**Queens’ College: Basic Travel Risk Assessment**

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| **Brief description of activity for which support is requested** |
| **Location/locations of activity:** *[enter specific details of the location including name of institution, city, country, and any accommodation if applicable]* | **Dates of travel/work away** |
| **Assessment of risk –** The hazards and consequent risks of my intended travel activity are similar to what I encounter in Cambridge and elsewhere in the UK. The duration of my travel is under 30 days, there is no specific FCDO rating for the location I am visiting, and I cannot perceive any individual factors that would put me at high risk. The travel I envisage is therefore a low risk activity. The statements below list the precautions I will take to avoid higher risks.  |

* I will follow the UK Foreign, Commonwealth and Development Office (FCDO) travel advice (<https://www.gov.uk/foreign-travel-advice>). I understand that this risk assessment is suitable only for travel to countries considered safe according to FCDO 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 or when booking non-refundable travel) and understand that my travel away is not authorised without such insurance. I will read my travel insurance policy to ensure I am aware of all exclusions, including higher risk leisure activities. In the event that I am unable to travel, I understand that my travel grant will be reversed and I will need to recover any non-refundable expenses from my travel insurance.
* I will occupy safe and appropriate accommodation during my travel.
* 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 College. (Porters’ Lodge: +44 1223 335500).
* I will avoid lone travel abroad as far as possible.
* I understand that a further risk assessment is required for higher risk activities, for example, visits to countries with FCDO advice, working in communities, laboratory work, work where personal factors may affect risk level. I will complete a more detailed risk assessment if it becomes necessary.

**Detailed University advice on travel risk:** https://www.safeguarding.admin.cam.ac.uk/

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| Student name: | CRSid: | College: |
| Student contact details: | Emergency contact details  |  |
| Signature: | Date: |  |

*Notes*:

All students applying for a Queens' travel grant are asked to contact the Senior Tutor if they foresee any particular risk, or any outstanding risk, associated with the travel to be undertaken.

**Travel insurance for students**

The University of Cambridge can arrange insurance cover for postgraduate students carrying out fieldwork outside of the UK, including representing the University on official business or carrying out research. The University does not arrange travel insurance for undergraduate students. If an undergraduate is joining a departmental field trip, the insurance for the field trip will normallu be arranged by the department.

**Sporting or other physical leisure activities**

Participation in sporting or other activities undertaken in leisure time which increase the risk of injury or loss are not covered by the University’s insurance; as in both instances the University is not responsible for, nor can it manage risks of, employees or students personal time or activities.

**Requirements for own travel insurance**

Undergraduates, or anyone undertaking personal travel or wishing to participate in leisure or sporting activities on personal time whilst away from the UK, should arrange their own insurance policy to ensure that they have adequate insurance coverage.