

January 2019

Guidance for Travel, Fieldwork and Work Away from Cambridge

HSD089M

This document replaces HSD039M & HSD055M. Please destroy all copies of previous guidance documents



UNIVERSITY OF
CAMBRIDGE

Executive Summary

This guidance supports the University Policy to Safeguard Students Studying and Working Away and has been produced to respond to requests to clarify the responsibilities outlined in the Policy and to offer guidance on the risk assessment element that all staff and students travelling must comply with. (For ease of reference 'work away' is used in this document to cover both study and work.)

To ensure Faculties and Departments continue to manage work away in a manner that best suits their processes, the guidance provides an overview of what must be done to manage risks associated with work away but does not explicitly dictate how this should be done. Provided the assessment of risk within departments meets the minimum requirements set out in this document, Departments may continue to follow local processes for managing applications and recording data.

This guidance document enables you to consider three potential risk aspects: the location, the nature of the research/study and individual circumstances. For the latter, the Faculty/Department should liaise with the student's College as described on page 7.

This document is aimed at Heads of Department or any person to whom a Head of Department has delegated the responsibility of reviewing risk assessment for work away. It is also available to Colleges (via their Senior Tutors) so they are informed of the processes that the University applies, through its Faculties and Departments, to ensure the safety of students and to identify where Colleges might contribute to these processes.

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1. Introduction, aim and scope

When a staff or student member of the University of Cambridge travels and/or works away from the University on University or Department business, the University retains its legal duty of care for their health and safety, and should always seek to prevent its employees or students from being exposed to unnecessary or significant risks. This legal duty of care means that the University has obligations to take steps to protect its students and employees from the risk of foreseeable injury to them. There is an enhanced duty of care where students are concerned.

Consequently, the University needs to be aware of any risks involved in travelling, working, or studying away from the University or in risky environments so it can take appropriate risk assessment and safeguarding actions.

Aim

The aim of this document is to offer further guidance relating to the [University of Cambridge Policy to Safeguard Students Studying and Working Away](#); the University's [Overseas Working Policy](#), and on compliance with legal requirements for safeguarding the health and safety of people travelling or working away on behalf of the University. This guidance further aims to support University, and College, staff by clarifying the responsibilities of those who review applications to work away.

The University uses a risk-based approach to the management of health and safety concerns that may be present when members undertake study or work away from Cambridge. This approach recognises that:

- The prime purpose of any work away is to provide a learning and development experience and enable access to wide ranging opportunities;
- Work away varies considerably and therefore each case must be considered individually;
- Each Department must have its own local procedures for managing the risk assessment component of work away (these must comply with the guidance in this document as well as the University Policy to Safeguard Students Studying and Working Away, and Overseas Working Policy).

If you are involved at the planning or approval stage of student or staff work away, or if you accompany students during their work away, it is your responsibility to follow this guidance. This includes work away organisers, administrators, academic staff, and health and safety staff.

In order for this guidance to be fully effective you might find it beneficial to read the [further guidance](#) issued to those travelling.

The University has the right to refuse any proposal to work away, on grounds of health and safety. Any student or staff member who leaves the University without approval to travel, work, or study is not considered to be on authorised working away.

Scope

This guidance applies to all types of travel and work away in the UK and overseas, e.g., whether on University business, funded by the University or another institution, or a requirement to progress education development or research related to University work.

The detail and complexity of assessment and requirements will depend on the level of risk (i.e. much simpler for short, low hazard activities).

Note that some sections in this guidance may be applicable to student travel only however Heads of Department must have similar procedures in place for staff travel.

2. Definitions

a) What is work away?

This guidance uses the short-hand term 'work away' to refer to an authorised period spent outside of Cambridge where:

- A student undertakes work or study - either undertaken as an integral part of the student's course, or where the student has justified the work as being sufficiently beneficial or considered essential to obtaining their degree;
- A member of staff travels outside Cambridge for any activity in connection with the business of a Department or the University as a whole, to locations other than University premises whether in or out of the UK.

Examples of working away include (but are not be limited to):

Attending conferences	Clinical placements i.e. extra mural study	Organised trips/supervised work
Practical research/ collection of data in the field or at other institutions	Longer term overseas working by staff	Student Summer activity (integral to course)
Collaborative work with external organisations	Student research placements at other institutions	Student Industrial experience
Students writing-up dissertation	Mandatory work placements/ Internships	Student year abroad study/work/volunteer placements

b) What is Risk Assessment?

Risk assessment is the systematic process of reviewing the work, the workplace, (or destination of travel) and the individual proposing the work to:

- Identify potential hazards that could cause significant harm;
- Evaluate the level of risk;
- Determine the measures required to remove or suitably and sufficiently mitigate the risks.

The University requires that risk assessment be undertaken to demonstrate compliance with the law, and vitally to ensure that travel and work away are conducted as safely as possible

3. Responsibilities and Procedure

As part of its legal duty of care, the University must properly assess and manage risks to the health and safety of its students and staff. Fulfilling this responsibility is devolved to Departments and, Faculties (hereafter referred to as Departments) that administer travel and work away. Colleges are not required to sign off any risk assessment, but their input should be sought in developing the risk assessment to ascertain any pastoral matters that might only be known to the student's College as described on the following page.

To enable the University and Departments to manage these risks effectively, those travelling or working away are themselves also required to cooperate fully and responsibly in complying with the requirements of the University's relevant policies and this guidance.

Following this guidance and the [University Health and Safety Risk Assessment Handbook](#), ensures that Departments and those travelling will comply with the requirements of health and safety legislation.

This guidance provides a travel and work away risk assessment format to ensure risks specific to travel and work away are considered.

Where core actions and responsibilities have been identified, those units/persons within the University with responsibility for their implementation have been identified by colour coding as follows:

Guidance colour code	Responsibility level
Yellow	University level – the General Board Education Committee and its sub-committee, the Study Away Risk Assessment Committee (for student travel only), Health and Safety Office, Insurance Office, central policy – University Policy to Safeguard Students Studying and Working Away ; University Overseas Working Policy for staff .
Green	Work away authority and responsibility – Heads of Department and other Heads of managing offices e.g. Year Abroad Office, Clinical School
Blue	Those who are involved in the preparatory work involved in work away, this may include supervisors, managers, Departmental Safety Officers, College DoS and those travelling

This colour coding has been used within the following pages to demonstrate specific responsibility for the various aspects of work away.

Pastoral care for students working away – College role

As mentioned previously, the risk assessment should consider the personal circumstances of a student. A student's College will understand such circumstances as part of their pastoral responsibility and so Departments should collaborate with Colleges when assessing the personal risks for students working away.

For applications routed via the CamSIS approval system, Colleges are automatically provided with the opportunity to comment. For other types of work away e.g. undergraduate Year Abroad, Colleges should be offered the opportunity to comment in line with departmental procedures.

In contributing to the risk assessment, Colleges might suggest conditions, for example:

- College supports subject to student agreeing to regular contact with College Tutor
College to determine regularity and means of contact
- College supports subject to seeing the full risk assessment prior to student departure
- College supports subject to the student completing a SSD with the DRC

Departments may not however ask Colleges to sign off risk assessments.

Students are informed to consider how individual factors might impact travel plans and encouraged to speak with their College on measures to mitigate such concerns (<https://www.safeguarding.admin.cam.ac.uk/individuals-travelling-health-and-safety-those-working-away/individual-factorssupport>).

If the College has concerns about particular plans these should be raised with the Department at the very earliest opportunity. The Study Away Risk Assessment Committee may be contacted for guidance in specific cases where there are serious concerns over student safety. Please email SARAC@admin.cam.ac.uk for more information.

The College Senior Tutor will also be required to comment on high risk applications, for students under their care, that have been escalated to the Study Away Risk Assessment Committee

Governance Responsibilities

Student travel, University level:

- The General Board of Education, through its sub-Committee the Study Away Risk Assessment Committee, is ultimately responsible for determining the level of risk associated with a student(s) working away that is acceptable to the University. For this to be fully effective, all proposals assessed as 'high risk' by Departments (see [rating table](#) for guidance) are passed to the Study Away Risk Assessment Committee. This body will consult with Departments, Colleges and may seek further information and/or consult experts. The role of the Committee is to support Departments by making final decisions on high risk applications to study or work away and to ensure that a consistent approach is taken towards high risk across the University. The decision of the Study Away Risk Assessment Committee is final.

