



Form Hosted1
**Hosted Offsite Research, Teaching Activities and Visits**

|  |
| --- |
| **PLEASE READ BEFORE COMPLETING THIS DOCUMENT.**This form aids in establishing that all necessary precautions are in place during the following offsite activities;* College research staff or student participation in, or observation of, activities at other organisations
* Visits to laboratories and industrial plant in connection with College research projects or teaching

It is **not** intended that this form is used for: * Fieldwork.
* Activities not adequately covered by your hosts risk assessments.
* Medical electives
* High risk offsite work defined as:

**Any activity taking place in a country or region to which the** [**Foreign, Commonwealth, and Development Office**](https://www.gov.uk/government/organisations/foreign-commonwealth-development-office) **(FCDO) advise against all or all but essential travel.****Any activity taking place in a country or region listed as a disturbed area by the** [**College insurance office**](https://www.imperial.ac.uk/finance/financial-services/insurance/)**.****Any activity taking place in a country or region listed as “extreme” risk by the** [**College travel insurers**](https://www.imperial.ac.uk/finance/financial-services/insurance/)**.****Work including taught fieldwork involving undergraduate students****Work activities excluded from cover by the** [**College Insurance Policy**](http://www.imperial.ac.uk/finance/financial-services/insurance/)**.****Any activity requiring residence overseas for more than 3 months. (Please contact OH and your strategic HR partner for further advice)****The activity or procedure is high risk (refer to the questions highlighted in red within this document and the FW1)****Travel to countries or areas to which the FCDO advise against all or all but essential travel, countries or regions defined as disturbed by the College insurance office or extreme risk by the College Insurers will require completion of the offsite work emergency response protocol (OWERP).****Remember to consider the risk of transmitting/being infected by COVID-19 as part of your assessment.****High risk offsite work activities and locations may require completion of the FW1 risk assessment and other risk assessments as appropriate dependent upon the adequacy of your hosts risk assessments and control measures.****High risk offsite work activities and locations will require approval by the Head of Department (check with your Faculty what other approvals may be required). See appendix 1 of this document.** **This form, along with any accompanying risk assessments must be reviewed and the work approved by the Principal Investigator (PI), offsite co-ordinator, where appointed, or the appropriate Faculty appointed Safety Officer, where not.****The form, once completed, must be retained by the PI, offsite coordinator or the Faculty appointed Safety Officer. This is especially important in the event of an incident when the contact details within this form may need to be accessed quickly.** |

|  |
| --- |
| **ICL PRINCIPAL INVESTGATOR OR PERSON IN CHARGE.** |
| Name:       | Position:       |
| Department/ Section:       | Division:       | Faculty:       |

|  |
| --- |
| **THE HOST INSTITUTION** |
| Name of institution:       |
| Full address:       |

|  |
| --- |
| **1. 1 THE ACTIVITY** |
| Title and description of the activity, describe the activity in sufficient detail so as to provide the reviewer with an adequate insight::       |
| Proposed start date for this work:       | Proposed end date for this work (if known):       |
| Purpose of the activity: Observation only: **[ ]** College staff / students will participate: **[ ]** Other: **[ ]**  (if other, describe):       |

