FCO alerts.
Civil unrest	Protests can occur occasionally in city centres over various political and socio-economic grievances.	Avoid protests and large crowds gathering.
Health	The NHS website has no specific health concerns for Germany. Malaria is not normally present unless the illness was contracted abroad. There have been 176 cases of measles reported between January and April 2018, however, as well as small but widespread outbreak of hepatitis A in Germany as well. I have hydrocephalus.  I am aware of the impact that time away from network of friends and family can have on mental health.	I will ensure that I have all the necessary vaccinations up to date as there are no courses or boosters which are advised. I have already received the MMR vaccine. I have checked that my EHIC card is up to date (and have renewed it this year) as well as having taken out specific medical and travel insurance for the period of time that I am on my Year Abroad.  I will seek advice from my College Tutor and other online services if I feel it is necessary.

Food and drink	General illness/upset stomach from poorly prepared food.	Will take local recommendations and read internet reviews before selecting places to eat. Tap water is safe to drink.
Housing	<p>Accommodation and area safety – a well-secured apartment with proper locks is necessary. The area should be well-lit and preferably close to public transport.</p> <p>Financial constraints – there is a system of a Kaltmiete (the basic rent) and then extra charges on top of this with most flatshares in Germany.</p> <p>Finding a flat – visiting alone can be dangerous and risky.</p>	<p>Accommodation and area safety – I will assess the area for its proximity to public transport (for ease of return at night) as well as lighting. I will also assess fire routes, locking systems and emergency exits within any flats.</p> <p>Financial constraints – I have set a budget of €550 a month for the Warmmiete (the two amounts combined) as I have a monthly wage of €1035 before tax as well as the Erasmus grant. I have saved money from my student finance to pay for the deposit on a flat (normally equivalent to 2 months' rent).</p> <p>Finding a flat – I am travelling to Frankfurt on 7th June until 9th with my parents in order to look at a flat which I am intending to take over from the current intern (who is from Cambridge) when they leave my position. I will visit the flat with my parents and meet the owner of it. If this is unsuitable I shall use <a href="http://www.wg-gesucht.de">www.wg-gesucht.de</a> to locate other suitable flatshares in the area, and tell a trusted individual where I am going if I cannot take anyone with me. This will happen during my stay in the AirB'n'B (which has very good reviews and appears to be reputable) until the 14th July.</p>
Climate	The FCO mentions no environmental risks specifically in its guidance for Germany. Frankfurt itself has a rather temperate climate with average lows of -1 in winter and highs of 26 in summer in terms of its temperature. The city itself is on the Main and can be susceptible to flooding.	The temperatures do not differ all that greatly from those experienced in the UK. I will bring suitable summer and winter clothing as well as wearing sun cream in order to prevent sun burn. I will choose a flat which is not directly on the Main so as to avoid the risk of being affected by flooding.
Local laws and customs	The police are currently carrying out frequent ID checks according to the FCO. It is also illegal to cross German pedestrian crossings when the light is red.	I will carry my passport with me whenever possible or a specific form of ID. I will not cross the road at a pedestrian crossing when the light is not green and permitting me to cross.
Entry requirements	I must have a valid UK passport. I must register with the German authorities as my stay is longer than 3 months.	I will ensure that my passport is in date for the duration of my stay and at least six months afterwards (it is actually in date until 2026). I will book an appointment with the Einwohnermeldeamt to get the necessary registration forms as soon as I have set accommodation in Frankfurt and can then proceed to have a tax number and a bank account.

**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]	Date: 05/09/2018	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]  Role: Year Abroad Coordinator	Signature: [REDACTED]  Date: 25/09/2018
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