Student Failure to Comply

- Where the University determines that a student has travelled away, normally overseas, without an adequate risk assessment and suitable risk control measures, particularly to a 'high risk' country, it might require them to return to the UK immediately. [See here for further guidance](#);
- Should a student refuse to return to the UK, or move to another place identified as secure, the University would consider this a serious matter, to be reviewed on the return of the student.

All work away (staff and students):

- The Head of Department is responsible for accepting the level of risk for all proposals that are not sent to the Committee, these include low – medium risk student work away and all staff travel;
- In a crisis that is likely to affect more than one person who is away the University may take the decision to put into effect processes for contacting all those known to be in the affected location. These processes will rely on the cooperation of Departments and Colleges and in proper records of work away data being maintained. This may involve the [University Silver Team](#) and Department Silver Teams determining the most appropriate action.

All work away (staff and students), Heads of Department must ensure that:

- There is clarity of roles and responsibilities within the Department, during the planning stage and when students or staff are away including named deputies for Head of Department and relevant staff ([Example Departmental process template](#));
- Work away plans have been approved in advance, following suitable review of risk assessment, and that a record is kept within the Department;
- The degree of planning and organisation is consistent with the degree of risk - requirements for 'low risk' work may be minimised, and greater consideration and

resource directed at 'medium – high risk' activities (see [rating table](#) and [recommended risk templates](#));

- Any work away that is considered to be 'high risk' does not proceed without their knowledge. There should be a process in place for staff to refer high risk proposals to the Head of Department;
- People leading trips away are authorised and competent/capable of leading, possibly in adverse or emergency conditions;
- The consequences of failure to comply with policies is clearly defined and communicated to participants and those approving plans.
- Those granted the authority by the Head of Department to decide on applications are adhering to the policy and seeking advice where the risks are high

Student travel, Heads of Department must ensure that:

- Colleges are offered the opportunity to comment on plans, however note that the College is not responsible for risk assessment of activities authorised by a Department. For applications routed via the CamSIS approval system, Colleges are automatically provided with the opportunity to comment. For other types of work away e.g. undergraduate Year Abroad, there should be Departmental processes in place to ensure Colleges are included.

All work away (staff and students), those involved in planning/supporting work away must:

- Familiarise self with the content of the work away proposed by the student or employee, both at the planning stage and during the period of work away and ensure that activities are relevant to the student's degree or the employee's work;
- Determine the complexity of assessment required and ensure that students/employees are meeting these standards, using either the risk assessment templates recommended for use in this guidance or Departmental templates approved by the Head of Department;
- Comply with and make a conscious effort to ensure that students are complying with procedures set by Head of Department and the work away policy;
- Assess whether any change to plans advised by the person working away, are significant enough to require a new risk assessment to be submitted.

If in doubt ask for advice from Head of Department

All work away (staff and students), participants (those who are travelling):

- To enable the University to manage the risks to participants effectively, the participants themselves are required to co-operate fully and responsibly with the requirements of safeguarding and travel / oversees working;
- A participant who anticipates that they may be in a high-risk situation, or has any

concerns about the risks of travel, should discuss and explore alternative arrangements, or actions that could be taken to reduce that risk with those in authority in his or her Department e.g. supervisor or manager. This must be done before travel and throughout the time away;

- Participants are required to sign up to receive [FCO](#) travel alerts for all overseas travel (e.g. because of change in risk, travel disruptions, environmental changes). They may also receive specific advice via their Department;
- The participant should inform the University of any significant changes to their circumstances, ranging from changes in contact details to change in nature of study/work/health. Students may need to update contact details in their CamSIS record or participants' risk assessment be re-submitted accordingly.

Student travel, participants (students who are travelling):

- Students are advised to raise any (wellbeing) concerns at the very earliest opportunity with their supervisor and College Tutor

3.1 Application procedure

All work away (staff and students), the University provides general guidance on completing travel risk assessments [here](#).

One licence to access the expert [RiskMonitor tool](#) (Drum Cussac) is available to each Head of Department and used to assess overseas risk where more details than are available on the FCO website are necessary.

Student travel, Central Offices will ensure that:

- The University centrally captures dates and locations of the certain types of work away through the CamSIS records system. This includes applications from students under the authority of the Board of Graduate Studies as well as dates and locations of undergraduates on the Year Abroad.

For all work away (staff and students), Heads of Department must ensure that:

- There are risk assessment systems/procedures in place within Department for all travellers;
- There is guidance in place for work based hazards that may be more specific to the subject area e.g. for practical work;
- Participants and those reviewing applications are complying with procedures;
- Applications are being made and approved in time to allow proper consideration and for control measures to be put in place prior to the trip commencing;
- There are processes in place for supervisors, trip organisers etc. to report participants

who are not complying, and for taking appropriate action;

- There is a research ethical review process in place within the Department. If further guidance is required then this should be sought from the relevant [Research Ethics Committee](#);
- There is a process to distribute the guidance made available to them via the Expert Risk Monitor tool (Drum Cussac) and that no more than one licence is being used per Department. Please contact travelriskassessment@admin.cam.ac.uk; if your Department does not have access to this tool and you will be sent the registration email.

See [Appendix 1](#) for a Departmental process template and [here](#) for an example of managing low risk proposals.

For all work away (staff and students), those who are involved in planning/supporting work away must:

- Ensure that participants understand processes applicable to them and are submitting applications to work away where relevant;
- Ensure that participants submit a risk assessment to support their application;
- Review individual risk assessments until satisfied that the participant has considered all planned activities and the suitability of these within their proposed location. Example reviewer sign off [here](#);
- Understand the complexity of assessment required – requirements for ‘low risk’ work should be minimised to allow greater resource to be directed to ‘medium – high risk’ work. See [risk rating](#) requirements;
- Advise participants using own experience as well as directing them towards Department specific guidance and to the [Safeguarding Work Away Website](#) to help them build a more robust risk assessment;
- In the event that a participant has verbally stated they plan to work away but not applied to do so the participant should be advised to apply immediately. If the participant refuses to apply then this should be reported to the Head of Department;

The reviewer should advise the participant of the decision made as per Department processes and properly record the details of the application and risk assessment.

For student travel only, those who are involved in planning/supporting work away must:

- Identify ‘high risk’ plans, comment on these and refer them to Heads of Department who will then make comment and refer the decision to the Study Away Risk Assessment Committee;
- Understand ethical review processes in place within the Department and require that students complete an ethical assessment as a condition of approval if necessary.

For all work away (staff and students), participants:

- Every person who wishes to study or work away from Cambridge must apply, in advance, by completing an application form and a risk assessment. As a minimum the following must be captured:
 - Contact details
 - Emergency contact details
 - Travel dates
 - Location
 - Participant signature to accept ownership for risk;
- See the [rating table](#) and recommended [risk assessments templates](#) for further guidance on what should be captured depending on the level of risk attached to work away plans;
- Complete a full and honest application and risk assessment and submit 2- 3 months in advance of any travel using guidance [found here and](#) any Department specific guidance ;
- Inform the University of any changes to plans following submission of the application and risk assessment;
- Participants must have sufficient insurance (e.g. travel, health) in place.

3.2 Procedures during the work away (continued support)

For student travel only:

- Where required, and against emergencies, Education Services will gather information on the status of students working away and might provide such information to the University's Silver Team.

For all work away (staff and students), Heads of Department must ensure that:

- Drum Cussac Risk Monitor Tool is being used to track overseas risk alerts. If alerts raise any concerns then the participant should be contacted and the situation (including risk assessment) reviewed. If changes are significant and in-country situation appears to have worsened then the staff/student may be required to return or carry out alternative arrangements, the Safety Office can be contacted for further guidance where necessary travelriskassessment@admin.cam.ac.uk;
- There are procedures in place to review risk assessments whose circumstances change.