### When will this activity take place? Repeat visits or activities can be included in the same form.

|  |
| --- |
|       |

### What hazards will be encountered during this activity

|  |  |
| --- | --- |
| Biological agents/GMOs in Hazard Group 2 or Class 2 (see [ACDP classification](http://www.hse.gov.uk/pubns/misc208.pdf)) | Yes [ ]  No [ ]  |
| Biological agents/GMOs in Hazard Group 3 or Class 3 (see [ACDP classification](http://www.hse.gov.uk/pubns/misc208.pdf)) | Yes [ ]  No [ ]  |
| Biological agents / GMOs in Hazard Group 4 or Class 4 (see [ACDP classification](http://www.hse.gov.uk/pubns/misc208.pdf)) | Yes [ ]  No [ ]  |
| Specified animal pathogens (see [Defra classification](https://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/biological-safety/animal-pathogens-and-animal-products/)) | Yes [ ]  No [ ]  |
| Hazardous, including heavy, equipment | Yes [ ]  No [ ]  |
| Hazardous chemicals | Yes [ ]  No [ ]  |
| Lasers  | Yes [ ]  No [ ]  |
| Ionising radiation (see [IRPM-ICRP-038 Working Away from Imperial College Premises](https://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/radiation-safety/ionising-radiation-safety/)) | Yes [ ]  No [ ]  |
| Lone work (other than travel by commercial airline). *Note: Lone work is strongly discouraged. There must be justification and systems in place to mitigate the risks. Consult College and your Faculty Policy on lone work.*Provide details of the lone work, you may be asked to complete an FW1:       | Yes [ ]  No [ ]  |
| Other (please specify):       | Yes [ ]  No [ ]  |

### Is the activity under the full control of the host organisation?

|  |
| --- |
| Yes [ ]  No [ ]  |
| **If no or unknown, the appropriate** [**Imperial College risk assessment**](https://www.imperial.ac.uk/safety/forms/) **must be undertaken. If yes:** |
| Will the visitor be given an appropriate safety induction upon arrival on site? | Yes [ ]  No [ ]  N/R [ ]  |
| Have the work activities been assessed and appropriate controls put in place? | Yes [ ]  No [ ]  N/R [ ]  |
| Will appropriate PPE be provided if identified in the work assessment? | Yes [ ]  No [ ]  N/R [ ]  |
| Are there any specific health clearance requirements in relation to the work? | Yes [ ]  No [ ]  N/R [ ]  |
| Will copies of any relevant records (e.g., dosimetry) be provided to the College? | Yes [ ]  No [ ]  N/R [ ]  |
| How have the answers to the above been established?       |

## Personnel and contact details

### Names of ICL personnel conducting the research at, or visiting, the host organisation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full name | CID | Position / Role in group | Email | Telephone(Imperial no.) | Telephone(offsite contact no.) |
|       |      |       |       |       |       |
|       |      |       |       |       |       |
|       |      |       |       |       |       |
|       |      |       |       |       |       |
|       |      |       |       |       |       |
|       |      |       |       |       |       |

### Other key contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name | CID | Position | Email | Telephone (24 h) |
|       |      | Principal Investigator (ICL based) |       |       |
|       |      | Person in charge e.g. team leader (see [College policy](https://www.imperial.ac.uk/safety/safety-by-topic/off-site-working/off-site-working-policy/)) |       |       |
|       |      | Offsite co-ordinator (IC site based) |       |       |
|       |      | Host |       |       |
|       |      | Local contact |       |       |
|       |       | Other |       |       |

### Accommodation used during the entire activity, including travel.

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Details: Address, telephone, and Email | When will this be used? | What reliable information do you have on the suitability of the accommodation? |
| Private, includes parental or own home |       |       |       |
| Hotel/Motel |       |       |       |
| Camping |       |       |       |
| Other |       |       |       |

### Key support information and contacts

|  |  |
| --- | --- |
| **Nearest hospital or medical field station.**  | Name:      Address:      Telephone:       |
| College insurance medical and emergency hot line: | American International Group UK Ltd (AIG) +44 (0) 1273 456 463**.**Policy number: 0010016145 |
| Imperial College Security on call Support No. (24/7): | College South Kensington 24hr 365 days security control room: 020 7589 1000 |
| Local emergency services, Police, Ambulance, fire etc: | Telephone:       |
| British Embassy, High Commission or consulate: | Telephone:      |
| Other |       |

## Travel to, from and during the offsite activity or visit

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Mode | Type e.g., helicopter, inflatable dinghy | Commercial carrier or private hire (or other)? | If commercial carrier, how will they be selected? | If private, who will be driving or in control of the vehicle? | How frequently and at what stage of the trip will this be used? | **Carrier name and trip ID e.g., Airline and flight No.****OUT** | **Carrier name and trip ID e.g., Airline and flight No.****RETURN** |
| Air |       |       |       |       |       |       |       |
| Rail |       |       |       |       |       |       |       |
| Road |       |       |       |       |       |       |       |
| Water |       |       |       |       |       |       |       |
| Other |       |       |       |       |       |       |       |

