

## OVERSEAS TRAVEL AND ACTIVITIES POLICY

### Purpose and Context

Statutory and common law duties of care exist on the university to take all reasonable steps to ensure the health and safety of its staff and students engaged in the travel and activities overseas. This policy establishes what is required of: the university; its academic schools and support services; and the individuals involved to ensure the risks to health, safety and wellbeing arising from travel and activities overseas are appropriately and effectively managed.

### Scope

The Policy applies to all members of staff and students who travel and undertake activities overseas in the course of university business or as part of their studies.

### Contents

#### 1. Planning your visit

##### 1.1 Foreign and Commonwealth Office (FCO) website

The FCO website will be an initial point of consultation during the planning process for any proposed overseas travel.

[Appendix A](#) provides details of the actions that will arise from the consultation with the FCO website.

##### 1.2 Prohibited overseas travel

The university will prohibit any travel or activities overseas where: -

- (a) The FCO **advises against all travel** to the specific country or parts of that country where it is intended to visit; or
- (b) It is unable to secure adequate insurance cover;

##### 1.3 'All but essential travel'

The Dean or Director will take the final decision on whether a specific overseas visit is considered 'essential'.

#### 2. Risk assessment

Academic schools and support service will ensure any overseas travel they are responsible for are subject to suitable and sufficient risk assessment processes.

These assessments will ensure

- (a) Those travelling are fit and healthy to do so; and any medical concerns raised should be considered by Occupational health via a referral
- (b) Any necessary vaccinations have been received
- (c) All required communications are established; and
- (d) Areas of risk associated with travelling and during a specific visit have been identified and the necessary management measures agreed will be in place.

The findings of risk assessments are conveyed to those who will be undertaking the travel or activities; and

The risk assessment will be retained within the academic school's or support services' health and safety file area of the university's document management system. Copies of the risk assessment will be issued to;

- (a) The individual or group undertaking the overseas travel; and
- (b) Procurement Services section of Financial Services.

Guidance on the risks to health and safety associated with overseas visits, along with recommended measures to manage these risks is given at [Appendix B](#).

The following link (internal users only) is to [guidance](#) to assist with health and safety risk management, individual wellbeing and insurance-related aspects associated with overseas travel involving university business, study and research-related activities.

### **3. Insurance**

Academic schools and support services will ensure that the Procurement Services section within Finance Services are consulted ahead of any overseas travel taking place to ensure: -

- (a) The university's existing policies provide the necessary cover; or
- (b) Alternative or additional policies are required, sourced and are in place.

### **4. Contact arrangements and information**

Each school and support service will ensure the necessary contact arrangements are in place and it, and those who will be overseas, are in possession of the relevant contact information. This will include;

- (a) Primary and secondary contact numbers for the individual or group overseas. Where contact is by mobile phone it must be assured the phone can be used in the country or countries being visited;
- (b) The individual or group overseas having contact numbers for relevant personnel within their school etc. and for the university outside normal working hours;
- (c) Those travelling overseas subscribe to the FCO's travel advice alerts and follow the FCO's various social media platforms for real time travel advice.
- (d) Emergency services (i.e. police, fire and ambulance) within the country or countries being visited;
- (e) The British Embassy for the country or countries being visited;
- (f) Where relevant, contact numbers for any third party responsible for the organisation and coordinated of a particular visit.

### **5. Emergency situations**

In the event of civil or political unrest, natural disaster etc. in the country individuals are visiting, or are en-route to, the relevant school or support service and members of the university's contingency management team will convene to ensure the necessary measures are taken ensure the health and safety of those individuals. These measures will include;

- (a) Establishing direct communication with individuals where this is possible;
- (b) Notifying the Foreign and Commonwealth Office;
- (c) Ensuring communication with the emergency contacts given by the individuals involved;
- (d) Notifying and liaising with insurers; and
- (e) Establishing communication with any third party responsible for the organisation and coordination, where relevant to the specific visit.

