

Departmental Travel Risk Assessment Policy

When a student or staff member travels for work or study, away from their usual place of work, the University of Cambridge has a legal duty to safeguard their health and safety, and must ensure that risks to its members are appropriately assessed and controlled.

1. The University of Cambridge travel policy must be complied with by all members of the University (staff and students):
<https://www.safety.admin.cam.ac.uk/system/files/hsd089m.pdf>
2. **Travellers** must nominate someone within the Department (supervisor/secretary/PI/line manager) to keep in touch with whilst travelling. An agreed travel schedule and what to do in an emergency should be written in to the travel risk assessment.
3. **Travellers** must complete all parts of the travel risk assessment and assess all possible risks. Include local contact, place of research and accommodation. For a conference, add the organiser's details and venue.
4. **Travellers** must check the FCDO website (Foreign, Commonwealth and Development Office) and sign up to receive travel alerts for overseas travel.
5. **Travellers** must inform the department of significant changes to their circumstances: contact details, nature of study/work, changes to risk level or changes in physical or mental health. Significant changes will require a revision of the risk assessment and resubmission for approval.
6. **Students** applying for work away of 14 days or more must get approval via the CamSIS approval system. For other types of work away, e.g. undergraduate year abroad or graduate work away, colleges must be offered the opportunity to comment on the travel risk assessment.
7. **Managers/supervisors** of those travelling are best placed to evaluate risk assessments as they will understand what is involved in the proposed work and will know the person travelling. Risk assessments from students must be forwarded to their supervisor who must inform the Department Safety Officer (DSO) (travel@pdn.cam.ac.uk) of any health and safety concerns.
8. **Field trip organisers and supervisors** are responsible for carrying out risk assessments covering the whole group, taking into account the maturity, experience, expertise, specific needs and training of the individuals involved. Prior risk assessment, notification of travel, detailed itineraries, emergency planning, appropriate supervision, catering, insurance, medical considerations, first aid provision, accident and emergency procedures must be prepared in advance of the trip. Refer to the University guidance, appendix 8: <https://www.safety.admin.cam.ac.uk/system/files/hsd089m.pdf>.

9. **Student placement** is a period of work experience, paid or unpaid:

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

Prior to the start of a placement, the student placement questionnaire, appendix 9, must be completed and returned to the supervisor and travel@pdn.cam.ac.uk:
<https://www.safety.admin.cam.ac.uk/system/files/hsd089m.pdf>.

10. **Insurance** must be obtained once travel has been confirmed. It is recommended to use the free University travel insurance provider, free to current staff and postgraduate and undergraduate students: <http://www.admin.cam.ac.uk/offices/insurance/travel>.

Further information can be found on the University Safeguarding Work Away pages:
<https://www.safeguarding.admin.cam.ac.uk/> .