

## ****Medium Risk (Standard) Travel Assessment Form - Staff****

**Department: Oncology**

1. **Contact details whilst away from Cambridge**

**Staff member:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name** | **Contact number** (+ local area code) | **CRSid**  | **Email address**  |
|  |  |  |  |

Are your home contact(s) details up to date on the ‘Employee Self Service’ system - **Yes/ No**

**Emergency contact(s):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name**  | **Contact number** (+ local area code) | **Email address** | **Language spoken** |
|  |  |  |  |

Are your emergency contact(s) details up to date on the ‘Employee Self Service’ system - **Yes/ No**

**Local Contact, e.g. onsite supervisor or host:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name** | **Contact number**(+ local area code) | **Email address** | **Language spoken** |
|  |  |  |  |

1. **Travel Itinerary**

Please include estimated arrival and departure dates for all countries you intend to visit.

|  |  |
| --- | --- |
| **Travel start date**  |  |
| **Travel end date**  |  |
| **Location of working away *(town/city and country)*** |  |
| **Address and contact number of your accommodation** |  |

1. **Work Details**

|  |  |
| --- | --- |
| **Category/type of working away**  | *Please describe e.g. archival work, fieldwork* |
| **Detailed description of proposed activities including sites you will work across (if there are multiple)** |  |
| **Working in isolation (lone working)?** *Yes/No*  | **Supervised?***Yes/No* | **Collaborating with others?***Yes/No* |

1. **Foreign and Commonwealth Office (FCO) Travel advice rating**

Please tick below the FCO rating for the area that you will be **travelling in/through or staying and working in**

|  |  |  |
| --- | --- | --- |
| **No specific rating given** [ ]  | **See our travel advice before travelling** [ ]  | **Advise against all but essential travel OR** [ ] **advise against all travel \***  |
| Please write in the date you checked the FCO advice: *\*If you ticked the red box, you must fill in a High Risk (Elevated) Travel Assessment Form instead of this one.*  |

You can sign up to FCO travel alerts by following this link: <https://www.gov.uk/foreign-travel-advice>

Select your destination and subscribe to the email alerts for the country you propose to visit.

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

|  |  |
| --- | --- |
| **Signature** | **Date** |
|  |  |

1. **Personal Characteristics, Local Laws, and Customs**

Please sign to indicate that you have considered your wellbeing needs and discussed these with your manager (if appropriate) and record any information that you feel is relevant. Please also read all information relating to the [local laws and customs](https://www.safeguarding.admin.cam.ac.uk/local-laws-and-customs) of the area you are visiting and consider implications of your personal characteristics within the local culture.

|  |  |
| --- | --- |
| **Signature:**  | **Date:**  |
|  |  |
| Relevant summary of the discussion: |

1. **Insurance**

Please give details of travel insurance that covers your travel/work away outside the UK:

|  |  |
| --- | --- |
| **Name of insurer:** | **Policy number:** |

|  |  |
| --- | --- |
|  |  |

1. **Contact with Department at Cambridge**

Arrange a suitable frequency and method of contact with a department representative in the UK for the duration of the trip.

**Primary contact** (*e.g.**Line Manager, HoD*)**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Contact Frequency***e.g. once a month* | **Email address & phone number**  | **Means of Communication***e.g. email, telephone call, skype* |
|  |  |  |  |

**Second contact** (*e.g.**DSO, Business & Operations Manager*)**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Contact Frequency***e.g. once a month* | **Email address & phone number**  | **Means of Communication***e.g. email, telephone call, skype* |
|  |  |  |  |

1. **Passport Information**

I confirm my up to date passport details are held by the department. [ ]

If you hold dual citizenship, state your other nationality …………………………………………..

State which passport will you be travelling on………………………………………………………

1. **Hazards, Risks and Control Measures**

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

Please click on the topics for more information and examples of risk control measures

|  |  |  |
| --- | --- | --- |
| **Hazard and Description**For each topic, list foreseeable issues that may cause you harm | **How is this likely to affect you?**Describe how hazards can cause harm to you and how your work activities or personal characteristics could affect the likelihood of you being exposed to harm | **Control Measures** Actions/precautions you will take to eliminate/reduce the impact of the hazard or likelihood of harm occurring  |
| [**Work related hazards**](https://www.safeguarding.admin.cam.ac.uk/individuals-travelling-health-and-safety-those-working-away/completing-risk-assessment/work-related) |
|  |  |  |
| [**Crime**](https://www.safeguarding.admin.cam.ac.uk/crime) |
|  |  |  |
| [**Political Violence/Conflict**](https://www.safeguarding.admin.cam.ac.uk/political-violenceconflict)  |
|  |  |  |
| [**Accident - Travel and Personal**](https://www.safeguarding.admin.cam.ac.uk/accident-travel-and-personal) |
|  |  |  |
| [**Authorities**](https://www.safeguarding.admin.cam.ac.uk/jurisdiction) |
|  |  |  |
| [**Environment**](https://www.safeguarding.admin.cam.ac.uk/individuals-travelling-health-and-safety-those-working-away/completing-risk-assessment/environment) |
|  |  |  |
| [**Health**](https://www.safeguarding.admin.cam.ac.uk/health-physical-and-mental) **(mental and physical)**  |
|  |  |  |

1. **Agreement and Sign-Off**

**Person working away (Traveller):** I am signing to indicate that I have read and will abide by the statements above and will carry out additional risk assessments if and when circumstances change, or the risks are not covered by this assessment.

|  |  |
| --- | --- |
| Full name: | Signature: |
|  | Date: |

**Line Manager:** I am signing to confirm that as far as is reasonably practicable, I have ensured all necessary safety arrangements are in place for the duration of travel/period of working away.

|  |  |
| --- | --- |
| Full name: | Position: |
| Contact Number: | Signature: |
| Email:  | Date: |

**Now return this form to Departmental Safety Officer (DSO)**

**HoD nominee:** I am signing to indicate that this constitutes a suitable and sufficient assessment of the risks of the proposed travel/work away.

|  |  |
| --- | --- |
| Full name: | Position: |
| Contact Number: | Signature: |
| Email:  | Date: |

A copy of this form should be kept by the person travelling and the DSO