

Health & Safety, Edinburgh Napier University

Travel Overseas Policy for Staff

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1.1	01/08/2018	Ruth Thin		Update of UMAL emergency contact details
2.0	18/01/2019	Liz Young		Update of Appendix A and insurance details

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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 **Health and Safety at Work Act (HSWA)** 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 fieldwork outside Edinburgh Napier University and other trips (such as conference attendance, student retreats and academic exchanges). Ultimately the ‘duty of care’ responsibility resides with Senior Managers and Deans of School/Directors of Service. However, under MHSW this duty of care is defined more explicitly as also a duty of line management. Thus supervisors (including those who supervise MSc and research students, as well as those who supervise research assistants, research fellows and other staff) may be individually liable for risks to health and safety about which they should have known and for which they should have taken appropriate precautions.

As a responsible employer and learning institution, Edinburgh Napier University will strive at all times 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 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.

Trips to conferences and meetings within the UK and in the rest of the EU, North America and Australasia are generally safe and the risk assessment notification process will not need to include more than notification of the travel arrangements and completion of a simple [risk assessment](https://bpm.napier.ac.uk/Runtime/Runtime/Form/USGTRA/).
<https://bpm.napier.ac.uk/Runtime/Runtime/Form/USGTRA/>

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

Travellers overseas should take with them 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.

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 research projects or trips 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.

**This Policy should be read in conjunction with the
Overseas Travel Guidance document which contains relevant information and guidance for travellers**

2. Responsibilities

Deans of School/Directors of Service (or the Senior Manager of the business unit if it is not a School or Service) must ensure that no travelling abroad activities take place unless an **appropriate risk assessment** has been carried out and that approval has been given for visits to countries or regions listed on the FCO advisory website. In straightforward cases involving travel within the EU, North America and Australasia there will usually be no need for action other than for the individual to certify, as part of the travel authorisation process, that a suitable and sufficient risk assessment has been completed.

Deans of School/Directors of Service (or the Senior Manager of the business unit if it is not a School or Service) must ensure that appropriate risk assessments are carried out for all work by staff and students within their area and contact details are available for all those travelling or working abroad.

Supervisors and Line Managers should ensure that any proposed activity abroad, e.g. fieldwork, has been subjected to a **suitable and sufficient risk assessment** and that the significant findings of the assessment, together with the appropriate measures to reduce risks and hazards to health, are recorded and communicated to the persons who will be involved in those activities.

Taught course and research student tutors and supervisors should ensure that project summaries and risk assessments are completed for all student projects.

The individual must ensure that they are aware of and comply with the requirements and procedures of the School/Service.

3. Risk assessment

Risk Assessment is the process of reviewing the work process and considering what are the hazards or dangers associated with the process 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.

The [online risk assessment form](https://bpm.napier.ac.uk/Runtime/Runtime/Form/USGTRA/) (<https://bpm.napier.ac.uk/Runtime/Runtime/Form/USGTRA/>) is intended to assist you in the planning process for your proposed travel overseas as part of University related activities. It has been designed to help you identify the steps you need to take to ensure that your trip is safe and successful, but it also assists the University to comply with any social and legal obligations in respect of activities associated with the University.

Staff members planning a trip to a country or destination considered to be of a particular high risk should monitor the situation.

For activities with **greater risks** including those activities taking place in particular locations, it will be necessary to produce a detailed risk assessment that meets the specific safety requirements of the activity. Where hazardous work/fieldwork is to be undertaken, some assumptions may need to be made based on the work as it would be undertaken in the UK and it may be possible to utilise the University's general risk assessment form when evaluating the risk (<https://staff.napier.ac.uk/has> under "Forms and Checklists / Risk Assessment"). 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 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.

Appendix A: Travel risk assessment

1. On-line travel risk assessment

Standard travel requires all staff to complete the online travel risk assessment form

<https://bpm.napier.ac.uk/Runtime/Runtime/Form/USGTRA/>

2. Detailed risk assessment (for high risk activities)

If the journey entails potential high risk activity, for instance completing fieldwork, a more in-depth risk assessment should be completed

<https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Pages/RiskAssessment.aspx>

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

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