### **6. Those travelling overseas**

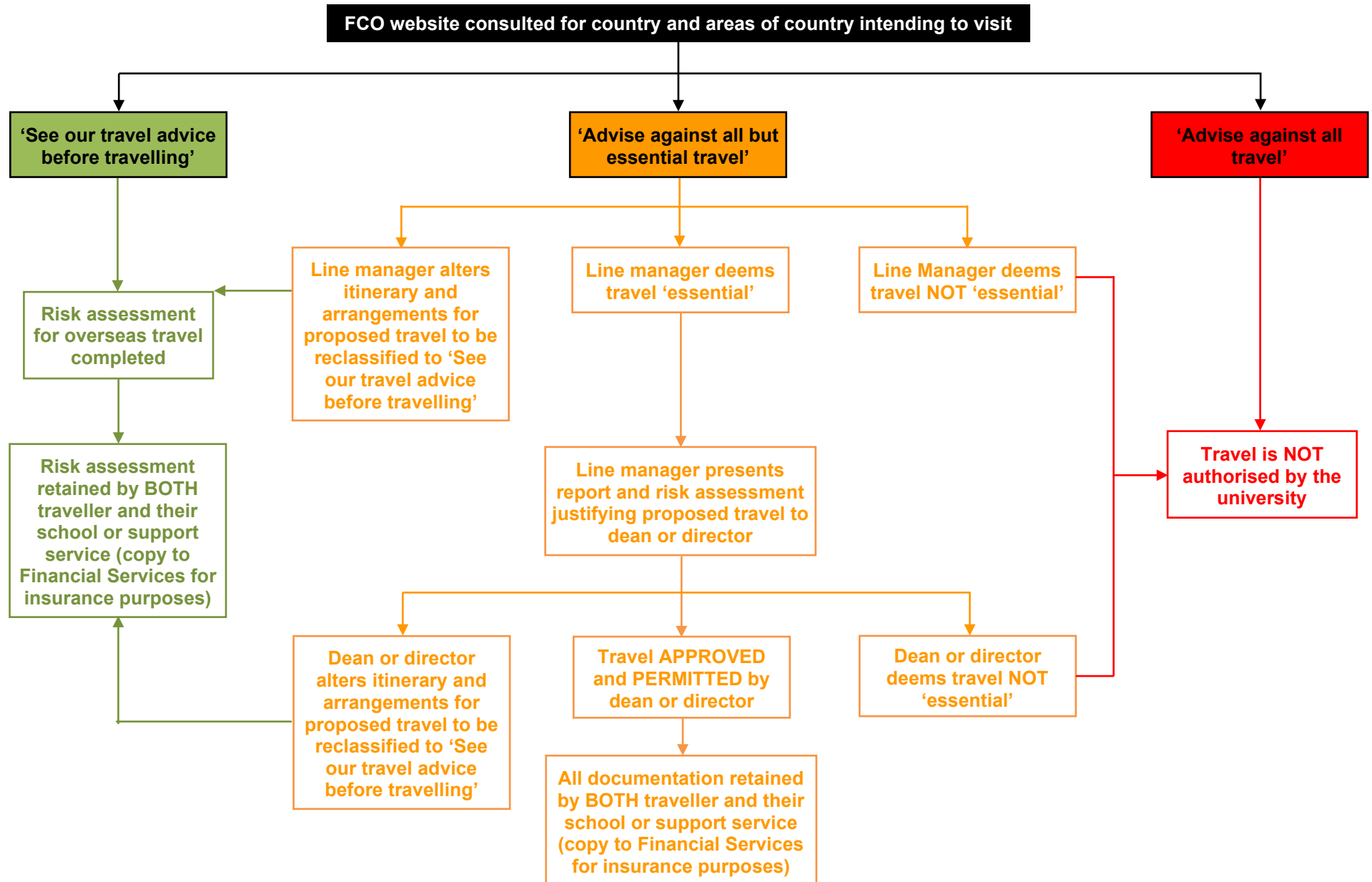
Staff and students travelling overseas are responsible for ensuring: -

