

## 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	
<b>NEXT OF KIN (emergency)</b>		Tel. of your local host or contact	
Next of Kin Telephone		Regional Director informed of your visit?	<i>Tick: Yes / No</i>

### This Visit

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

### Field Trips and Group Travel

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

## 2: Middlesex University Travel Form

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

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

<b>Transportation</b>	Airport collection, competent drivers, hazardous terrain, roadworthiness of vehicles, suitability of transport, insurance	<i>Yes</i> <i>No</i>	<i>Select</i>	
<b>Crime</b>	Street crime, local scams, theft, hotel room security			
<b>Electricity</b>	Compatibility of equipment, higher/lower voltage, safety standards, power cuts			
<b>Climate conditions</b>	Extreme heat or cold, snow blindness, dry/desert region, high humidity, monsoon/storms, oxygen deficiency/rarefied air, sunburn/sunstroke, tides/water conditions			
<b>Natural disasters</b>	Hurricane, typhoon, tornado, tsunami, avalanche, earthquake, flood			
<b>Excavations, confined spaces, tunnelling</b>	Permits to work, safe systems, risk appreciation			
<b>Hazardous substances/chemicals</b>	Available antidotes, CHIP, transport requirements, spillage			
<b>Local Emergency Numbers List</b>				
<p style="text-align: center;"> <b>police</b>  <b>embassy</b>  <b>hotel</b> </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 <a href="#">FCO</a> for the country that I am visiting.	<i>Tick: Yes / No</i>
I declare that I have printed and attached the advice from the <a href="#">FCO</a> 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)	