For student travel only, Heads of Department must ensure that:

- If approval for the trip was granted by the Study Away Risk Assessment Committee and an in-country situation appears to have worsened the [Committee](#) is contacted for guidance

For all work away (staff and students), those who are involved in planning/supporting work away must:

- If participant notifies of any changes to plans ensure risk assessment is appropriately updated.

For student travel only, those who are involved in planning/supporting work away must:

- Maintain contact with student as required by the [rating table](#) and Departmental procedures. This should be agreed in advance with the student. See template for contact frequency [here](#);
- Supervisors must continue to submit termly supervision reports;
- Department should liaise with the College to consider wellbeing issues raised during the student's time away (see [when to refer document](#) for general guidance).

For all work away (staff and students), participants:

- Expected to monitor FCO alerts for the country they are in;
- Notify the University of changes to plans e.g. dates, locations.

For student travel only, participants:

- The student records arrival and checks in regularly as agreed prior to departure.

3.4 Health and wellbeing

See policy and guidance [quick navigation section](#) for guidance from the DRC on supporting disabled students travelling abroad (including physical and mental health).

For student travel only, Heads of Department must ensure that:

- Every effort should be made for everyone to participate, but it may sometimes be necessary, after discussion with the University Occupational Health Service and other relevant parties to defer an individual's trip or to make exclusions.

For student travel only, those involved in planning/supporting work away must:

- Participants should be asked to disclose whether they suffer from any disability, mobility problem, or any medical condition such as asthma, diabetes, epilepsy, heart disease, mental health conditions, vertigo or taking certain medications that could possibly compromise their health and safety or that of others;
- The risk assessment is the key, and should consider the activities undertaken, the work environment, and the nature of the medical condition (e.g. its severity, degree of control and functional impact) and the remoteness of the activity (including access to medical assistance);
- Activities may be more strenuous than participants are used to and organisers should ensure that, as far as reasonably practicable, the participants intending to take part are sufficiently fit and, if necessary, encouraged to improve their fitness levels;
- Individuals should be encouraged to take a personal first aid kit;
- An appropriate level of first aid cover should also be determined in the risk assessment and training be sought where necessary;
- Seek input from the student's College and liaise with the College as necessary to maintain pastoral care. See ['when to refer'](#) for further guidance;

For staff travel only:

[Please refer to the HR Wellbeing pages for staff guidance.](#)

For all work away (staff and students), participants:

- Carry out research on likely health risks associated with the work, see [here](#) for further detail;
- Raise wellbeing concerns at the earliest opportunity;
- Complete honest applications and risk assessments highlighting any areas of the work that may cause personal difficulty.

3.3 Managing emergencies

All emergency action should be taken in accordance with guidance found within these pages: <https://www.registrarysoffice.admin.cam.ac.uk/audit-regulatory-compliance/emergency-planning/emergency-planning-university>

Central action:

- Emergency action to be taken will depend on the nature of the emergency. Emergency contacts are in the [Emergency Protocol](#) section.

Heads of Department must ensure that:

- There is a designated first point of contact for those travelling to call or email in an emergency;
- The risk assessment template used by Department for all high risk activities includes a contingency planning section;
- There is a process to follow in the event that a person working away stops responding to contact, emergency contacts should be agreed prior to departure;
- Where required the Department is able to produce list of those who may be in an affected location.

For all work away (staff and students), those who are involved in planning/supporting work away must:

- Be prepared to assist in contacting students.

For all work away (staff and students), participants:

- Understand who to the first point of contact is in case of emergency.

For more detailed guidance on planning field trips, including courses and research, see [Appendix 5](#)

4. Risk

a) Guidance on which risk assessment form to use

The following risk assessment forms are recommended for use to comply with the requirements set out in the University Policy to Safeguard Students Studying and Working Away, the Overseas Work Policy, and the legal requirements for ensuring the safety of staff and students travelling and working away on University business. These proformas set the minimum requirements for the information that must be included in a travel or work away risk assessment. However, given the wide variety of work away situations,

Departments/Faculties may choose to adapt these to fit local processes and/or to manage risks that are more specific. Three different forms may be selected as below:

- Low risk under 30 days – [basic form](#)
- Low risk over 30 days – [standard form](#) additional requirement is to allow students to expand on the effect that being away for an extended period may have e.g. to mental health or change to risk level over a period of time.
- Medium risk – [standard form](#)
- High risk – [elevated risk assessment](#)

The table on the next page provides a more detailed breakdown of how to determine risk level to select the appropriate form at planning stage and what further requirements are expected for each rating. Examples of completed risk assessments are [here](#).

b) Risk rating table

(Note: Forms for use and other requirements should be determined by the highest scoring indicator)

	Risk rating	Low	Medium	High
	Location (Foreign and Commonwealth Office)	No FCO advice in place anywhere in the country. *Examples (accurate on 27.7.18): Luxembourg, France, USA, Australia, UK	“See our local travel advice” *Examples (accurate on 27.7.18): Typically, stable areas of Turkey, Kenya, Bangladesh, and Uganda	“Advise against all but essential travel or advise against all travel” *Examples (accurate on 27.7.18): Iraq, Mali, Burundi
Indicators	Individual	Student has relevant experience, understanding and skills for the type of work proposed.	Student has personal factors that may require specific adjustments or support during work, or in social interactions at work. The student has personal factors that may require specific adjustments or support if living away from home, or make them susceptible to episodes of illness.	Student has personal factors (e.g. health, disability, pregnancy, linguistic, ethnic, religious, or cultural) that could significantly increase their vulnerability to certain risks. And (or) a lack of experience, understanding and skills to conduct an elevated risk activity or work in an elevated risk location .
	Work/study	Student is planning to conduct non-practical work such as desk work, attendance at a seminar, conference or exhibition held in a controlled environment (business or academic institute).	Student is planning to conduct practical work (field visits, work in a lab, work in a remote area), an activity where permits/licenses are required (mountaineering, diving, archaeological dig), where the individual is accompanied by a professional guide, or any other work/research that requires the student to complete a standard ethics assessment.	Student is planning to conduct lone practical work in an area of elevated risk (field visits, work in a lab, work in a remote area), an activity where permits/licenses are required (mountaineering, diving) and will not be accompanied by a professional guide. The individual may be researching a highly sensitive/controversial topic that could put the student in danger if made public.
	Forms & other requirements	As minimum, recommend use of Basic Risk Assessment. Department/Faculty* to sign off assessment. Minimum contact frequency to be maintained with student: to confirm arrival and every three months following if applicable to duration. Person working away should review risk assessment any time circumstances change.	Use Standard Risk Assessment Department/Faculty* to sign off assessment Minimum contact frequency to be maintained with student: to confirm arrival and every month following if applicable to duration. Person working away should review risk assessment any time circumstances change.	Use Elevated Risk Assessment Head of Department/Faculty to make recommendations and then refer risk assessment to Study Away Risk Assessment Committee for sign off Minimum contact frequency to be maintained with student: on arrival, departure and every 2 weeks Person working away should review risk assessment any time circumstances change.

* Department/Faculty: I am signing to indicate that this constitutes a suitable and sufficient assessment of the level of risk identified.

<p>Name:</p> <p>Role:</p> <p><i>If high risk this should be the Head of Department (or other most appropriate if the trip is Faculty organised e.g. MML Year Abroad Coordinator)</i></p>	<p>Signature:</p> <p>Date:</p>
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c) Understanding how to evaluate risk assessments

How can I find out how to approve an application?

Graduate students only: Instructions on applying via CamSIS self-service for leave to work away and those eligible to do so can be found [here](#). If you are an approver you will receive an email once the application has been routed to you for approval. The risk assessment is a separate process that is carried out within the Department, however students are advised to attach their signed risk assessments to CamSIS applications so that details of these are stored in a central location and other approvers can add comments if necessary. Please note that if students do attach their risk assessment, the Department maintains responsibility for checking and signing this off. This is not the responsibility of the Degree Committee, College, or Student Registry although they may add further comment if relevant.

For all other work away (staff and students): Departments should have procedures in place for approving plans to work away that are not submitted through CamSIS including where these applications should be submitted and stored following approval.

What should be considered when evaluating a risk assessment?

