

**Offsite Contact Record**

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| **This form provides a record of the contact details for College staff or students travelling off site for low risk activities such as conferences in stable countries or regions and includes a checklist for travel outside the UK.**  **It is not intended that this form should be used as a risk assessment for fieldwork, hosted research or high-risk offsite activities.** 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) and high risk activities will require completion of the FW1 risk assessment and other risk assessments as appropriate.  **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.**  Leave a copy of this form with your Department, offsite coordinator or Faculty appointed Safety Officer.  All travellers should ensure the recorded emergency contact details for next of kin on ICIS are up to date (see: http://www.imperial.ac.uk/icis) |

### **Persons attending (list leader’s name first)**

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| Full name | CID | Position / Role in group | Email | Telephone (ICL) | Telephone (offsite) |
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### **Meeting / Conference Details**

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| Title of conference or meeting |  |
| **Host institution name and telephone** |  |
| **Name and telephone number of local contact / organiser** |  |
| **Location (country, city, venue address and telephone)** |  |

### **Dates**

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| Date of travel from College: | Date of return: | Date of return to College (if different): |

### **Checklist for Travel Outside the UK (use this as an aide memoir to organise your travel this is not a risk assessment)**

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| **Health Precautions** | | | | | |
|  | Check [Occupational Health travel advice](https://www.imperial.ac.uk/occupational-health/travel/) | | | | |
|  | Arrange any recommended [vaccinations](https://www.imperial.ac.uk/occupational-health/health-protection-at-work/vaccinations/) with OH Service | | | | |
|  | Obtain [**health clearance**](https://www.imperial.ac.uk/occupational-health/travel/), if necessary. Required for **ALL** travel to a tropical country, or trips lasting more than 3months or high-risk fieldwork. | | | | |
| **Safety Precautions** | | | | | |
|  | Check the [Foreign, Commonwealth and Development Office](https://www.gov.uk/government/organisations/foreign-commonwealth-development-office), College Insurance office [disturbed areas](https://www.imperial.ac.uk/safety/safety-by-topic/off-site-working/insurance/) list and the [College Insurers web pages](https://www.aig.com/business). Where they advise against all or all but essential travel, if the area is not covered by college insurance or there is an extreme risk to the welfare of the traveller you must complete a FW1 risk assessment and ERP form. | | | | |
| **Travel documents** | | | | | |
|  | **College travel insurance**. Carry a copy of the [insurance certificate](https://www.imperial.ac.uk/staff-travel-and-expenses/planning-a-trip/travel-insurance-inc-covid-19-updates-/). College insurance medical and other emergency hot line: **American International Group UK Ltd (AIG) +44 (0) 1273 456 463, Policy number: 0010016145** | | | | |
|  | **British Embassy, High Commission or consulate** Telephone number: | | | | |
|  | **College travel insurance registration. You must** register all overseas trips online with the [College Insurance Office](https://www.imperial.ac.uk/finance/financial-services/insurance/) | | | | |
|  | **European health card** This establishes your entitlement to state-subsidised health care in other EU countries (see: https://www.imperial.ac.uk/staff-travel-and-expenses/planning-a-trip/travel-insurance-inc-covid-19-updates-/) | | | | |
|  | Passport |  | Visa |  | Driving license |
|  | **Motor insurance** 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. | | | | |

**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 a** [**disturbed area**](https://www.imperial.ac.uk/safety/safety-by-topic/off-site-working/insurance/) **by the College insurance office.**
* **Any activity taking place in a country or region listed as “extreme” risk by the** [**College travel insurers**](https://www.aig.com/business)**.**
* **Work including taught fieldwork involving undergraduate students**
* **Work activities excluded from cover by the** [**College Insurance Policy**](https://wiki.imperial.ac.uk/display/FKB/Overseas+travel)**.**
* **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 the FW1)**

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| **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: |