

Health & Safety, Edinburgh Napier University

# Travel Overseas Policy for Students

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1.1	01/08/2018	Ruth Thin		Update of UMAL emergency contact details
<b>2.0</b>	24/01/2019	Liz Young		Update of insurance information

## Contents

1.	Introduction.....	3
2.	Responsibilities.....	4
3.	Risk Assessment.....	5
	Appendix A – Application for approval of visit (students).....	6
	Appendix B – Risk Assessment.....	8
	Appendix C – Hazard Checklist.....	14

## 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. A template is provided for your use (Appendix B).**

**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 (**see Appendix A**) 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 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.

**Appendix B** 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.

Students 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.

**A checklist of additional hazards** when travelling overseas is contained for your guidance in **Appendix C**. Individuals, Schools/Services and the University should be prepared to amend and add to this list in the light of their own knowledge and experiences. Where the travel is not by recognised passenger carrier, the risk assessment should also include the travel arrangements.

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.

Appropriately signed copies of the written risk assessment should be attached to the travel authorisation form and held within the School/Service.

## Appendix A – Application for approval of visit (students)

### Overseas Travel by Students on University Business

## APPLICATION FOR APPROVAL OF VISIT (STUDENTS)

Students travelling overseas are required to obtain School/Service approval for travel prior to their journey and to make sure their trip complies with the University's insurance conditions, particularly if it is to an area of risk.

Please complete **Parts A and C**. Please print and sign the form and obtain your **Dean's/Director's** signature in **Part B**. Please then copy the form and send the **original**.

### A : By filling in this form, I declare that:

1. I have completed a suitable and sufficient **risk assessment** in line with the University Health and Safety Policy for Travel Overseas.
2. I have **either**, sought and received appropriate health advice in relation to this overseas visit, **or**, I am travelling regularly to the same area and have ensured that the advice and information which I have is up to date.
3. I have checked whether the area I wish to visit is the subject of advice not to travel on <http://www.fco.gov.uk>.
4. I am physically fit to travel and have no medical condition that may be exacerbated or may endanger me by travelling to the proposed area(s). (<http://www.fitfortravel.nhs.uk/home.aspx>)

Signature: \_\_\_\_\_ (traveller)      Date: \_\_\_\_\_

### B : Dean of School must sign to indicate approval for this trip

Signature: \_\_\_\_\_ (Dean of School) Date: \_\_\_\_\_

### C : Date of journey and contact details

1	Name and Designation	
2	School/Service	
3	Date of departure from UK	
4	Date of return to UK	
5	Towns and countries to be visited and stop-overs en-route with dates	
6	Contact details while overseas	
7	Name and ext. no of School/Service staff who hold details of your itinerary and contacts	
8	Host Institution	
9	Purpose of visit	

## 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

## Appendix B – Risk Assessment

**Appendix B** 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.

### PART I

<b>Name</b>		
<b>School/ Service</b>		
<b>Destination</b>		
<b>Intended dates of travel</b>		
<b>What is the purpose of your trip?</b>		
<b>Have the FCO advised against travel this country?</b>	No <input type="checkbox"/>  Yes <input type="checkbox"/>	<i>If the answer is No you should complete Part 1 of this form only</i>  <i>If the FCO have advised against ALL travel, you should NOT travel. If they have advised against all but essential travel or all but essential travel to parts of the country you should complete Parts 1 &amp; 2 of this form</i>

## Risk Assessment

1. Contact Details	
Your full name	
School/Service	

2. Risk Assessment *				
		<i>Likelihood of Occurrence</i>		
<b>Risk/Hazard</b>	<b>n/a</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
Theft of laptop computer / mobile phone				
Theft of passport				
Theft of travellers cheques				
Theft of luggage				
Travelling alone in buses / trains				
Arriving after dark / late night				
Risky / dangerous locations				
Risk of accident / breakdown (i.e. hiring a car)				
Possibility of assault				
Possibility of mugging				
Risk of sickness from food / drink				
Risk of altitude sickness				
Risk of location-related illness (specify)				
<b><i>If there are any other specific hazards that are not listed above, please list them below:</i></b>				

<b>3. Documentation required **</b>		
	<b>Yes</b>	<b>No</b>
Is a visa required for the country or countries you are visiting?		
Do you have a mobile phone and does it work in the area to which you are travelling?		
Do you have a photocopy of your passport?		
Do you have a photocopy of your driving licence?		
Do you have a separate list of your Travellers Cheques?		
Do you have a European Health Insurance Card (EHIC) detailing your medical care entitlement?		

### \* Section 2

The purpose of this section is to raise your awareness of potential risks while travelling. Use the list to identify which hazards you may be at risk of when travelling or during your visit. Show how likely these are to occur, as far as you can estimate, by ticking the appropriate box in the right-hand column. The list is not exhaustive but is designed to help you assess the potential risks of your trip. You may find useful information about the country you are visiting on the Foreign Office website ([www.fco.gov.uk/travel](http://www.fco.gov.uk/travel)). If the occurrence of any of these hazards would have a significant effect on your circumstances, then take additional precautions, you should complete Part 2 of this form.

### \*\* Section 3

Use the checklist to ensure you have all the necessary documentation for your trip. If you have answered "No" to questions 2 and 3, you should make copies as evidence of the original documents in case they are lost or stolen. Keep these copies separate from the original documents.

