



UNIVERSITY OF
CAMBRIDGE

Occupational Health and
Safety Service

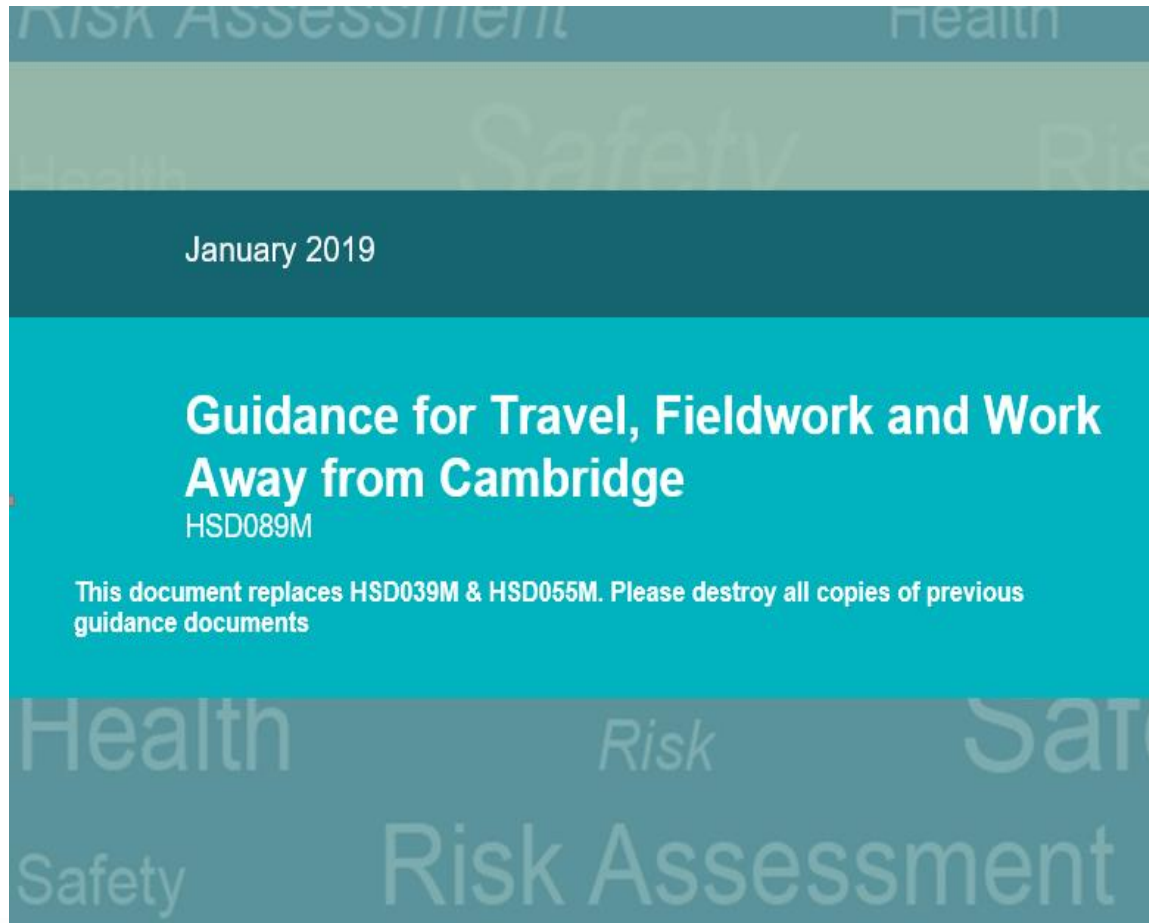
DSO Update 2019

Andrea Eccles

Assistant Director, Safety Office

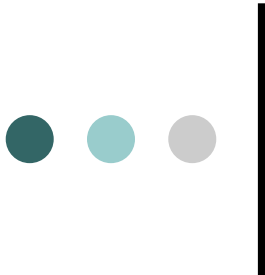
Working away from Cambridge Guidance

Guidance issued in January



**UNIVERSITY OF
CAMBRIDGE**

Occupational Health and Safety Service



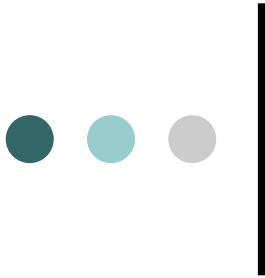
Simply Put

- We have a legal duty of care for the health and safety of our staff and students regardless of where they are
- The University is obliged to take steps to protect its staff and students from foreseeable risks
- The University needs to be aware of any risks involved with travel to fulfil this duty of care



**UNIVERSITY OF
CAMBRIDGE**

Occupational Health and Safety Service



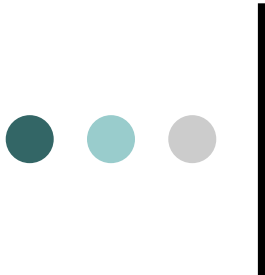
How do we do this?

