Check Requirement for Health Clearance Complete and return questionnaire if relevant

Check OH Travel Advice

Vaccinations malaria prophylaxis required?

Y

Inform all team members and arrange appointments with OH

N

Check ICL travel insurers country guidance. Staff Student

Check Requirement for Health Clearance Complete and return questionnaire if relevant

Does the college insurer advise against all or all but essential travel to any part of the destination country?

Y

Complete an OWERP and contact College Insurance Manager and obtain approval from Head of Department (check your Faculty Policy)

N

Register your trip with the Insurance Office

If resident overseas for more than 3 months contact OH and your strategic HR partner for further advice

Obtain insurance cover details before departure (within UK this is just professional indemnity and liability

Scholarly Meeting or Conference

Complete an offsite contact record form

Leave emergency contact details with department
Documented risk assessment not normally required unless the activity or location are high risk.

Hosted Work

Complete a Hosted work form

Obtain assurance from host institution that appropriate health and safety arrangements are in place for the visit. If they do not adequately cover all aspects of the activity or location you may need to complete an FW1.

Field work or work in a high-risk location

Complete a Fieldwork Risk Assessment and OWERP

Submit completed risk assessment form to the PI and PIC/Off Site Coordinator or Faculty appointed Safety Officer for review.
Ensure all necessary precautions are in place