**WT- MRC Cambridge Stem Cell Institute & University Department of Haematology**

**Risk Assessment for Staff and Student Travel, Fieldwork and Work away from Cambridge**

**Background**

When a staff or student member of the University of Cambridge travels and/or works away from the University on University or Department/Institute business the University retains its legal duty of care for their health and safety, and should seek to always prevent its employees or students from being exposed to unnecessary or significant risks.

Each Department/Institute is required to have its own local procedures for managing the risk assessment component of working away. This applies to all types of work and travel in the UK and overseas including attending conferences, research or work placements and collaborator meetings. The complexity of the assessment required will depend on the level of risk. However the Department/Institute recognises that the vast majority of activities undertaken by its staff and students are of short duration and low hazard.

To manage these low risk activities, the Department/Institute captures all relevant information via a ‘Declaration of risk assessment for low risk working away’. See Appendix 1. It is a mandatory requirement of all staff and students to read and understand the declaration and to return the completed form to [hr@stemcells.cam.ac.uk](mailto:hr@stemcells.cam.ac.uk) (CSCI staff), [haemhr@hermes.cam.ac.uk](mailto:haemhr@hermes.cam.ac.uk) (Haematology staff) or [sci-phd@stemcells.cam.ac.uk](mailto:sci-phd@stemcells.cam.ac.uk) (PhD students).

In addition to signing the declaration a copy of the risk assessment for low risk working away will be circulated annually to act as a reminder of the detail of the risk assessment and the precautions required to avoid higher risk.

**Please note the declaration covers low risk working away only. The definition of low risk being:**

*The hazards and consequences of the activity are similar to those that would be encountered doing low risk work in Cambridge (e.g. office work, attending lectures, lab work), the duration is under 30 days, there is no specific UK Foreign and Commonwealth Office (FCO)\* risk rating for the location to be visited and there are no perceived individual factors that would increase the risk.*

\* UK Foreign and Commonwealth Office (FCO)\* rating can be found at:

<https://www.gov.uk/foreign-travel-advice>

More information and examples of low, medium and high risk working away can be found here: [<https://www.safety.admin.cam.ac.uk/risk-assessment/travel-work>](https://www.safeguarding.admin.cam.ac.uk/files/hsd089m.pdf)

**Activities undertaken that are not covered by this low risk assessment must be assessed separately.** In these circumstances it is the affected staff or student member’s responsibility to notify the Business & Operations Manager (Anthea Stanley [ajs333@cam.ac.uk)](mailto:ajs333@cam.ac.uk)) so that individual and specific medium or high risk assessments can be undertaken.

**Please note that if staff or students do not complete a risk assessment they will not be covered by the University insurance for their trip.**

Appendix 1

**WT- MRC Cambridge Stem Cell Institute & University Department of Haematology**

**Declaration of Risk Assessment Form for Low Risk Working Away**

**Assessment of Risk**

I may undertake low risk activities away from Cambridge where the hazards and consequent risks of the activities are similar to that which I encounter doing low risk work in Cambridge (e.g. office work, attending lectures, lab work), the duration of those activities is under 30 days, there is no specific UK Foreign and Commonwealth Office (FCO) rating for the locations to be visited and I cannot perceive any individual factors that would put me at high risk. The statements below list the precautions I will take to avoid higher risks.

* I will follow UK Foreign and Commonwealth Office (FCO) travel advice. I understand that this risk assessment is suitable only for travel to countries considered safe according to FCO advice.
* I will use a regular mode of travel provided by a reputable company and allow adequate travel time.
* I will not travel if adverse weather, natural disaster or civil disturbance is indicated.
* I have read the University of Cambridge Travel Insurance Policy and am aware of all exclusions (including higher risk leisure activities) <http://www.admin.cam.ac.uk/offices/insurance/travel/>. I will obtain Travel Insurance if appropriate.
* I am aware that certain accommodation (e.g. Airbnb) should not be used as per University policy.
* My contact number is up to date in ‘CamSIS’ or ‘Employee Self Service’.
* I will follow the safety advice and guidance of the host organisation.
* I will report safety concerns to the host organisation and/or to my Department/Institute.
* I will follow ergonomic guidelines regarding use of laptops and other computers as far as practicable.
* I will avoid lone working and travelling alone as far as possible.
* I understand that completion of a further risk assessment is required for higher risks activities e.g. visits to developing countries, work in communities, non-low risk laboratory work etc.
* I will ensure that my itinerary and contact number has been posted with a Department/Institute contact e.g. supervisor, line manager or local administrator.

**Person working away: *I am signing to indicate that I have read and will abide by the statements above and will carry out additional assessment where necessary****.*

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| --- | --- | --- |
| Name: | CRSid: | Signature: |
| Contact number: | Emergency contact name & number: | Date: |

**Line Manager on behalf of the Department/Institute:** ***I am signing to indicated that I give my permission for the above named person to undertake low risk work away.***

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| --- | --- |
| Name:  Role: | Signature:  Date: |