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# Application for Leave to Work Away (LTWA)

The purpose of this form is to ensure that students intending to apply for Leave to Work Away undertake an appropriate assessment of the hazards they might encounter; the risks associated with them; the likelihood of a risk arising; and the risk minimisation and avoidance strategies they intend to adopt. This form must be completed, approved and uploaded when applying for LTWA on CamSIS.

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| **Part 1: Personal Data and Details of Research Project** | | |
| **Surname:** | **Forename(s):** | |
| **Your contact details**:  Tel no:  Mobile no *(for emergencies)*:  Email address:  **Emergency contact details**:  Name:  Tel no:  Mobile no:  Email address: |  | |
| **Course**: | | |
| **Supervisor**: | | |
| **Destination(s)**: *(Please include the address, telephone no, and email address, where possible)* | | |
| **Contact at destination:** *(Please include contact address, telephone no, and email address, where possible)* | | |
| **Travel Arrangements/Itinerary/Schedule (to include arrival / departure dates):** | | |
| **Personal Travel and Medical Insurance:**  **Provider:**  **Policy Number:** | | |
| **Start date of LTWA:** | | **End date of LTWA:** |
| **Research title:** | | |
| **Brief Description of Research and reason for LTWA:** | | |
| **Please provide the contact details of the British Consulate and/or Embassy, or those of the country of your citizenship, in the location you will be travelling to.** | | |
| **The School will not endorse projects that take place in a country/ies or within an area where the UK Foreign and Commonwealth Office (FCO) advises against all travel (or the particular type of travel to be engaged in for the research project), before departure. Please state the date you checked the Foreign & Commonwealth Office travel advice website and the level of warning given to your fieldwork location.** | | |
| **Are there any potential physical or psychological problems that might arise due to the nature of your research?** | | |
| **Do you have the appropriate permission to access libraries, archives, museums, and do you have the necessary letters of introduction?** | | |
| **Are you prepared for any potential medical issues? Do you have the correct vaccinations and documentation of vaccinations? Do you have the details of your medical insurer?** | | |
| **Are you aware of the Visa requirements for your visit and any other documentation required?** | | |
| **Please describe your plans for immediate evacuation, should it be necessary.** | | |

| **Part 2: Risk Assessment** | | | | |
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| List the significant hazard(s).[[1]](#footnote-1) | Describe what could go wrong – that is, say who might be hurt and how.[[2]](#footnote-2) | Is the risk high, medium or low?[[3]](#footnote-3) | Please list the existing and/or intended control measures which will reduce the likelihood of all this happening.[[4]](#footnote-4) | Suggest here any further actions which may be beneficial to reducing risks and responding to emergencies. Say who will carry them out and by when. |
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| Approvals: | Supervisor: | Date: | Signature: | Name: |
| Dept Safety Officer : | Date: | Signature: | Name: |

1. A list of hazards is provided to help you, but this may not be exhaustive. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form - please ask the University Safety Office for further advice. Hazards to consider: Personal violence (including sexual assault); High or low temperatures; High pressures; Civil unrest **Chemical hazards; Biological hazards; Genetically Modified Organisms; Ionising radiations; Lasers;** Sharp objects; **Dusts;** Work at heights; **Animal houses;** Magnetic fields; Machinery hazards; Electricity; **Manual Handling;** Noise; Vibration; Falling objects; Collapsing structures; Flooding; Slips, trips and falls; Asphyxiant gases; **Flammable gases.** [↑](#footnote-ref-1)
2. Please explain how an accident, incident or health condition could arise. We must consider all events which are *reasonably foreseeable*. [↑](#footnote-ref-2)
3. Please see the health and safety risk assessment handbook for further guidance on levels of risk, <http://www.admin.cam.ac.uk/offices/safety/risk/> [↑](#footnote-ref-3)
4. When deciding on suitable control measures, you should ensure that you are complying with all relevant University policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are ‘reasonably practicable’ to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved. [↑](#footnote-ref-4)