**Short-term working away and conferences - low risk**

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| **Description**  UK / Europe conference attendance on the subject of…. | |
| **Location of activity**  [enter specific details of the location, including any accommodation if applicable] | **Start and end dates**  [enter start and end dates] |

* I will follow the safety advice and guidance of the host organisation.
* 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 guidance of the UK Foreign and Commonwealth Office.
* I am aware that certain types of accommodation (e.g. Airbnb) should not be used as per University and Departmental advice.
* 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.

I am signing to indicate that I have read and understood the statements above and will carry out additional risk assessment where necessary.

Counter-signature of supervisor / line manager is required.

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| **Name (email)** | **Signature / Counter-signature** | **Date** |
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| **Departmental Safety Office** | **Signature** | **Date** |
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