- (a) Any vaccinations required have been administered or are up to date;
- (b) Their school, support service etc. is aware of any medical conditions that could adversely affect their or other people's health and safety so these can be considered as part of the risk assessment process;
- (c) Supplies of medication required for any illnesses or conditions will be sufficient for the period overseas and they are in possession of the relevant paperwork;
- (d) They subscribe to the FCO's travel advice alerts;
- (e) Their school, support service etc. has all relevant contact information for them whilst overseas and emergency contacts at home;

- (f) Their school, support service etc. is notified of any actual or proposed changes to the previously agreed itinerary for their visit; and
- (g) They are in possession of all relevant documentation and contact information whilst overseas.

POLICY SIGN-OFF AND OWNERSHIP DETAILS			
Document name:		Overseas Travel and Activities Policy	
Version Number:		V1	
Equality Impact Assessment:		There are a limited number of groups with protected characteristics that the policy may have an impact on, those with disabilities and those who are pregnant.	
Approved by:		Senior Leadership Team	
Date Approved:		28 February 2019	
Date for Review:		28 February 2024	
Author:		Health and Safety Advisor	
Owner (if different from above):		Head of Health and Safety	
Document Location:		<a href="https://www.hud.ac.uk/media/policydocuments/Overseas-Travel-and-Activities-Policy.pdf">https://www.hud.ac.uk/media/policydocuments/Overseas-Travel-and-Activities-Policy.pdf</a>	
Compliance Checks:		Compliance audits and follow up of claims and incidents involving injury when undertaking university business.	
Related Policies/Procedures:		University Health and Safety Policy Guidance to Staff travelling and working overseas	
REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author
V1	18/12/2018	<ul style="list-style-type: none"><li>First version of existing policy following new Policy Framework</li><li>Policy separated from revised University Health and safety Policy</li><li>Individuals with medical concerns affecting by flying to be referred to OH</li></ul>	Health and Safety Advisor

APPENDIX A – PROCESSES FOLLOWING CONSULTATION WITH FOREIGN AND COMMONWEALTH OFFICE (FCO) WEBSITE



## APPENDIX B – KEY AREAS OF RISK ASSOCIATED WITH OVERSEAS TRAVEL AND RECOMMENDED MEASURES TO MANAGE THESE RISKS

Aspects / hazards	Risks to health and safety	Measures to manage risks
Long-haul travel.	Deep-vein thrombosis (DVT) through same posture and lack of movement during flights.	<ul style="list-style-type: none"> <li>Those travelling are aware of risk of DVT and the approaches they can take to reduce the likelihood.</li> <li>Particular attention to individuals who are at increased risk, e.g. expectant or new mothers, history of blood disorders, recently had surgery, including those individuals consulting their GP.</li> <li>Further information available from the <a href="#">DVT section</a> of the NHS 'Choices' website.</li> <li>Consideration to providing flights in classes providing greater leg room following assessment from occupational health. Any recommendations would be subject to approval by the Dean/Director</li> </ul>
	Jet lag and tiredness impairing concentration, particularly in period immediately after arrival (i.e. travelling from airport).	<ul style="list-style-type: none"> <li>Where possible the individual to avoid any driving in the period immediately after arrival, i.e. both at destination and return home.</li> <li>Further advice on reducing affects from, and sensible practices to avoid, jet lag is available through the <a href="#">NHS 'Choices' website</a>. Ensure this is discussed with the individual travelling.</li> </ul>
Vehicle travel within country being visited.	Road traffic accident or threat to personal safety from unfamiliarity with the country's driving conditions, actions to take in the event of breakdown etc.	<ul style="list-style-type: none"> <li>Utilise public transport or organise transport through a third party where appropriate.</li> <li>Ensure individual has valid driving licence and insurance documentation and any other required documentation.</li> <li>Individual to confirm experience, competence and confidence to drive a vehicle in that country.</li> <li>Consult the Foreign and Commonwealth Office's website, in particular the 'Road travel' section for the specific country and the <a href="#">'Driving abroad'</a> section.</li> </ul>
	Road traffic accident from using or driving vehicles in unsafe condition.	<ul style="list-style-type: none"> <li>Ensure any vehicle hired is through a reputable company, either directly or through a third party where appropriate (<i>the university's insurance does not provide cover for vehicles hired for use overseas</i>).</li> <li>Ensure individual has valid driving licence and insurance documentation and any other required documentation.</li> <li>Hired vehicles are checked prior to acceptance and individual receives a demonstration on using the vehicle.</li> <li>Consult <a href="#">Foreign and Commonwealth Office's website</a> and 'Road travel' advice section for the specific country.</li> </ul>
	Threat to personal safety from using non-recognised forms of safe transport.	<ul style="list-style-type: none"> <li>Book taxis through the hotel or the third party organising the visit where appropriate.</li> <li>Consult the <a href="#">Foreign and Commonwealth Office's website</a>, specifically within the 'Safety and security' the 'Local travel' section for the country being visited.</li> <li>Ensure those involved are aware of the advice for safe use of public transport, taxis etc.</li> </ul>