For all work away (staff and students): When a risk assessment is received, the recommended first step is to assess whether the plans fit best within the [low, medium or high risk category](#) to ensure that the requirements within each category are being met. Next, check that the participant has identified the correct significant hazards (a hazard is anything that could cause harm, i.e. injure people, or damage their health). Then check that the risk control measures (precautions) are suitable for dealing with the risks arising from the hazards identified.

The amount of time spent on planning and the degree of detail recorded in the risk assessment needs to be proportionate to the level of risk identified. More extensive planning, preparation and assessment will be required for lone fieldworkers or work in areas where there may be an increased risk to personal safety, for example due to criminal activity or political instability. The student's past experience or the assessor's knowledge of the student will have a major bearing on the perceived level of risk and the risk assessment must reflect this.

Participants must be asked for further information if the assessment is not comprehensive enough, i.e. does not identify the entire significant hazards specific to the work/travel, or appropriate measures to control the risks from them. For example, the assessment could be too vague or ask for impractical control measures. Participants must not complete the risk assessment as though it is a tick box exercise and should not be filling the hazard table with any and all hazards they can think of, whether relevant to their situation or not.

There is extensive travel risk guidance for those travelling [here](#).

Selecting Control Measures

For all work away (staff and students): For each hazard identified, the participant should have included measures to eliminate any risk, or do whatever is "reasonably practicable" to minimise or mitigate or control the risks. This means balancing the money, time and effort

you need to spend to manage the risks effectively, against the actual level of risk. The higher the risk, more care and action required to manage it.

There may be a decision before the participant departs that, once away, the risk assessment should be reviewed, updated, and amended based on additional local information and direct observation. This will be particularly important if there are significant differences between what was expected and what is actually found on arrival or when the placement is considered 'high risk' and has been approved with conditions. Updated risk assessments should be submitted depending on what has been agreed prior to departure and in accordance with the minimum recommendations found within the [risk-rating table](#).

Should staff continue to feel inexperienced in reviewing risk assessments they should discuss this with their Head of Department who can seek further advice from the Safety Office.

How can I approve a risk assessment?

For all work away (staff and students): Although the term 'approve' has been used within the above question, risk assessments should not technically be 'approved' or referred to as 'approved'. The travel risk assessment is a document written to support an application to work away. It is the work away plans that may be approved, not the risk assessment. The Safety Office recommends using the following sign off once reviewers are satisfied with the risk assessment.

Department/Faculty: I am signing to indicate that this constitutes a suitable and sufficient assessment of the level of risk identified.

Name: Role:	Signature: Date:
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Signing off a risk assessment is based on informed consent and also places responsibility on the participant to be honest in their application. If the participant decides to undertake activities that are not included within the plan or risk assessment as part of their work then they must understand that these are not part of their authorised work away.

Once the risk assessment has been signed off approvers should follow Departmental procedures to ensure that a record of the assessment is kept.

5. Research ethics guidance

For student travel only: In addition to completing a risk assessment, research students conducting work overseas that involves human participants or personal data should also seek ethical approval for their project from a University research ethics committee and/or the host institution overseas.

Please read carefully the guidance on the following pages to ensure that your Department has procedures in place to meet these requirements: [Ethical Review of Overseas Research](#).

Department procedures should clarify at what point an ethical review takes place however, it is typically expected that students would seek ethical approval first and then submit the approval letter with their work away application. Departments should reinforce the importance of students discussing plans in advance with their supervisor in order that all necessary paperwork is completed on time.

Further useful links relating to good research practice, research ethics and integrity may be found below:

<https://www.research-integrity.admin.cam.ac.uk/research-integrity/research-integrity-and-good-research-practice-checklist>

<https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/code>

Templates found on these pages can be adapted to be applicable to overseas research and take into account local laws and customs:

<https://www.research-integrity.admin.cam.ac.uk/research-ethics/research-ethics-committees>

<https://www.research-integrity.admin.cam.ac.uk/research-ethics>

6. Work under two weeks

For all work away (staff and students): Risk assessments

Risk assessments should be undertaken based on the level of risk identified which is not always dependant on duration ([see rating table](#)). Departments should have processes in place to risk assess and record details of all trips.

Only applicable to graduate students:

For trips under two weeks, there is no formal requirement for students to submit leave to work away applications through CamSIS. See [here](#) for further information.

The exception to this is when Departments have identified plans as high risk (see rating table). In these cases, students should submit an application through their CamSIS self-service. An example of this would be a one week trip to an [area advised against by the FCO](#). When processing these applications Departments should include a comment in the approval step explaining why the application has been entered into CamSIS, this will ensure that it is not rejected by the Student Registry.

7. Placement Specific:

A period of work experience, paid or unpaid

- Which is undertaken as an integral part of the student's course.
- Where the student is enrolled at the institution during this period.
- Where there is the transfer of direct supervision of the student to a third party.

Where a host institution controls the work, they will usually have their own standards and policies to which members of the University should comply. These must be available to the participant and reviewed in advance of any visit. This does not override the requirement to complete a risk assessment but should be provided as evidence to support the mitigation measures to be implemented.

8. High risk

a) What constitutes high risk?

High-risk work away can be defined as an activity where it is probable that the student will be exposed to serious harm or fatality or where the student is proposing to visit a location that the FCO advises against. High-risk work away can be discerned at the planning stage using the [risk rating table](#).

All high-risk applications to work or study away must be referred to the Study Away Risk Assessment Committee.

b) Drum Cussac

Heads of Department has the opportunity to access to the Drum Cussac Risk Monitor tool, which allows the user to search for and run reports on country specific risk. In addition to this, it is possible to sign up to risk alerts of various levels: negligible, low, moderate, high, extreme in order to be able to monitor more closely in country changes.

c) Safety Office

The Safety Office may support Departments by offering guidance on risk assessments. To do this they may also enlist the services of travel risk experts Safer Edge. They will act in an advisory capacity only and will not approve plans for students to work away.

Should you wish to contact the Safety Office for guidance please do so via their email:

travelriskassessment@admin.cam.ac.uk

d) Study Away Risk Assessment Committee – for student travel only

(navigate directly to [section 10](#) to continue reading guidance for staff and student travel)

The Study Away Risk Assessment Committee is a sub-committee of [The General Board and its Education Committee](#). Their role is to support Departments by making final decisions on high risk applications to study or work away and to ensure that a consistent approach is taken towards high risk across the University. This process has been put into effect to ensure that the responsibility for high-risk decisions is not left to one person.

Membership of the Committee

The Committee comprises:

- A Chair, who is also a member of GBEC;
- A representative from the Legal Services Office;
- A representative from the Health, Safety & Regulated Facilities Division;
- A representative from the Office of External Affairs and Communications;
- A representative from Education Services.

The Committee aims to ensure that Departments feel supported by this process rather than restricted, therefore, this core group of decision makers will call on other relevant persons to help inform decisions on a case by case basis; this might include the head of the relevant school or Department/faculty, or the student's Senior Tutor , or external expert opinion.

Input may be requested in the form of:

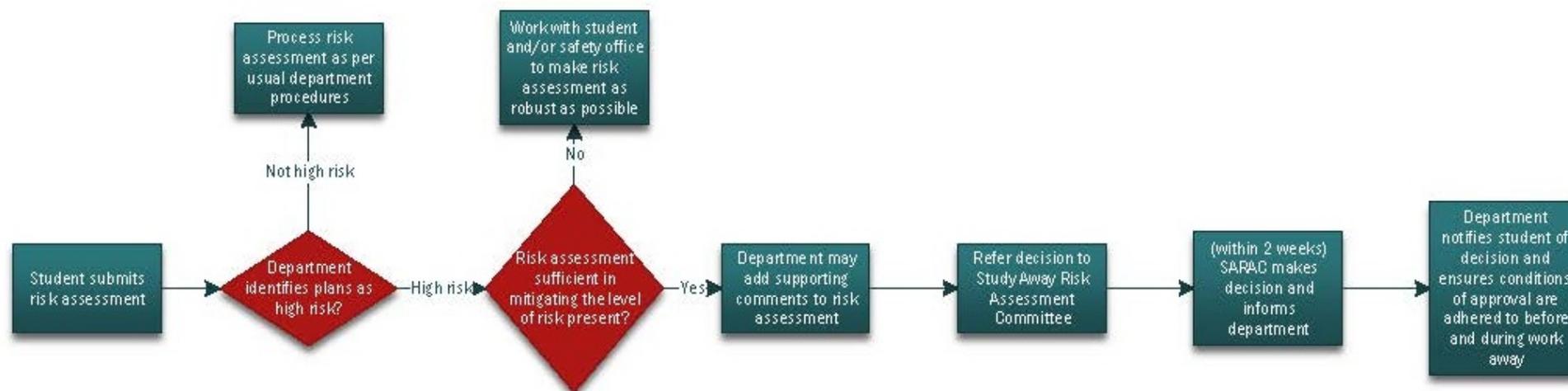
- A supporting statement from a student's supervisor, Year Abroad Coordinator, Senior Tutor and/or Head of Department including justification for the work;
- Input into case discussions e.g. discussing the academic merit of the work and/or;
- Evidence of training.

