



## Health & Safety Travel Overseas Policy (Staff and Students)

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<sup>1</sup> or earlier if change in legislation or on risk assessment

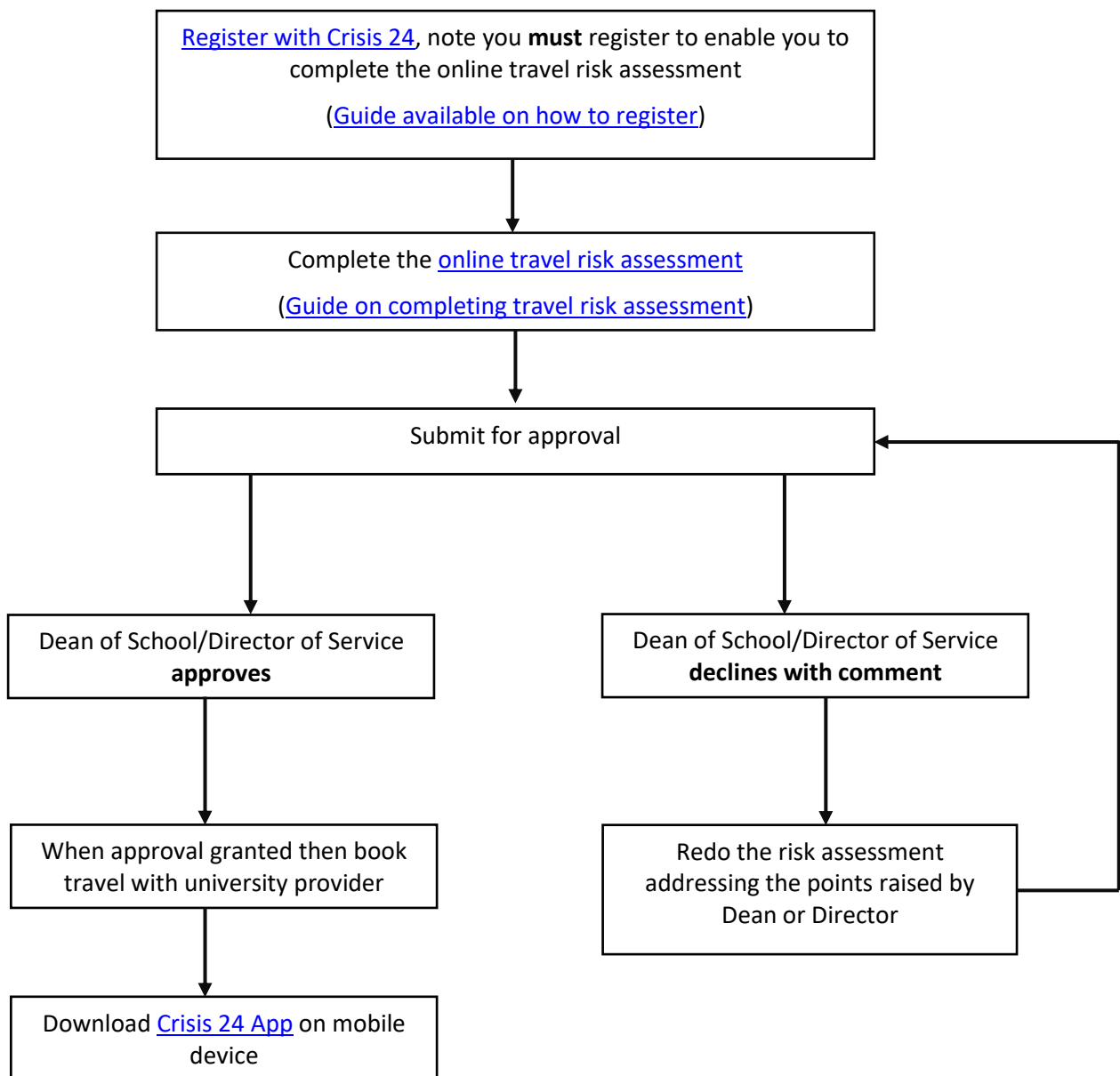
### Amendment Control

Version	Date	Amendments
1.0	Apr 2018	
1.1	Aug 2021	Update of UMAL emergency contact details (Ruth Thin)
2.0	Jan 2019	Update of Appendix A and insurance details
3.0	Sept 2022	Gardaworld and Travel Risk Assessment details and new format

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## Policy Summary



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## 1. Introduction

Edinburgh Napier University recognises that staff and students involved in study, work placement, field study, teaching, research and training will sometimes need to undertake these activities, or consider undertaking these activities, abroad – that is in places not under the control of Edinburgh Napier University and potentially in unsafe environments (political, medical, general security). On these occasions staff and students may be exposed to greater personal risk than they would otherwise face.

The aim of the policy is not merely to protect the university from any criminal or civil action but to provide an outline of university management practices that will help to protect both staff and students and ensure that their health, wellbeing and safety are sufficiently considered before, during and after travel.