- Travellers must complete a Risk Assessment
 - Low, medium and high risk
 - Basic, Standard, Elevated Forms
 - Assess the location, activities and personal characteristics/circumstances



UNIVERSITY OF
CAMBRIDGE

Occupational Health and Safety Service



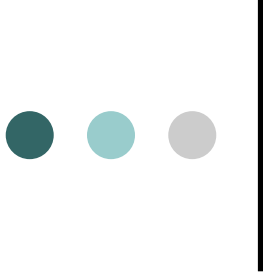
How do we do this?

- Departments must have a local procedure in place to manage these risk assessments.
 - Review
 - Approve travel
 - Sign to say that it is a suitable and sufficient risk assessment



UNIVERSITY OF
CAMBRIDGE

Occupational Health and Safety Service



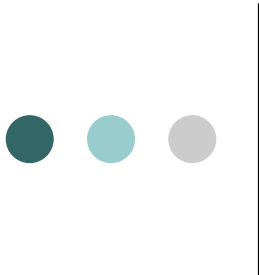
Common myth

- Risk assessments are NOT completed to allow an individual to obtain University travel Insurance
- They are completed to assess the risks involved and help to keep individuals safe



UNIVERSITY OF
CAMBRIDGE

Occupational Health and Safety Service



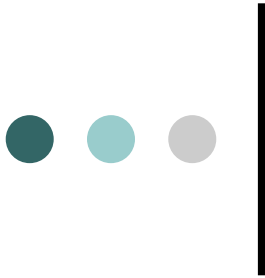
What resources are there to help?

- FCO website
- Drum Cussac / New equivalent
- Safer Edge
- Study Away Risk Assessment Committee
 - Elevated risk assessments



UNIVERSITY OF
CAMBRIDGE

Occupational Health and Safety Service



Currently under review

- Received lots of feedback
- More user friendly document
- Simplified & easier to understand



UNIVERSITY OF
CAMBRIDGE

Occupational Health and Safety Service

Procedure for completion of risk assessments for staff and students travelling away from Cambridge on University Business

Travel in the UK

Occasional low risk travel to meetings or conferences

Travel to undertake research that may involve low/medium/high risks

Follow Departmental procedure for low risk travel, this must include someone knowing where they are, when are they going, how are they travelling there, ensuring their contact and emergency contact details are up to date.
Or fill in 'Basic Travel Form' found in guidance document HSD 089M on Safety Office Website

Complete a suitable and sufficient Travel Risk Assessment on the appropriate form depending on risks involved taking into account location, activity and personal characteristics

Approved and signed off by Dept.

Approved and signed off by Dept.

Book travel and obtain travel Insurance appropriate for trip

Travel Abroad

Follow the University guidance on Travel, Fieldwork and Work Away from Cambridge Guidance Document HSD089M

Use the risk indicators table

Low Risk
Basic Form

Medium Risk
Standard Form

High Risk
Elevated Form

Approved and signed off according to departmental procedure before intended travel dates

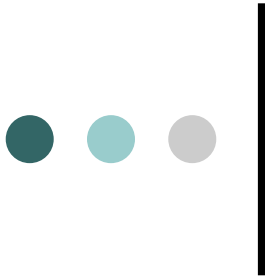
Complete form and send to Study Away Risk Assessment Committee for review and approval at least 2-3 months before intended travel dates

Committee confirms approval and sends back to the dept. for them to sign off



**UNIVERSITY OF
CAMBRIDGE**

Occupational Health and Safety Service



New revised document

- The requirement to manage those travelling will not change
- Departments still have to implement local procedures to assess risks involved and approve travel



UNIVERSITY OF
CAMBRIDGE

Occupational Health and Safety Service