**Visitor Hosting Request Form**

The safety and wellbeing of staff, students and the community and the creation of a safe and effective workspace so that research and teaching can continue are fundamental to NDCN’s operations. Any person wanting to host a visitor is responsible for ensuring safety and wellbeing are central in the planning and management of a visit.

*All visitors, including OUH staff, will need approval in advance from the Head of Division.*

Prior to proposing a visitor, each host must discuss with the members of the group (staff and students) the potential visit, give group members an opportunity to express any concerns, and ensure they have addressed the concerns.

Any visitor must be accommodated within the existing space of a group such that it does not disrupt the research activity of University staff or students and fits within the COVID-safe working practices in place in the group and across the department. In this regard a host must:

i) review relevant risk assessments,

ii) consider the impact of a visitor on communally shared areas and departmental staff and students in other groups,

iii) provide assurance that the visitor can be accommodated within the control measures in place

iv) provide updated or new risk assessments where appropriate.

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| Name of host (and day to day supervisor(s) where appropriate): |
| Name and title of visitor: |
| What are the dates of the visit?: |
| All visitors must have the right to study or work in the UK. Have you confirmed any visa requirements with HR to host the visitor? |
| What is the purpose of this visit? |
| How would this visit benefit you? |
| How would this visit benefit the visitor? |
| Do you have any other visitors currently or planned during this proposed visit? |
| Have you discussed potentially hosting a visitor with your group? |
| Which location(s) would this visit be hosted in?: |
| Under the space and activity risk assessments can the visitor be accommodated without disrupting your group member’s research? |
| Will hosting the visitor necessitate close contact? If yes, have you updated relevant risk assessments with additional measures will you have in place to minimise risk? |
| Will the visitor be working in space shared with other research groups? |
| Would the visitor expect time from other members/groups? If so, have you consulted those individuals/groups? Please give details. |
| Any additional comments: |

**Section 2 – for NDCN Divisional Head’s Authorisation**

Please complete, then obtain authorisation and signature from your **Divisional Head** (DCN/CPSD/NLO/ NDA/WIN/BNDU before forwarding to [hr@ndcn.ox.ac.uk](mailto:hr@ndcn.ox.ac.uk). Please do not send without an authorising signature.

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| 1. Please comment on the request to host:    Signature: Date: |