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| --- | --- |
| **Description**  [e.g. 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 (the ‘assessor’) 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.

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| **Name :**  **Email :** | **Signature** | **Date** |

**The Supervisor / Line Manager must sign** **to confirm that this is a suitable and sufficient assessment of risk and that all stated control measures are in place.**

|  |  |  |
| --- | --- | --- |
| **Name of Line Manager / Supervisor :**  **Email :** | **Signature** | **Date** |

This risk assessment should be reviewed and revised if additional risks not covered in this assessment are identified or if there is any reason to indicate that the control measures are insufficient.

**Received and reviewed by the Safety Office:**

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| **Departmental Safety Office :**  **Email :** | **Signature** | **Date** |
| **Comments :** | | |