|  |  |
| --- | --- |
| Travel Risk Assessment  (Staff Basic – Low Risk) | A picture containing venn diagram  Description automatically generated |

This risk assessment is for:

Overseas work where there is no FCO advice about travel, the work is non-practical work such as desk work, attendance at a seminar, conference or exhibition held in a controlled environment (business or academic institute), and you have relevant experience, understanding and skills for the type of work proposed.

OR

UK work that is non-practical work such as desk work held in a controlled environment (business or academic institute) and you have relevant experience, understanding and skills for the type of work proposed. Please refer to <https://www.pdn.cam.ac.uk/intranet/travel> to determine if this is the appropriate risk assessment.

|  |  |
| --- | --- |
| First name: | Last name: |
| University email address: | Telephone contact number (mobile preferred): |
| Which country and city are you travelling to: | |
| What is the purpose of travel e.g. conference at University of Warwick: | |
| Details of institution you are visiting, full name of institution, address (city and postcode) and contact details of host if applicable or weblink: | |
| Mode of transport: | |
| Travel departure date: | Travel return date: |

**Assessment of risk**:

The hazards and consequent risks of this activity are similar to those I encounter doing low risk work at Cambridge (e.g. office work, attending lectures, similar lab work), 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.

**By submitting this form, I agree to the following:**

• I will check on requirements for entry to this destination with regard to Covid-19 vaccination status or testing before travelling.

• I (the ‘assessor’) will follow the safety advice and guidance of the host organisation/employer/other authority at site.

• I have read the University of Cambridge Travel Insurance Policy and am aware of all exclusions (including higher risk leisure activities)

• I will follow the travel advice of the UK Foreign and Commonwealth Office.

• I will use a regular mode of travel provided by a reputable company, allowing adequate travel time to avoid unnecessary risks.

• I will use approved/reputable accommodation providers as per University and departmental policy, and am aware that unregulated accommodation (e.g. Airbnb) is NOT covered by University travel insurance.

• I will obtain Travel Insurance if appropriate (e.g. overseas) and understand that my work away is not authorised without this. I will read my Travel Insurance Policy to ensure I am aware of all exclusions (including higher risk leisure activities).

• My itinerary and contact number has been posted with a Departmental contact (e.g. Supervisor, local Administrator).

• I will avoid lone working and travelling alone as far as possible.

• I will not travel if adverse weather, natural disaster or civil disturbance is indicated.

• I will report any safety concerns to the host organisation and/or to CUED management.

• I will follow ergonomic guidelines regarding use of laptops and other computers as far as practicable.

• I understand that further risk assessment is required for higher hazard activities e.g. laboratory work, visits to developing countries, work in communities etc.

**Reminder regarding travel insurance:**

For overseas travel you must go to the University Travel Insurance website and log the details of your trip before departure. Link is at: <https://www.insurance.admin.cam.ac.uk/travel-insurance>

**Please submit this form to by email to: travel@pdn.cam.ac.uk**