

Middlesex University Travel Form

1: Personal Travel Details

Surname		Flight Number or Train Details (if applicable)	
First Name		Departure Date (dd/mm/yy)	
Mobile Number		Return Date (dd/mm/yy)	
School or Service		Name of your local host or contact	
NEXT OF KIN (emergency)		Tel. of your local host or contact	
Next of Kin Telephone		Regional Director informed of your visit?	Tick: Yes / No

This Visit

Institution/s of this visit		Have you visited this country before?	Tick: Yes / No
Country & Cities of this visit		Have you extensive knowledge of this country (gained from residence, citizenship or work experience)?	Tick: Yes / No
Purpose of this visit		Have you applied for an Insurance Pack? If no, please email Sue Campion	Tick: Yes / No

Field Trips and Group Travel

Are your vaccinations (or of members of the group) up to date	Tick: Yes / No
Total Number of Group	
List group activities	

2: Middlesex University Travel Form

Hazard	Associated problems	Tick if relevant <i>If 'yes' complete 2 boxes at right</i>	Probability <i>Select: High / Medium / Low</i>	Measures taken to reduce risk <i>Refer to FCO advice and any other relevant sources of information</i>
Contact - with insects	Bites/stings, Lyme's disease, malaria, yellow fever	Tick: Yes No		
Contact - with animals	Allergies, asthma, bird flu, bites, dermatitis, rabies			
Contact - with reptiles	Availability of antidotes/medical back-up, remoteness of work site, shock			
Contaminated water & drinking water	Dysentery/diarrhoea, legionella, leptospirosis, polio, cholera, typhoid, levels of arsenic etc in water			
Contaminated food	Allergies, Hepatitis A, dysentery/diarrhoea, severe stomach upset			
Needles / sexual contact	HIV, Hepatitis B			
Local Culture	Customs, dress, religion, behaviour, non-verbal communication			
Legal differences (e.g. strict laws regarding prescriptive or 'over the counter' drugs in Dubai)	Local codes/guidance, local statutes			
Terrorism / Civil unrest	Security alerts, bombings, abduction/kidnapping, riots shootings, political demonstrations			

3: Middlesex University Travel Form (Measures taken to reduce risk Con't)

Transportation	Airport collection, competent drivers, hazardous terrain, roadworthiness of vehicles, suitability of transport, insurance	Yes	No	Select	
Crime	Street crime, local scams, theft, hotel room security				
Electricity	Compatibility of equipment, higher/lower voltage, safety standards, power cuts				
Climate conditions	Extreme heat or cold, snow blindness, dry/desert region, high humidity, monsoon/storms, oxygen deficiency/rarefied air, sunburn/sunstroke, tides/water conditions				
Natural disasters	Hurricane, typhoon, tornado, tsunami, avalanche, earthquake, flood				
Excavations, confined spaces, tunnelling	Permits to work, safe systems, risk appreciation				
Hazardous substances/chemicals	Available antidotes, CHIP, transport requirements, spillage				
Local Emergency Numbers List					
<p>police</p> <p>embassy</p> <p>hotel</p>					

4: Middlesex University Travel Form

I have assessed the activities and the associated risks and declare that there are no significant risks or that the risks will be controlled by the method(s) listed above. Those participating in the work have read the assessment and will put in place precautions/control measures identified.

NB: Risks should be constantly reassessed during the travel period and additional precautions taken for travel and/or activities if the risks are seen to be unacceptable. If you are uncertain, discuss this with either your Line Manager, Insurance Coordinator or Health and Safety Manager.

Declaration

I declare that I have read and considered the most current advice of the FCO for the country that I am visiting.	<i>Tick: Yes / No</i>
I declare that I have printed and attached the advice from the FCO website.	<i>Tick: Yes / No</i>

Approval

Name of Traveller or Field Trip Group Leader	
Signature	
Name of Dean/Director	
Signature	
Submission Date (dd/mm/yy)	