



To **Heads of Departments, Departmental Administrators and Departmental Safety Officers**
From Dr Martin Vinnell, Director of Health and Safety
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Subject University Policy to Safeguard Students Studying and Working Away
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You will probably be aware of the General Board's [University Policy to Safeguard Students Studying and Working Away](#), launched in the 2018-19 academic year.

This note not only reminds departments of the policy but also details additional resources and support now available to you to enable effective implementation of the policy and other resources, soon to be available. Queries on the policy can be sent to Catherine Fage: Catherine.Fage@admin.cam.ac.uk

Resources currently available:

1. [Guidance for those who review study/work away plans](#)
This guidance replaces documents HSD039M & HSD055M. Please destroy all copies of, and links to previous guidance.

The Guidance is for Heads of Department and any person to whom a Head of Department has delegated the responsibility of reviewing risk assessment for study or work away and,

- aims to clarify the responsibilities outlined in the University Policy to Safeguard Students Studying and Working Away¹;
- offers guidance on the risk assessment element that all staff and students travelling must comply with before leaving Cambridge;
- provides an overview of what is required to manage risks associated with work or study away but still allows departments to continue to follow local processes for managing applications and recording data.

It is also available to Colleges (via their Senior Tutors) so they are informed of the processes that the University applies, through its Faculties and Departments, to ensure the safety of our students and to identify where Colleges might contribute to those processes in the best interests of our students.

¹ For ease of reference 'work away' is used in this document to cover both study and work

Contact: Occupational Health & Safety Service (OHSS), which owns this document and will regularly review it to ensure it is effective and relevant. OHSS wishes to hold an initial review within **three months** from this circulation. Please submit your feedback to travelriskassessment@admin.cam.ac.uk.

2. [Guidance for those who undertake study or work away](#)

These pages are to assist students who are required to complete a risk assessment as part of an application to study or work away from Cambridge and, therefore, focus specifically on the safety aspects of study or work away.

Departments should distribute this information to all students.

Contact: OHSS manages these pages. Please submit any feedback to safety@admin.cam.ac.uk

3. [Travel RiskMonitor tool](#)

The University has secured free access to this external tool

Every Department can register once to access the tool that allows the user to search for and run reports on country specific risk. In addition, it is possible to sign up to risk alerts of various levels (negligible, low, moderate, high, extreme) in order to be able to monitor more closely in-country changes.

Further registration details are attached to this communication.

Contact Insurance Office: insurance.section.online@admin.cam.ac.uk

4. [Study Away Risk Assessment Committee](#)

The Study Away Risk Assessment Committee supports departments by making final decisions on high-risk applications to study or work away. Heads of Department should familiarise themselves with the role of this Committee.

[Further guidance about what constitutes high risk is available within the updated guidance.](#)

Contact: Secretary of the Committee, SARAC@admin.cam.ac.uk

Resources that are or will soon be available

1. [Online training](#)

Following a successful pilot session, an online training video for those undertaking study or work away is being finalised. The objective of this video is to support individuals in preparing to study or work away and to more competently consider risk and complete adequate risk assessments.

[The online training will be available early February 2019.](#)

2. In-person training

This year, there will be training to support those who review risk assessments (for example, Supervisors, PIs, Year Abroad Coordinators) and will offer an opportunity for reviewers to ask questions to a travel risk expert about what constitutes a sufficient risk assessment.

Sessions will last a full day and will accommodate up to 20 people per session. Initial sessions will run to accommodate demand and run annually thereafter.

These sessions are scheduled for the 8 and 21 February 2019 and will be available to book via the [Safety Office Training website](#)

3. CamSIS process improvements for graduates applying for leave to work away

To facilitate compliance with the University Policy to Safeguard Students Studying and Working Away, the following process improvements will be released in Lent Term,

- an amended application form to improve the quality of information captured on CamSIS when graduate students apply to work or study away from Cambridge (target 19 March); and
- additional user-friendly charts and tables on CamSIS to help administrators track graduate students who are working away from Cambridge (target 19 March).

All other aspects of the process remain the same, including the approvals process and the requirement for an approved risk assessment.

Before the launch date, FAQs about the upcoming changes are available for administrators and supervisors who are working with graduate students on the Safeguarding website (<https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge>).

A Project Board comprising Department, College, Student Registry, and supervisor representatives is overseeing the work. This Project Board is also considering how to store in CamSIS core data (trip and emergency contact information) for undergraduates working or studying away from Cambridge whose applications are approved locally.

Re: Instructions for use of the Travel RiskMonitor Tool

Please note, the University has obtained licences for use of the Travel RiskMonitor Tool based on **one per Department** and so, to ensure consistency with the policy, these are available to Heads of Department. Heads of Department may then decide whether to maintain the account or re-allocate to another person in Department who signs off travel risk assessments.

Instructions for use of the Travel RiskMonitor tool are below:

1. Go to <https://www.drum-cussac.net/self-registration> to begin the registration process.
2. From here, enter your full email address using either
 - @cam.ac.uk
 - @admin.cam.ac.uk
3. Once entered and submitted, you will receive an email, with a verification link on it.
4. Using the link, go to the page to complete the registration.
5. Once completed, you will then be logged into the platform.

Alert preferences can then be set up per country or per risk rating; negligible, low, moderate, high, and extreme.

Drum Cussac also publish regular travel risk updates and case studies on their public pages, which are interesting and may be useful to those approving work away plans.

<https://www.drum-cussac.com/casestudies>

<https://www.drum-cussac.com/blog>