The Committee also has the authority to require that a student return from overseas if they are not complying with the University Policy to Safeguard Students Studying and Working Away.

In what circumstances should a Department make a referral to the Committee and what is the procedure for referring?

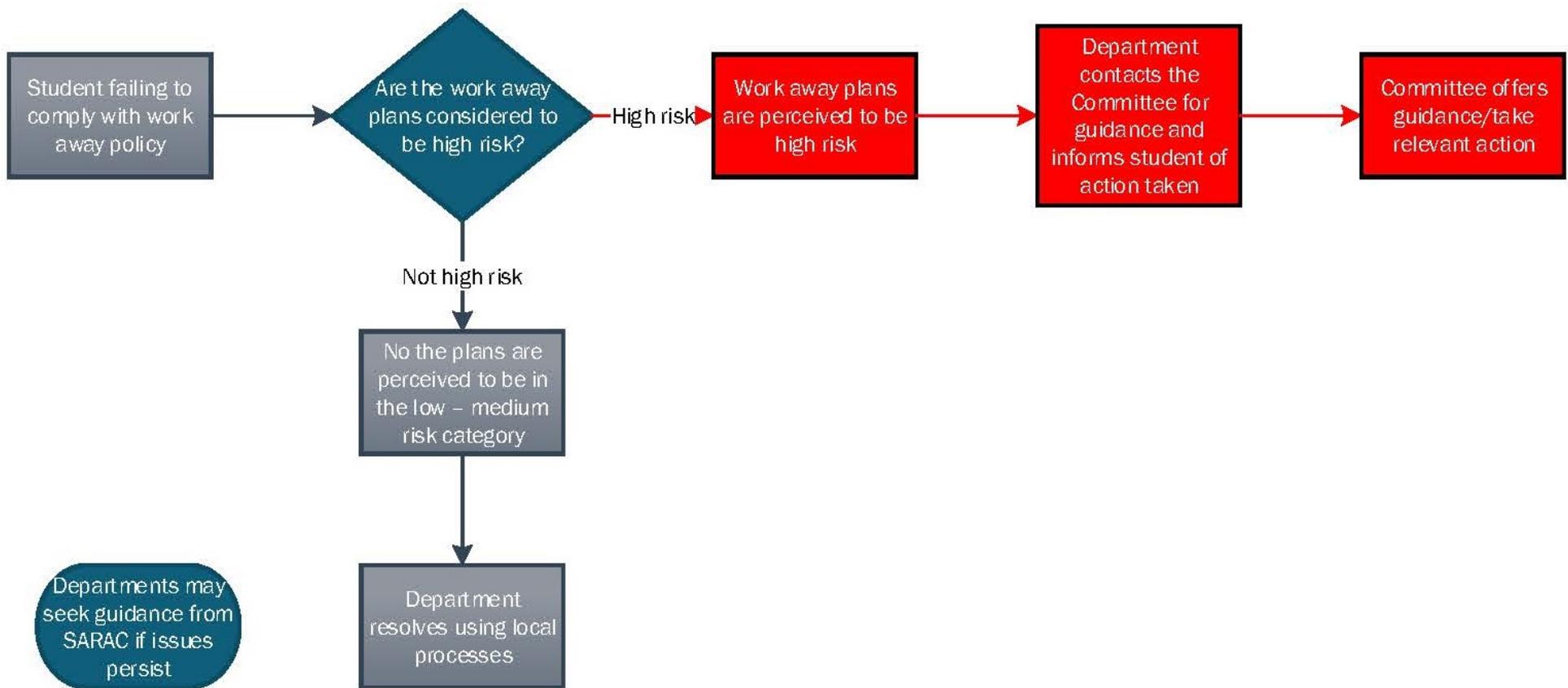
A Department should refer an application to the Committee when plans have been identified as 'high risk'. Referrals to the Committee should be made using the online form. Please follow all further guidance on [these pages](#) before submitting the form.

Procedure for 'high risk' working away



What are the processes for raising and resolving problems before, during, and after the work away?

Departments are expected to have their own procedures in place to deal with common issues e.g. risk assessment not submitted with enough time to allow for review and conditions to be added prior to departure. In most cases, when the Committee is contacted for further support it must be clear that Departments have attempted to resolve problems first. This may involve communication with, for example, the student's College/supervisor and the student should also have been contacted. The exception to this is when the student may be in immediate danger due to non-compliance or there has been some failure of process e.g. the Committee has permitted the student to undertake high-risk work away but the student is no longer meeting conditions of approval and is undertaking activities or working in locations that were not pre-approved. In these cases, please contact the Committee immediately to inform them of the situation. In these circumstances, the Committee will inform the College.



Please be advised that contacting the Committee may result in disciplinary action for the student. In these circumstances, the Committee will inform the College.

To seek guidance from the Committee on disciplinary procedures please email SARAC@admin.cam.ac.uk.

Please refer to the scenarios on the following pages for more detailed scenarios in which the Committee can offer assistance.

Scenario 1

Student submits an application and risk assessment (considered to be in the 'high risk' category, that would have been referred to the Committee) but leaves before approval.

Step 1	Step 2	Step 3
Head of Department or nominee to contact the student immediately advising them that since their work away has not been approved they are currently undertaking unauthorised work away.	Head of Department to contact the Committee immediately and advise of situation and attach: <ul style="list-style-type: none">- risk assessment and application- email sent from HoD to student (and any response received) Committee will decide whether to approve plans (with/without conditions) or to take further action.	'Further action' will depend on a number of factors but will involve Committee liaising with OSCCA and the College and may result in the student being formally required to return from working away. If the student does not follow this request, then they may be suspended in part or in full from his or her studies and ultimately could be removed from the register

Scenario 2

Work away has been approved with conditions and the Department/Faculty receives notification that student is not abiding by these.

Step 1	Step 2	Step 3
Department/Faculty to review conditions they set and contact the student to remind them of their obligations – may seek further guidance from Committee if unresolved. If conditions were set by Committee then Department should contact Committee immediately for guidance.	Committee to advise and take further action if student continues to ignore conditions. In these circumstances, the Committee will inform the College.	'Further action' will depend on a number of factors but will involve Committee liaising with OSCCA and the College and may result in the student being formally required to return from working away. If the student does not follow this request then they may be suspended in part or in full from his or her studies and ultimately could be removed from the register.

Scenario 3

For 'high risk' work away that has been approved by the Committee on the condition that the student will return if 'in-country situation worsens'. Notification is received that the region student is working in has become severely more unstable.

Step 1	Step 2	Step 3
Department advises student that the Committee will need to be notified. Department notifies Committee of situation and requests advice.	Committee works with Department and College to organise safe return for the student. Student must confirm safe return.	'Further action' may be taken if the student does not return as required. This would happen in consultation with OSCCA and the College and may result in the student being suspended in part or in full from his or her studies and ultimately could be removed from the register.

9. Insurance

All those who plan to travel overseas must obtain appropriate insurance before departure. This can be private or, if eligible, an application for University insurance can be made. See [here](#)

<http://www.admin.cam.ac.uk/offices/insurance/travel/>

Those travelling may be directed [here](#) for real examples of invalid claims where Departments or individuals have been liable for costs.

