



Travel outside the UK

Check Requirement for Health Clearance
Complete and return questionnaire if relevant

Check Travel Advice

Inform all team members and arrange appointments with OH

Vaccinations or malaria prophylaxis required?

Y

N

Check FCO Country Guidance



Travel within the UK

Check Requirement for Health Clearance
Complete and return questionnaire if relevant

Contact College Insurance Manager and obtain approval from Head of Department following risk assessment

Y

Does FCO advise against travel?

N

Register your trip with the Insurance Office

Obtain insurance cover details before departure

Scholarly Meeting or Conference

Hosted Work

Fieldwork

Leave emergency contact details with department
Documented risk assessment not normally required (see guidance)

Leave emergency contact details
Obtain assurance from host institution that appropriate health and safety arrangements are in place for the visit

Complete a Fieldwork Risk Assessment

Submit completed risk assessment form to the Off Site Coordinator or DSO for review
Ensure all necessary precautions are in place