**Working from Abroad Risk Assessment**

Since launching our initial working from abroad policy, staff have been continuing to deliver our services while balancing personal commitments and exceptional situations. As such, we have introduced our longer term approach to working from abroad. Depending on the circumstances, we have agreed to allow employees to work from abroad for an extended period of time as long as:

* they can fulfil all duties remotely;
* accept liability for any additional fees and incidents related to the travel;
* return to work in the UK/Camden for a set period of time agreed by the service.

To make a flexible working from abroad request, you will need complete this risk assessment so any potential issues or impact can be considered before reaching an outcome. The completed form should be sent to your line manager for a decision, in conjunction with the Head of Service.

Please note, this risk assessment may be accessed by HR, IT and the Information Rights if further advice is required to make a decision.

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| **Employee’s name:** |  | **Employee Number:** |  |
| **Job title** |  | **Host country address (destination requested to work from abroad):** |  |
| **Dates of Travel:**  **(arrival – departure)** |  | **Host country local phone number:** |  |
| **Service area** |  | **Manager’s name** |  |

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| **Essential Criteria** | **Yes/No** | **What measure will you take to mitigate this risk?** |
| Does the country you want to travel to require a licence for using an encrypted device? | **No** | **No** |
| As part of your role, do you require direct access to systems that hold personal data owned by partner organisations e.g. DWP, NHS, and the Met Police?  Please note, you cannot work from abroad if you require access to Civica or Searchlight. | **No** | **If yes, the request will be declined.** |
| Do you work in a frontline role that requires you to be physically present or available during core hours? | **No** | **If yes, the request will be declined.** |
| **Additional Factors** | | |
| Have you read the government’s [foreign travel advice](https://www.gov.uk/foreign-travel-advice) and confirm it is safe to travel to the country? | **Yes** |  |
| Will the country’s time zone impact your contactable hours? Please state the exact time difference. | **No** |  |
| Will you have an adequate work station during your stay? | **Yes** |  |
| Have you considered whether working from abroad is suitable for your mental or physical wellbeing? | **Yes** |  |
| Do you have an underlying medical condition and if so how will this be managed during your stay? | **No** |  |
| Have you made arrangements for all pre-travel medical related matters e.g. arranging vaccinations? | **Yes** |  |
| Can you obtain the relevant visa required for the duration of your proposed stay? | **Yes** |  |
| Have you arranged adequate travel insurance? | **Yes** |  |
| Do you know the location and/or the contact details of the local British Embassy in the host country? | **Yes** |  |
| Have you confirmed there are no political/ cultural conflicts or other threats to your personal safety in the host country? Please see the table under ‘Diversity & Inclusion’ for more information. | **Yes** |  |
| Have you provided next of kin contact details in cases of emergency? | **Yes** |  |
| Are you aware of the Public Health guidance in the host country? | **yes** |  |
| Have you sought specific tax/pension advice related to the host country? | **No** |  |

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| **Employee Liability Declaration** | |
| I (employee) agree to accept responsibility and will not hold the Council liable for the following:   * arranging adequate travel insurance cover * paying for flights or additional fees related to travel * ensuring passport validity and the correct visa is obtained ahead of the trip * complying with applicable public health guidance (e.g. quarantine periods) both in the host country and on return to the UK * accepting liability for any incidents that occur in the host country * ensuring personal safety, working from the host country at my own risk * accepting that my employment contract remains subject to UK law and jurisdiction whilst working in a different country (salary will only be paid into a UK bank account and will be subject to relevant payroll deductions). * maintaining all the usual precautions to [working safely remotely](https://lbcamden.sharepoint.com/sites/intranet/shareddigital/Pages/IT-Code-of-Conduct.aspx) e.g. following the IT Code of Conduct, data protection guidelines * accepting that I will need to use annual/unpaid leave or return to the UK immediately if my manager deems the working from abroad arrangements as unsuccessful. * making additional tax and social security declarations, if required. | |
| **Signed:** | **Date:** |

**Diversity & Inclusion**

It is the employee’s responsibility to ensure their own personal safety while working from abroad. The following sources of information provide useful information about specific Diversity and Inclusion issues and topics:

| **Lesbian, Gay, Bisexual & Transgender travellers** | **Women/solo travellers** | **Religion/local customs** | **Disability matters** |
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| Specific advice and useful links for LGB&T travellers and be found on the UK’s [Foreign and Commonwealth Office](http://www.fco.gov.uk/en/travel-and-living-abroad/your-trip/LGBT-travellers). | The [government’s website](https://www.gov.uk/government/publications/2010-to-2015-government-policy-british-nationals-overseas/2010-to-2015-government-policy-british-nationals-overseas#appendix-2-advice-for-women-travellers) offers advice for women travellers, as women in particular are advised to take extra care in certain countries. | Specific advice on travelling during Ramadan (a holy month for Muslims) can be found on the [government website](https://www.gov.uk/guidance/travelling-during-ramadan). | The government website provides foreign travel advice and useful links for people with [disabilities](https://www.gov.uk/foreign-travel-for-disabled-people) and [mental health issues](https://www.gov.uk/guidance/foreign-travel-advice-for-people-with-mental-health-issues). |
| Countries or regions which are potentially dangerous for LGB&T people to visit are highlighted on the [ILGA’s website](https://ilga.org/state-sponsored-homophobia-report). | Information about the local attitudes towards women, listed by country is available on the [government’s foreign travel advice](https://www.gov.uk/foreign-travel-advice) website, under the sections ‘Safety and Security’ and ‘Local laws and customs’. | The [government’s foreign travel advice](https://www.gov.uk/foreign-travel-advice) web pages provide the latest information on religion and local customs matters, by country. |  |