10. Emergency Protocol

Departments and Colleges may seek guidance from the Safety Office for non-urgent matters relating to risk assessment of emergency and contingency planning.

For urgent matters, Departments and Colleges should contact University Security Control Centre on 01223 767444. Security will liaise with the Chair of the University Silver Team.

11. Special risks – for staff and student travel

Vehicles and Driving

The Safety Office publishes two simple leaflets HSD130M Driving at Work – A brief guide for administrators and managers HSD151M Driving at Work – Competence for driving on University business and a more comprehensive document: HSD031M Travel at Work, which covers Departmental vehicles and procedures, vehicle hire, licences, insurance and health issues. <http://www.safety.admin.cam.ac.uk/publications>)

Travel security

We recommend no travel on the airlines on the EU banned airline list. This will not include all local airlines so advice should be sought locally on which airlines are safest to use.

http://ec.europa.eu/transport/modes/air/safety/air-ban/index_en.htm

Equipment

Equipment must be suitable for the conditions of use and should comply with relevant British, European or International standards where appropriate. In the case of hired or loaned equipment it will be necessary to seek confirmation that it complies with such standards, has been properly maintained and has the appropriate insurance. Items essential for survival such as emergency survival equipment, should be duplicated and where practicable transported separately.

Safety equipment must be checked and tested before use and at appropriate predetermined intervals during the work away e.g. diving or climbing equipment. Schemes of examination may need to be drawn up and inspections made by a suitably qualified person. Damaged equipment must be suitably repaired or taken out of service.

Firearms and other items requiring licences such as some types of flare must only be used by suitably licensed persons, and stored safely and securely.

Personal clothing and personal protective equipment (PPE)

All participants must wear adequate and appropriate protective clothing. PPE should comply with appropriate standards where practicable, should be checked regularly, maintained in a good condition and worn correctly.

Hazardous substances

Adequate and appropriate risk assessments including sufficient arrangements for their control must be made for all hazardous substances such as explosives, chemical and biological hazards, or radioactive materials used in work. Hazards incidental to the work undertaken or site visits must also be assessed and controlled such as taking samples from or near rivers might entail exposure to harmful microorganisms such as leptospirosis. Hazardous substances must be handled, so far as reasonably practicable with the same degree of safety that might be expected in a laboratory and where practicable hazards should be eliminated or reduced by substituting far less harmful substances. They must be disposed of safely in accordance with local legislation.

The University Radiation Protection Advisor must be consulted prior to any fieldwork that involves use of X-Ray equipment or equipment containing radioactive sources. Certain countries have specific licensing requirements and any licences/permits and transport arrangements will need to be confirmed well in advance of the trip. Contact details for the [Radiation Protection Advisor](#) can be found on the Safety Office website.

Excavations and Boreholes

Excavations must be carefully planned and made by competent persons, protected against collapse and inspected regularly. Care must be taken to avoid hazards from underground services and spoil tips, sites must be adequately cordoned off, and appropriate warning signs displayed. Risk assessments should take account of any dangers from toxic or flammable gases or oxygen depletion. Visitors to such sites must be supplied with adequate safety information and personal protective material ('PPE').

Manual handling

Carrying of any loads must be matched to the person's physical ability and fitness. Where it is not reasonably practicable to avoid foreseeable risk of injury, a specific manual handling risk assessment must be completed and a safe system of work implemented.

Mechanical handling

Operators of cranes and hoists must be trained in the correct lifting and slinging techniques. Lifting equipment must be suitable for the task, inspected as necessary by competent persons and safe working loads not exceeded.

Local conditions

The effect of reasonably foreseeable weather conditions should have been considered as part of the risk assessment and up to date weather forecasts obtained where practicable. A wide range of factors that are only apparent on site may require a re-assessment of risks or changes to the control measures. Risk assessments must be reviewed and updated if necessary, this should include localised disaster caused by environmental factors e.g. landslides, localised flooding.

Personal safety and security

Theft, vandalism, and violent crime can be a problem in both remote and urban areas. Hazards to particularly vulnerable Fieldworkers, such as those working alone, should be considered carefully. Risk assessments should consider the following control measures:

- Pre visit site checks
- Working in pairs (or no lone working)
- Security locks on vehicles, buildings, stores
- Anti-theft alarms
- Personal alarms
- Mobile phones, satellite phones*, two way radios
- Emergency contact details readily available
- Training in dealing with aggression and kidnap, mugging, assault (physical and sexual)
- Not walking places alone
- Familiarity with local customs and dress codes
- Monitoring and reporting in systems

*Some countries have very strict regulations on satellite phones, check before travelling!

Leisure time

Participants who undertake work away may wish to participate in potentially hazardous activities such as mountain walking, climbing, open water swimming, skiing, canoeing etc. during any leisure time. It should be made clear to these participants that:

- These are personal activities and not considered authorised activities being undertaken as part of University business
- Appropriate personal insurance must be in place with note taken of restrictions

Behaviour

All those who work away should be made aware that they are regarded as representatives of the University at all times and any dangerous, unsociable, or offensive behaviour will reflect badly upon it. Those travelling abroad should familiarise themselves with the local dress codes and culture, particularly in areas of political and religious sensitivity and as far as practical comply with local dress code. Departments and Institutions should consider drawing up a code of conduct for Fieldwork.

Immunisation

Advice should be sought as soon as possible after the trip has been agreed – see University's Occupational Health Service website <http://www.oh.admin.cam.ac.uk/>

Note: immunisation against tetanus is recommended for all those undertaking work involving manual tasks involving soils and animals.

Medical advice on the immunisation requirements for overseas travel for employees and eligible groups should be sought from the University's Occupational Health Service. For individuals from non-eligible groups, advice may be obtained from general practices and private travel clinics.

Pregnancy

Pregnancy, of itself, should not stop the individual going away and the risk assessment should consider in detail what control measures will need to be implemented. In an ever-changing world, infectious diseases can spread very quickly and the person travelling should consider all the information available to them at the time of planning the work (e.g. the spread of Zika virus in South America in 2016). Advice should be sought from the person's GP and the University's Occupational Health Service.

Dental Health

Individuals are strongly advised to have a dental check-up before undertaking any Fieldwork trips.

Accommodation

Suitable regulated accommodation should always be used where available. It is acknowledged there will be exceptions where AirBnB could be the only practical solution (for example, medical student placements in rural locations); for these purposes please ensure you have knowledge of the responsibilities for managing the risks, that reasonable risk assessment steps are taken and the risk of exposure to the department of costs not covered by insurance.

The Finance Division will continue to reimburse all genuine business expenses incurred.

Accident and incident reporting

All accidents, illnesses, or work related illness must be reported and a report sent to the University Safety Office: <http://www.safety.admin.cam.ac.uk/subjects/accidents-incidents>

Monitoring and review

Departments should consider that a fully effective system for managing work away requires regular review of procedures at least once a year so that lessons can be learned from experience and working practices improved. The following should be considered

- a) If something went wrong, why did it?
- b) Were adequate advance plans and preparations made for the work?
- c) Were all hazards effectively anticipated and were adequate precautions taken to control any risks that arose?
- d) Do any changes need to be made to improve health and safety on similar projects in the future?

12. Resources

Safeguarding Work Away – guidance for those studying and working away
www.safeguarding.admin.cam.ac.uk/

The Oxford Handbook of Expedition and Wilderness Medicine 2nd Edition April 2015
www.oup.com

First Aid and Wilderness Medicine ISBN 978 1 85284 500 1 Cicerone Reprint 2008 with amendments

Safety on Mountains. British Mountaineering Council www.thebmc.co.uk

Code of Practice for the Safety of the Social Researcher. Social Research Association
www.the-sra.org.uk

Guidance on Health and Safety in Fieldwork. Universities and Colleges Employers Association www.ucea.ac.uk

BS 8848 2014. Specification for the provision of visits, Fieldwork, expeditions and adventurous activities outside the UK. BSI Standards Publication

Safety First. A safety security handbook for aid workers Shaun Bickley 2010

University Guidance for Staff Working Overseas, www.hr.admin.cam.ac.uk/policies-procedures/overseas-working

Guidance on harassment, <https://www.breakingthesilence.cam.ac.uk/>

Appendix 1. Departmental procedures template

Departmental procedures for assessing travel risk can be as basic or comprehensive as required by the Head of Department; this will likely depend on the volume of work away that takes place within Department. As a minimum, the following information should be made available to those participating in and to those staff reviewing work away.