Unfamiliarity with the country being visited.	Threat to personal safety or liberty arising from inappropriate clothing, behaviour or going into unsuitable areas.	<ul style="list-style-type: none"> <li>Consult the <a href="#">Foreign and Commonwealth Office's website</a>, specifically within the 'Safety and security' and the 'Local laws and customs' sections for the country being visited.</li> <li>Ensure those involved in the visit are aware of the advice given.</li> </ul>
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Aspects / hazards	Risks to health and safety	Measures to manage risks
Civil or political unrest, terrorist attack, natural disaster etc. within country or region being visited	Threat to personal safety through being incidentally caught up in any unrest, attack or disaster	<ul style="list-style-type: none"> <li>Visit does not take place where the Foreign and Commonwealth Office advises against any travel to the specific country or parts of that country where it is intended to visit.</li> <li>Consult the <a href="#">Foreign and Commonwealth Office's website</a>, in particular the 'Natural disasters' area and the 'Political situation' section of the 'Safety and security' area for the country being visited.</li> <li>Emergency arrangements in place to ensure health and safety should unrest, attack or similar situation occur whilst individuals overseas.</li> <li>Individuals overseas subscribe to the Foreign and Commonwealth Office's travel advice alerts service.</li> </ul>
Personal health whilst in country being visited.	Contracting diseases from contact with animals, insects etc or consumption of infected or unsafe water, food etc.	<ul style="list-style-type: none"> <li>Consult the <a href="#">'Travel Abroad'</a> area of the Foreign and Commonwealth Office's website. Those overseas are aware of appropriate actions to take in cases of illness, e.g. who to make aware.</li> <li>Individuals are aware of any required vaccinations and they ensure these are up to date. Further information on vaccinations and immunisations by country is available through the NHS <a href="#">'Fit for travel'</a> website.</li> <li>Required medical health insurance is in place. Those overseas and the relevant personnel within their academic school etc have with them and access to the insurance details.</li> </ul>
	Existing illness or health problem triggered or made worse.	<ul style="list-style-type: none"> <li>Individuals with existing illnesses or health problems consult their GP to ensure the country to be visited is appropriate and establish additional precautions that may be required.</li> <li>If medication is required during the visit the individual ensures they have sufficient quantity and are in possession of the necessary paperwork, e.g. doctor's confirmation or prescription. The latter will assist should an additional supply be required, e.g. due to loss of original.</li> <li>Cooperation between the individual and their academic school etc. to ensure the illness or health problem is considered as part of the risk assessment process for the visit.</li> <li>Individuals having information or other suitable 'identifiers' to indicate their condition, particularly in the event of medical assistance being required.</li> </ul>