### Checklist for travel outside the UK

|  |
| --- |
| **Health Precautions**  |
| [ ]  | Check [travel health advice](http://www.imperial.ac.uk/occupational-health/travel/)  |
| [ ]  | Arrange any recommended vaccinations with [OH Service](https://www.imperial.ac.uk/occupational-health/travel/)  |
| [ ]  | Obtain [health clearance](http://www.imperial.ac.uk/occupational-health/travel/), if necessary. Required for **ALL** travel to a tropical country, or trips lasting more than 3 months or high-risk fieldwork.  |
| **Safety Precautions** |
| [ ]  | Check [Foreign Office security advice](http://www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country/) and [college insurance web pages](https://www.imperial.ac.uk/finance/financial-services/insurance/). Do the FCDO or the College Insurers advise against travel to the country or to particular regions thereof in which the fieldwork will be conducted?If yes, you will need to complete the FW1 risk assessment and an emergency response protocol (ERP). Additional consent may also be required by your HoD and others subject to your Faculty Offsite work Policy |
| **Travel documents** |
| [ ]  | [College travel insurance](http://www.imperial.ac.uk/finance/financial-services/insurance/) Carry a copy of the cover note and details of the Insurer’s emergency helpline. |
| [ ]  | A [UK Global Health Insurance Card or a UK European Health Insurance Card (UK EHIC)](https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/). This establishes your entitlement to medically necessary state-provided health care in an EU country or Switzerland. |
| [ ]  | Passport | [ ]  | Visa | [ ]  | Driving license |
| [ ]  | [Motor insurance](https://www.imperial.ac.uk/safety/safety-by-topic/driving-on-college-business/) If you will be driving abroad check details of the College’s policy. You may need to organise additional insurance. College travel insurance does NOT cover you under road traffic law to drive or ride a motor vehicle. |

### Will you be taking any of the following substances or materials from Imperial College?

|  |  |  |
| --- | --- | --- |
| Item | Hatch if expected | Comments |
| Material known or suspected of containing Genetically Modified Organisms or micro-organisms | [ ]  | Permission **may** be required before the material is taken. Contact the College Biological Safety Officer ([BSO](https://www.imperial.ac.uk/safety/who-we-are/)). |
| Material known or suspected of containing Biological agents categorised in Hazard Group 2, 3 or 4 | [ ]  | Permission **may** be required before the material is taken. Contact the College [BSO](https://www.imperial.ac.uk/safety/who-we-are/). |
| Material known or suspected of containing substances covered by the Anti-Terrorism, Crime and Security act | [ ]  | Permission **will** be required before the material is taken. Contact the College [BSO](https://www.imperial.ac.uk/safety/who-we-are/). |
| Sources of ionising radiation | [ ]  | Permission **will** be required before the material is taken. Contact the College Radiation Protection Adviser ([RPA](https://www.imperial.ac.uk/safety/who-we-are/)). |