Departmental guidance for those working away

	<i>Name, email and telephone</i>
Emergency contact within Department	
Alternative emergency contact within Department	

Risk Assessment forms

[[insert link to the Department risk assessment/assessments here](#)] * if your Department does not have forms, centrally recommended forms are [here](#).

If you have any difficulty in deciding what risk form to use or what to include in your form then please contact the [[insert job role here](#)] via XXXX@cam.ac.uk with a brief explanation of plans.

When	Procedure	Name and email
2 - 3 months prior to departure	Submit risk assessment to: (Await for risk assessment to be signed off before departing)	[insert name or job role here]
During	Record arrival and departure with:	[insert name or job role here]
During	Maintain contact with (as per frequency agreed in risk assessment):	[insert name or job role here]
Prior & during	Report academic & health and safety issues to:	[insert name or job role here]
Prior & during	Report wellbeing concerns to:	College Tutor

Note: an example of an online risk assessment form setup by the Department of Engineering to manage applications for low risk work away is [here](#).

Appendix 2. Basic Travel Form

Description of activity	
Location/locations of activity: <i>[enter specific details of the location including name of institution, city, country, and any accommodation if applicable]</i>	Dates of travel/work away
<p>Assessment of Risk – The hazards and consequent risks of this activity are similar to what I encounter doing low risk work at Cambridge (e.g. office work, attending lectures), the duration is under 30 days, there is no specific FCO rating for the location I am visiting and I cannot perceive any individual factors that would put me at high risk. This is therefore a low risk activity. The statements below list the precautions I will take to avoid higher risks.</p>	

- I will follow the UK Foreign and Commonwealth Office (FCO) Travel Advice. I understand that this risk assessment is suitable only for travel to countries considered safe according to FCO advice.
- I will use a regular mode of travel provided by a reputable company, allowing adequate travel time to avoid unnecessary risks.
- I will not travel if adverse weather, natural disaster, or civil disturbance is indicated.
- **I will obtain Travel Insurance** if appropriate (e.g. overseas) and understand that my work away is not authorised without. I will read my Travel Insurance Policy to ensure I am aware of all exclusions (including higher risk leisure activities).
- I am aware that appropriate accommodation will be sought, and I will follow University and Departmental policy.
- My contact number is up to date in CamSIS.
- I will follow the safety advice and guidance of the host organisation/employer/other authority at site.
- I will report any safety concerns to the host organisation and/or to my Department/Faculty and College.
- I will follow ergonomic guidelines regarding use of laptops and other computers as far as practicable.
- I will avoid lone working and travelling alone as far as possible.
- I understand that further risk assessment is required for higher risk activities e.g. visits to countries with FCO advice, work in communities, laboratory work, work where personal factors may affect risk level and etc. and will complete a more detailed risk assessment if it becomes 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.

Student name:	CRSid:	College:
Student contact details:	Emergency contact details	:

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

Appendix 3. Standard Travel Form

1. Contact details

Student Contact Details

Full name	College	CRSid	Contact number while away	Email address while away

Emergency Contact Details

Please note that your emergency contact may be called or emailed if you stop responding to contact or fail to respond in an overseas emergency.

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

Travel start date	
Travel end date	
Location of working away (<i>town and country</i>)	

Address	
----------------	--

Type of working away	<i>Please describe e.g. archival work, fieldwork</i>
Detailed description of proposed activities including sites you will work across (if there are multiple)	
Lone working	Yes/No
Supervised	Yes/No

2. 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
Please select the date that you checked the FCO rating	Click here to enter a date.

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

Sign	Date

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 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 factors within the local culture.

Sign	Date
Relevant summary of the discussion:	

5. Insurance

In order to ensure that your work away is fully authorised you MUST 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	
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6. Check-in Details/Emergency Contact Points

Arrange a suitable frequency and method of check-in with your supervisor or other designated person within the University for the duration of the trip.

Check-in Person (primary and alternate)	Check-in Frequency	Contact details	Means of Communication
e.g. Supervisor, College Tutor	e.g. once a month		e.g. email

7. 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.

Hazard specific factors in the environment which may cause you harm	Hazard Description and Personal Vulnerabilities If known: include frequency of when the threat may occur, for example, when travelling, visiting a remote region, during religious festival, in a crowded space etc.	Control Measures (actions to reduce risk level) Include action that may be taken to eliminate risk entirely
<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</u>		

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:	Date:	Signature:
-------	-------	------------

Department/Faculty: I am signing to indicate that this constitutes a suitable and sufficient assessment of the level of risk identified.

Name:	Signature:
Role:	Date:

Appendix 4. Elevated Risk Assessment Form

1. Contact details

Student Contact Details

Full name	College	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

Travel start date	
Travel end date	
Location of working away (<i>town and country</i>)	
Address	

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	<i>Yes/No</i>
Supervised	<i>Yes/No</i>

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 if necessary)

Depart from	Travel to	Date of travel	Activities at this location

3. FCO advice rating

Please indicate below the FCO rating for the area that you will be **staying in, working in and travelling through** (select multiple if necessary)

No special rating given	See our travel advice before travelling	Advise against all but essential travel	Advise against all travel
Please select the date that you checked the Foreign & Commonwealth Office travel advice website		Click here to enter a date.	

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

Sign	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 4.

FCO warnings and suggested control measures	
Justification for proposed work away	

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 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 factors within the local culture.

Sign	Date
Relevant summary of the discussion:	

5. Insurance

In order to ensure that your work away is fully authorised you MUST 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	
---	--

6. Passport Details

Passport Number	Expiry Date	Country of Issue
Nationality		
Please list any other current valid passports you hold		

7. Check-in Details/Emergency Contact Points

Arrange a suitable frequency and method of check-in with your supervisor or other designated person for the duration of the trip. The requirement is that you check-in a minimum of once a month for elevated risk rating. Your Supervisor/Department may require more regular contact. It is important that the Check-in Person is able to acknowledge all check-in communications.

Check-in Person (primary and alternate)	Check-in Frequency	Contact details	Means of Communication

8. 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.

Hazard	Hazard Description and Personal Vulnerabilities	Control Measures (actions to reduce risk level)
specific factors in the environment which may cause you harm	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.	Include action that may be taken to eliminate risk entirely

<i>Example</i>		
<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>		

Health		

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:	Date:	Signature:
-------	-------	------------

Department/Faculty: I am signing to indicate that this constitutes a suitable and sufficient assessment of the level of risk identified.

Name:	Signature:
Role:	Date:

9. Management of Identified Risks if you feel you have already answered these questions within the hazard table please indicate this rather than duplicating 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?	

<p>Are there any environmental issues/natural disasters that could arise during your trip? If so, what additional considerations/ provisions are you making?</p>	
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Personal and Cultural Considerations

<p>What information sources do you intend to use to keep up-to-date with safety, security or political developments in country?</p>	
<p>Are there any cultural issues or aspects you need to consider to avoid offending local people? (Dress, greetings, behaviour, language skills?)</p>	
<p>Is it necessary to have a curfew (latest time of return to your accommodation)?</p>	
<p>What specific measures will you put in place to reduce the chances of illness and/or injury?</p>	
<p>Do you require any specialist equipment for this trip (first aid kit, mosquito net etc.)?</p>	

Communications

<p>How widespread and reliable are internet and mobile phone communications in your location(s) of travel?</p>	<p><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></p>
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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>
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Transport

What arrangements are in place for transport when you arrive at the airport(s)?	
Which international and national airlines will you be travelling with? ¹	
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? (e.g. no travel after dark, no travel before 6am)	
Have you checked whether it is safe for you to travel on foot? Is it safe to do this at night?	

