OFF SITE WORK – Working in the UK Checklist

UCL

This checklist is intended to assist with the planning process for groups or individuals travelling within the UK for one the following reasons: to attend a Meeting/Conference, undertake Hosted Research, take up a Work Placement or participate in Fieldwork.

	YES	N/A
SECTION 1 GENERAL		
A copy of the itinerary has been given to the departmental Off-site Work Co-ordinator.	☐	☐
A risk assessment has been carried out and authorised by the manager of the work.	☐	☐
A travel insurance cover note has been issued by UCL Insurance Services.	☐	☐
All participants have been provided with a copy of the itinerary.	☐	☐
All participants have been provided with a list of essential items of packing e.g. wet weather clothing, sunscreen etc.	☐	☐
Next of kin contact details for all participants are available to the Off-site Work Co-ordinator.	☐	☐
The Off-site Work Co-ordinator has contact details for participants while away.	☐	☐
SECTION 2 TRAVEL		
Travel tickets have been purchased and checked.	☐	☐
Vehicles have been hired from reputable (UCL preferred) supplier.	☐	☐
Designated drivers are licensed for the vehicle(s) being used.	☐	☐
Designated drivers are insured for the vehicle(s) being used.	☐	☐
The hotel, hostel or campsite booking has been confirmed.	☐	☐
SECTION 3 HEALTH		
Participants with pre-existing health conditions have been advised to take sufficient prescription medication for the duration of the trip.	☐	☐
Participants have been asked to notify any health condition that may impact on their ability to participate in some activities e.g. mobility issues on rough terrain.	☐	☐
SECTION 4 EMERGENCIES		
Participants have been advised to carry a mobile phone pre-programmed with emergency contact numbers e.g. emergency services, supervisor etc.	☐	☐
SECTION 5 LEISURE TIME		
Participants are aware of areas to be avoided.	☐	☐
Participants have been instructed to provide details of their leisure time destination and when they will return with responsible person e.g. hotel reception, colleague or supervisor etc.	☐	☐

NOTES: