Appendix 1: PDN Travel Procedures

Departmental Guidance for those Working Away

	Name, email and telephone
Routine queries	travel@pdn.cam.ac.uk

Emergency contacts within the Department of PDN	See emergency procedure on travel risk assessment and insurance policy details.
	
	Contact nominated person on travel risk assessment.
	
	DSOs: Karen Whitehead
	        Tel.01223 333808 (office hours)
	        travel@pdn.cam.ac.uk
	
	        Katie Conran
	        travel@pdn.cam.ac.uk

Risk Assessment forms and the latest University guidance on managing risks can be found on the University website: https://www.safety.admin.cam.ac.uk/policies-and-guidance/workplace-safety/hsd089m-guidance-managing-risks-travel-fieldwork-and-work

Travel information can be found on the Department of PDN website:
https://www.pdn.cam.ac.uk/intranet/travel

If you have read the University travel policy and guidance documents, and still have difficulty in deciding which risk assessment form to use or what to include in your form, please email travel@pdn.cam.ac.uk with a brief explanation of plans.

When	Procedure	Name and Email
Prior to departure **Basic & standard:** 1 months' notice. **Elevated:** 3 months' notice.	Submit a risk assessment to - (Risk assessments must be authorised before you leave)	travel@pdn.cam.ac.uk
During	Record arrival and departure with - Maintain contact with: (as per frequency agreed in risk assessment)	Your line manager/supervisor or a nominated deputy Your line manager/supervisor or a nominated deputy
Prior and during	Report academic and health & safety issues to - Report wellbeing concerns to -	Your line manager/supervisor or nominated deputy and travel@pdn.cam.ac.uk Staff: line manager/supervisor Students: college tutor

Any work-related travel that takes place without risk assessment will be viewed as non-compliant and will not be eligible for the free university travel insurance.
https://www.insurance.admin.cam.ac.uk/travel-insurance.