¹ http://ec.europa.eu/transport/modes/air/safety/air-ban/doc/list_en.pdf

Accommodation

Where will you be staying during you trip?	<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?	

10. Contingency plans

If your plans to deal with specific hazards are not effective what are your contingency plans? Only add contingency plans for the most severe and likely hazards identified

Hazard	Contingency plans

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 you will contact?	<i>Name/number</i>
Who will be your back-up University 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: I am signing to indicate that this constitutes a suitable and sufficient assessment of the level of risk identified.

Name:	Signature:
Role:	Date:

Head of Department/Faculty comments and recommendations:

Comments:	Date:
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Appendix 5 Additional information for supervised trips

(The advice below is aimed at organisers of supervised and those accompanying students on trips, but is also useful to people travelling alone).

The person organising supervised trips is responsible for carrying out a risk assessment covering the whole group. This must take into account general work and location hazards, and each person going on the trip should be provided with a copy. In addition, individual risk assessments for students should be submitted, taking into account the maturity, experience, expertise, specific needs and training of the individual involved.

The Head of Department or Institution may delegate to the organisers of the fieldwork (such as the PI or academic supervisor) the responsibility for ensuring that adequate measures are in place to control risks, and that all participants observe them. Where appropriate, the organisers may appoint one or more leaders to act on their behalf when in the field. This may be necessary when parties split into groups or when a person other than the PI/academic supervisor has more experience of a locality or specific type of work.

Leaders may not necessarily be University employees; they may be specialists such as diving supervisors, mountain guides, site foremen, and experienced staff from other Universities depending on the nature, location and type of work. Organiser must ensure that any leaders have sufficient knowledge/skills/experience and appropriate licences to carry out the required duties. The identity of the designated leader should always be made clear in written instructions or safety briefings. For the duration of the work, the designated leader is responsible for ensuring all safety precautions are observed and for continuing to assess any new risks as they arise. All participants must be told that they must observe any instruction given by the leader and bring any safety issues to their attention.

Notifications/Communication

Organisers of fieldwork and other such activities must provide a copy of the relevant risk assessments to the relevant person in the Department/Institution designated by the Head of Department in their local procedures. The organiser is responsible for updating the itinerary and notifying the Department if there are significant changes.

Emergency Plan

Suitable emergency procedures should be planned in advance of the trip to deal with late or non-arrival back at the base and participants should be aware of the course of action that will then be taken. If the work is in a remote or hazardous environment the itinerary must include emergency contact details, and instructions for what to do in an emergency. This should be left with a suitable person or organisation who can provide help if the group leaders do not contact them as agreed. Suitable persons and organisations include:

- Hostel or hotel owner
- Local police
- Local mountain rescue
- Local consul or embassy if outside the UK

Supervision

Supervision levels for trips will vary depending on the level of experience and maturity of participants, as well as the type of work and local conditions. An inexperienced group of first year students will require more supervision than an experienced group of post-doctoral and researchers returning to a site on a long term research project. Both are equally required to complete a risk assessment.

Work in hostile, remote, and/or inaccessible locations presents a higher degree of risk than standard expeditions. For this reason, it will be necessary to carry out a more detailed risk assessment and identify more robust control measures to reduce risks to a level that is acceptable to both the University and the individual participants.

As well as ensuring that the level of supervision is appropriate and adequate for the individual group and the location of the work, organisers must also ensure supervision is relevant for the particular situation, i.e.

- Fully supervised courses
- Field expeditions

(i) Fully supervised courses

This will normally be of short duration (a working day or less) and conducted in low hazard environments.

Participants may be inexperienced, so they should not normally be allowed to work alone and must not be intentionally exposed to hazardous situations. Organisers must provide a safety induction and instruction as an integral part of the course, including any local rules applying to industrial or construction sites [e.g., Engineering Department staff working on the London Cross Rail project and the Archaeology Unit working on local construction sites].

Where students are involved, organisers must ensure the staff/student ratio is appropriate to the activities undertaken and the nature of the site being visited. Each group should have an experienced member of staff appointed as leader supported by other experienced staff e.g. technical or postdoctoral staff where possible or other suitable appointed supervisors. The leader must have a suitable deputy in place in the case of incapacity.

Maximum and minimum party sizes should be set bearing in mind the environment, the activity undertaken and any foreseeable incidents. Parties of more than fifteen may be difficult to manage in rugged country and generally speaking a ratio of ten inexperienced students/employees to one experienced staff member is appropriate. A sub-group of at least four people will allow one person to stay with the ill/injured person while two others go for help in the case of an accident, injury, or illness.

The leader should not be afraid to use their authority to abandon the field trip if the situation starts to deteriorate.

(ii) Field expeditions

These expeditions may be prolonged and take place in environments that are remote and potentially hazardous. They tend to be research based rather than teaching based.

Participants will often be experienced and/or will have received instruction in work techniques and safety procedures. The leader of such trips must be adequately trained in the necessary skills to ensure safety in such locations. This training may include emergency first aid, survival techniques, communication, navigation techniques and security management and procedures. The leader must be aware of local hazards and conditions and be familiar with the precautions to be taken especially where:

- The terrain is particularly hostile, such as glaciers, rock faces or tidal estuaries
- Weather conditions can change dramatically, such as katabatic winds or tropical storms
- Hazardous substances may be present, such as gases from volcanoes
- Dangerous animals may be in the locality, such as polar bears in the Arctic regions
- Infectious diseases may be prevalent, such as Ebola or Zika virus
- The context presents threats from people, such as road accidents, theft, demonstrations, political volatility and conflict
- Natural disasters are possible, such as earthquakes, landslides and flooding

The Head of Department or Institution must be satisfied that the leader has the personal capacity, capability, competence, and communication skills to lead, especially in adverse conditions. The leader's authority and responsibilities must be clearly defined and communicated to all members of the party and serious consideration must be given to excluding people unable to accept such authority. The leader should not be afraid to use their authority to abandon the fieldwork if the situation starts to deteriorate. An adequate number of experienced and trained members of staff should be present so that suitable deputising arrangements can be made in case of incapacity or the party splits into smaller groups.

All expeditions

Catering

Organisers must plan food and drink needs in advance, and should aim to provide a wholesome balanced and varied diet, taking account of any individual special dietary needs. Every effort should be made to avoid malnutrition and maintain adequate food hygiene, even though this may be difficult. Ideally, cooks should have a food hygiene qualification. Local foods should be selected carefully and foods with a high risk of creating infections, avoided. Foods should be stored as to minimise the risk of contamination/ spoilage and prepared in as hygienic manner as possible, keeping preparation areas as clean as practicable.

People with skin, nose, throat, or vomiting/bowel infections should not prepare food. An adequate supply of potable water must be available. If necessary, water should be purified by boiling, ultra-filtration, or use of chemical treatments. If in doubt, only drink unopened bottled water.

Injury and illness while away

In the field, relatively trivial injuries or conditions may become serious if not treated and leaders should be alert for signs of illness, injury, or fatigue in the party. Prompt medical attention must be sought and fieldworkers should be aware of the nearest healthcare

facilities. Participants on trips abroad must be advised of necessary vaccinations, and the need to obtain adequate medical insurance.

First Aid

Every group carrying out work away should have one supervisor who has an approved first aid certificate and, if appropriate, a more specialist qualification such as Mountain First Aid Course certificate.

Accident and emergency procedures

The leader is responsible for organising incident procedures and ensuring all members of the group are aware of them. There needs to be a clear action plan for dealing with a serious accident which should include the following actions:

- Make the area safe
- Attend and reassure the injured person
- Keep the number of persons required to help to a minimum, and withdraw the remainder of participants to a safe place if conditions are dangerous or may deteriorate
- Send for help if necessary and ensure that the emergency services are given an exact location by GPS co-ordinates or map reference
- Warn others of the danger if appropriate
- Inform the Department
- Control the use of social network sites to avoid causing unnecessary panic
- Control discussion of the situation with anyone except the emergency services or University staff
- Actions/response in the event of:
 - road traffic accident
 - assault or sexual assault
 - arrest, detention and kidnap
 - crowd/riot situation
 - crossfire or bombing
 - significant deterioration in security e.g. a coup



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