Travellers Cheques can only be replaced if you have a list of their numbers. Keep these numbers separate from the original cheques.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

In the event that any risk gives cause for concern, the Dean of School/Director of Service must contact the Head of Procurement so they can alert the insurers and obtain approval prior to approving the journey.

**THIS (PART 1) FORM SHOULD BE ATTACHED TO THE TRAVEL AUTHORISATION FORM AND HELD WITHIN THE SCHOOL/SERVICE**

## PART 2

To be completed when the [Foreign & Commonwealth Office](#) have advised:

- Against all but essential travel;
- Against all but essential travel to parts of the country; or
- You believe that you will be travelling to places that you believe may be of higher risk

**NB** in cases where the advice is against all travel you should **NOT** travel.

Safety & Security Arrangements	
Please detail opposite the information as it appears in the FCO website.	
What steps have you taken to mitigate this risk?	
Have you sought advice/approval from the University's insurers on your trip? (this is done through the <a href="#">Head of Procurement</a> )	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you travelled to this country before? Please detail any knowledge ascertained from previous trips and/or citizenship.	Yes <input type="checkbox"/> No <input type="checkbox"/>
How do you intend to transfer from the airport to the hotel?  What (if any) security arrangements are in place?	
Have you agreed a scheduled call-in session? If so, with whom and how often will this be?	
What, if any, advice have you sought from others on the destination?	

Safety & Security Arrangements	
Have you advised the local Embassy of your visit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please note opposite your contact address during this trip.	
Please note opposite your contact telephone number for this trip.	
Please note opposite your intended itinerary for your trip.	
Please note opposite contact details for your emergency contact (including their out of hours contact details).	
Please note opposite your next of kin details.	

Date	Flight Details	Accommodation details
	Flight No: From/ To: Departure time: Arrival time:	
	Flight No: From/ To: Departure time: Arrival time:	
	Flight No: From/ To: Departure time: Arrival time:	
	Flight No: From/ To: Departure time: Arrival time:	

**To be completed by the traveller**

<b>Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	

**To be completed by the Dean of School/ Director of Service**

<b>Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	

Where Parts 1 & 2 are completed forms should be held within the relevant School/Service and a copy should also be held by the named emergency contact.

## Appendix C – Hazard Checklist

A checklist of additional hazards when travelling overseas is contained in Appendix C. Individuals, Schools/Services and the University should be prepared to amend and add to this list in the light of their own knowledge and experiences. Where the travel is not by recognised passenger carrier, the risk assessment should also include the travel arrangements.

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.

Appropriately signed copies of the written risk assessment should be deposited with the School/Service Safety Co-ordinator, who maintains a central repository of risk assessments.

The written risk assessment must be signed by the supervisor and by those persons who will be involved in the activities abroad. If the supervisor is also going to be the main person conducting the research then an appropriate line manager should sign the assessment. Once completed, the written risk assessment should be passed to the Dean of School/Director of Service for approval and signing.

<b>Hazard</b>	<b>Associated problems pertinent to overseas working</b>	<b>Tick if appropriate</b>	<b>Comment</b>
Climatic extremes	Dry / desert (high humidity, hypothermia), monsoon / storms, oxygen deficiency / rarefied air, sunburn / skin cancer, tidal and other water considerations, unusual winds (e.g. tornado, hurricane)		
Contact with animals (wild or domestic)	Allergies, asthma (bites and other physical contact, dermatitis, rabies, stings)		
Contact with insects	Bites / stings (Lyme's disease, malaria, yellow fever, other)		
Contact with reptiles (poisoning, snakes, scorpions etc. remoteness, shock)	Availability of antidotes / medical back-up		
Contaminated food	Allergies (food poisoning, Hepatitis A)		
Contaminated water	Diarrhoea, legionella, leptospirosis		
Contaminated (drinking) water	Cholera, polio, typhoid, other		
Electricity	Compatibility of equipment and supply, safety standards (higher / lower / different)		
Emergencies (including fire)	Arrangements and procedures (first aid provision, "help" numbers / contacts, response expected)		
Environment (local)	Culture (customs, dress, religion)		
Excavations / confined spaces / tunnelling	Permits to work (risk appreciation, safe systems)		
Hazardous substances / chemicals	Antidote availability (COSHH, spillage arrangements, transport requirements)		
Legal differences	Local codes / guidance (local standards, local statute, staff informed and trained)		

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<b>Hazard</b>	<b>Associated problems pertinent to overseas working</b>	<b>Tick if appropriate</b>	<b>Comment</b>
Natural phenomenon	Avalanche, earthquake, volcano, other		
Needles (contaminated) / sexual contact	HIV, Hepatitis B, Hepatitis C		
Stress	Accommodation problems, civil unrest, crime, vandalism and violence, extremes of heat/cold, fatigue, language/communication problems, lack of support (especially family/peers), loads / expectations excessive, loneliness / remoteness, sickness, unfriendly environment		
Transportation	Competent driver(s), hazardous terrain, properly maintained vehicles, suitable transport		

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM SHOULD BE ATTACHED TO THE TRAVEL AUTHORISATION FORM  
AND HELD WITHIN THE SCHOOL/SERVICE**