Therefore, as a responsible employer and learning institution, Edinburgh Napier University will always strive to minimise and manage these risks, to ensure that no staff or student is exposed to unacceptable risks and to take all reasonable steps to ensure the health, safety and security of staff and students while on University School/Service business or study. Individual students and members of staff are also responsible for their own safety and that of anyone who may be affected by their work.

Edinburgh Napier University seeks to manage these risks in several ways. This policy sets out procedures for undertaking work and travelling abroad.

### 1.1. Prior to booking travel

Any member of staff or student planning to travel overseas on official University business must always complete the electronic travel risk assessment form, this will then require to be approved by the Dean of School/Director of Service. **No travel/ accommodation is to be booked until this approval to travel has been given.**

The travel risk assessment is an essential part of preparation for overseas travel and should be undertaken well in advance of any trip. The University also has a duty of care to all staff and students who are planning on travelling overseas on University business and needs to be assured that travellers have fully considered any risks and have put appropriate precautions in place.

All staff and students undertaking travel abroad on behalf of the University, whether directly funded by the University or not, must adhere to this policy so the University can ensure its duty of care and so all travellers are well prepared for their trip with access to up to date travel advice and insured appropriately.

Before starting the risk assessment process all travellers, staff and students, should register with Gardaworld/Crisis 24 at the following address <https://travelsecurity.garda.com/welcome>, to obtain the relevant travel destination(s) risk(s) (note: information required to complete the University Travel Risk Assessment form). The [User Guide](#) provides advice on how to do this. In addition, the user guide provides a step-by-step guide on how to access key services including alerts, registering travel details, the Crisis Messenger GPS application and the Travel Security application. These services are provided to give travellers access to up-to-date information including security considerations relating to their

trips before and during travel, and so travellers can be contacted in an emergency situation and are clear about how to seek help/emergency assistance themselves if needed.

**Visits to countries to which the Foreign and Commonwealth Office (FCO) advises against travel on their travel advice website must be avoided.**

All travellers should ensure they take contact numbers for Medical Evacuation (via insurers), Insurers, details of the appropriate in-country high consulate or embassy, and any relevant NGO or other local contact. They should also ensure that their next of kin details are up to date and held within the University.

## 1.2. Booking travel

All travel should be booked using the university travel providers where possible.

Booking of travel should be through the University's contracted travel partner who is appointed via a fully compliant OJEU tendering process. The travel partner is the external organisation who liaises with the University travel booker on behalf of the employee to book travel arrangements. The travel partner can arrange flights, some overseas trains (all UK rail journeys should be booked through ScotRail Business Travel), car hire, visa and accommodation requirements.

If bookings are not made through our travel partner then the traveller does not have access to the 24hr support provision. Our travel partner provide a 24/7/365 support service to assist travellers experiencing flight delays, cancellations and travel problems or travellers affected by a crisis situation. Our travel partner's specialists are trained to provide active crisis support and fast reaction times. When travellers may be facing the most risk or danger, their agents focus on finding and implementing the most appropriate solution. This service is free of charge for University staff.

After booking the travel staff and students are required to download and install the Crisis 24 app – also explained in the User Guide referenced above. This will ensure that in an emergency situation they will have means of communicating with Gardaworld/Crisis 24 and their security staff can contact the member of staff/student if an emergency situation arises that they are unaware in the country you are visiting.

Implications of these procedures and the desire to protect health, safety and security of all individuals on Edinburgh Napier University business must be fully taken into account when trips, fieldwork or research projects are being planned or considered and alternatives identified wherever possible. Adequate time must be allowed in planning any work abroad to ensure that all the necessary approvals, notifications and documents are received before the work starts

## 2. Responsibilities

### 2.1. Senior Management, Deans and Directors

The **Health and Safety at Work Act (HSWA) Section 37** and the **Management of Health and Safety at Work Regulations (MHSW)** state in broad terms that an employer has a duty of care towards employees for all the activities they carry out in connection with their duties. This extends to all travelling abroad activities including teaching, recruitment, conferences, fieldwork, etc outside Edinburgh Napier University and other trips (such as conferences, student retreats and academic exchanges). Ultimately the 'duty of care' responsibility resides with University Senior Managers and Deans of School/Directors of Service.

Deans of School/Directors of Service (or the Senior Manager of the business unit if it is not a School or Service) are responsible for signing off the travel risk assessment for staff and students. **No travelling abroad activities** will take place unless a suitable and sufficient **online university risk assessment** has been carried out with the required details completed and approval for countries or regions listed on the FCO advisory website and CRISIS24.

**\*\*No risk assessment – No travel approval – No travel approval number – No travel\*\***

### 2.2. Staff

Staff have a responsibility to follow instructions and act sensibly to protect their own health and safety and that of others (as set out in sections 7 and 8 of the Health & Safety at Work Act). They are also required to get approval to travel by completing the travel risk assessment and getting the required approval from the Dean of School/Director of Service, prior to booking travel. After the approval process by the Dean/Director, they will be given a travel number which must be used when booking the travel. They must also download the Crisis 24 App on to a mobile phone that will be travelling with them. This app is explained in this policy below and will provide you with a 24-hour emergency contact.