### Does the work involve bringing back any of the following to Imperial College?

|  |  |  |
| --- | --- | --- |
| Item | Hatch if expected | Comments |
| Material known or suspected of containing Genetically Modified Organisms or micro-organisms | [ ]  | Permission must be obtained before the material is brought onto College premises. See [guidance](https://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/). |
| Material known or suspected of containing Biological agents categorised in Hazard Group 2, 3 or 4 | [ ]  | Permission must be obtained before the material is brought onto College premises. See [guidance](https://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/). |
| Material known or suspected of containing substances covered by the Anti-Terrorism, Crime and Security Act | [ ]  | Permission must be obtained before the material is brought onto College premises. Contact the College [BSO](https://www.imperial.ac.uk/safety/who-we-are/). |
| Sources of ionising radiation | [ ]  | Permission **will** be required before the material is brought onto College premises. Contact the [RPA](https://www.imperial.ac.uk/safety/who-we-are/). |
| Animal by-products (as defined by Defra) | [ ]  | Permission may be required before the material is brought onto College premises. Consult the [guidance online](https://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/) or the [BSO](https://www.imperial.ac.uk/safety/who-we-are/). |
| Animal pathogens (see Defra guidance) | [ ]  | Permission may be required before the material is brought onto College premises. Consult the [guidance online](https://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/) or the [BSO](https://www.imperial.ac.uk/safety/who-we-are/). |
| Plant material or soils (see FERA guidance) | [ ]  | Permission may be required before the material is brought onto College premises. Consult the [guidance online](https://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/) or the [BSO](https://www.imperial.ac.uk/safety/who-we-are/). |
| Drug precursors (as described within Safety Dept [guidance](https://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/)) | [ ]  | Permission may be required before the material is brought onto College premises. Contact the [Safety Department](https://www.imperial.ac.uk/safety/). |

## Accidents

Note that incidents (accidents [including ill-health] or near misses) that occur during fieldwork trips must be reported to the Principal Investigator or PIC and to college using Salus.

## Approvals

**The PI must approve the offsite activity before commencement.** Where the PI is the person engaged in the activity then approval must be obtained from their line manager.

The off-site coordinator or Faculty appointed safety officer must review all offsite activities before commencement.

The Principal Investigator and Offsite Coordinator must confirm the following statements by adding the date in the box

|  |
| --- |
| **OFFSITE COORDINATOR OR FACULTY APPOINTED SAFETY OFFICER** |
| I have reviewed this document and consider it suitable for the proposed activity. | Title and name | Date:  |
| **PRINCIPLE INVESTIGATOR APPROVAL** |
| I retain managerial responsibility for the safety and welfare of those persons listed in Section 1.2.1 and, as such, confirm the validity of the information provided in this form and give assurance that all reasonably practicable measures have been put in place to manage the risks associated with this offsite activity and give my approval for the work to commence. | Title and name:  | Date:  |
|  |  |  |

## Useful links

* [Safety Department Offsite Work](http://www.imperial.ac.uk/safety/safety-by-topic/off-site-working/)
* [Insurance](https://wiki.imperial.ac.uk/display/FKB/Insurance)
* [Occupational Health Travel](http://www.imperial.ac.uk/occupational-health/travel/)

**APPENDIX 1 – APPROVAL FOR HIGH RISK OFFSITE WORK**

# Approval for high risk offsite work.

**Approval from the HoD is required for high-risk offsite work. Check with your Faculty Policy on whom else may be required to give consent. High risk work is defined as:**

* **Any activity taking place in a country or region to which the** [**Foreign, Commonwealth and Development Office**](https://www.gov.uk/government/organisations/foreign-commonwealth-development-office) **(FCDO) advise against all or all but essential travel.**
* **Any activity taking place in a country or region listed as “extreme” risk by the** [**College travel insurers**](https://www.imperial.ac.uk/staff-travel-and-expenses/planning-a-trip/travel-insurance-inc-covid-19-updates-/)**.**
* **Work including taught fieldwork involving undergraduate students**
* **Work activities excluded from cover by the** [**College Insurance Policy**](https://www.imperial.ac.uk/staff-travel-and-expenses/planning-a-trip/travel-insurance-inc-covid-19-updates-/)**.**
* **Any activity requiring residence overseas for more than 3 months**
* **The activity or procedure is high risk (refer to the questions highlighted in red within this document)**

|  |
| --- |
| **HEAD OF DEPARTMENT APPROVAL** |
| I have reviewed this risk assessment and consider that the additional risks posed by the country or region in which the work is taking place and the activities being undertaken have been controlled so far as is reasonably practical and there is a continued academic requirement for the work to proceed which justifies the increased risk.  | Title and Name:  | Date:  |
| **ADDITIONAL APPROVAL** (Where required by Faculty Policy) | Title and Name:  | Date:  |