### 2.3. Students

Students under this policy, have a responsibility to follow instructions and act sensibly to protect their own health and safety and that of others. They are also required to get approval to travel by completing the travel risk assessment and getting the required approval from the Dean of School, prior to booking travel. After the approval process by the Dean, they will be given a travel number which must be used when booking the travel. They must also download the Crisis 24 App on to a mobile phone that they will be using whilst travelling abroad. This app is explained in this policy below and will provide you with a 24-hour emergency contact.

## 2.4. Group risk assessment and bookings – Staff/Students

Where groups of students and staff are undertaking travel, individual travellers must complete their own risk assessment.

## 3. Risk Assessment

Risk Assessment is the process of reviewing the travel destination and activities, considering what are the hazards or dangers associated with the travel and how likely they are to harm someone and with what consequences. Once these hazards have been identified, appropriate controls must be put into place to remove or minimise these hazards to an acceptable level of risk.

To assist you in this, when completing the risk assessment, travellers will be required to access the resources available via the Gardaworld/Crisis 24 webpages specifically reviewing information for the country you will be visiting so you can input the required risk rating and controls for your travel into the online form.

The information on Crisis 24 will give you risk ratings for each section of the risk assessment and will provide you with an overall rating.

Any over 3 ratings will require you to put in controls to manage the risk rating, these boxes will appear on the form.

You are required to download a copy of this information from Crisis 24 and attach it to the risk assessment online system.

Prior to your travel you are required to check the risk ratings have not changed within the Crisis 24 system for the countries that you are travelling to. Any changes will require the risk assessment to be modified and the approval from the person approving the travel.

### Fieldwork/Research Activities – Staff and Students

If the trip includes fieldwork/research activities, then this will require additional specific risk assessments. These assessments require the completion of the University's [general risk assessment form](#) when evaluating the risk. The assessment should be based on previous knowledge, information from the Foreign Office, travel agents, and contacts in the place being visited. The production of the risk assessment should actively involve both the relevant academic lead/supervisor/line manager and any persons who are to be practically involved in the activities abroad so that information and training needs can be adequately discussed.

Once travel has been approved and the travel risk assessment number has been generated, that number should be entered into the Gardaworld/Crisis 24 system to capture the full details of a travel.

## 4. Compliance with this policy

To ensure compliance with the University's policy on travel risk assessment and to ensure an accurate record of travellers on overseas business is maintained, compliance checks will be made and cases of non-compliance will be followed up with the individual and those responsible for approving the travel risk assessment.

This will involve the following:

- For staff travel which should only ever be booked via the approved travel management company, a comparison of the financial transaction records will be made against the risk assessment numbers held by Gardaworld/Crisis 24; and
- For students on global mobility exchanges or School placements, a process will be established to ensure all student travel is registered in the Gardaworld/Crisis 24 system.

## 5. Insurance

All staff and students are covered by the University's Personal Accident / Travel Policy through UMAL.

In the event of an emergency whilst travelling, call Global Response for advice and assistance. This service is operated by a team of multi-lingual coordinators at Global Response in the UK, who can be contacted 24 hours a day, 365 days a year. Global Response will assist you with requirements and decide on the most appropriate course of action to help you through an emergency. Should you need to use this service whilst travelling, their contact details are:

**Tel: +44 (0)2920 662425**

**E-mail: [UMAL@global-response.co.uk](mailto:UMAL@global-response.co.uk)**

**Reference: UMAL/176**

**Travel cover details:**

<https://staff.napier.ac.uk/services/finance/Pages/InsuranceCertificates.aspx> \*\*

\*\*Please note that cover is not applicable if travelling against medical advice

- These documents should always be carried when travelling on University business
- The emergency medical expenses cover will provide you with advice and assistance should you become ill or sustain injury during your journey.



## 6. Other useful resources

[Safer adventures: managing the risks of adventure travel](#) – British Standard for adventurous activities outside the United Kingdom (BS 8848:2014)

[Higher Education Sector Guidance on Health and Safety in Fieldwork and Travel](#) – USHA (Universities Safety and Health Association)

[IOSH Safety without borders](#) – keeping your staff healthy and safe abroad

[Fit for travel](#) (NHS Scotland, Public Health Scotland)

[Foreign travel advice](#) (Gov.uk)

[NHS Healthcare abroad](#)

[World Health Organisation \(WHO\) Travel advice](#)

[Centers for disease control and prevention – Travelers' health](#)

[Travel Health](#) – Travel health advice and information about travel diseases

[Travel Health Pro](#)

[British Standard BS 8848:2014](#) visits, fieldwork, expeditions and adventurous activities outside the United Kingdom

[PAS 3001:2016](#) Travelling for work – Responsibilities of an organization for health, safety and security