

International Travel Policy

CONTENTS

[1. Introduction 2](#_Toc100556123)

[2. Purpose 2](#_Toc100556124)

[3. Scope 2](#_Toc100556125)

[4. Policy 2](#_Toc100556126)

[4.1 Roles & Responsibilities 2](#_Toc100556127)

[4.2 Planning International Travel / Initial Authorisation 3](#_Toc100556128)

[4.3 Destination Threat Analysis 3](#_Toc100556129)

[4.4 Booking International Travel 4](#_Toc100556130)

[4.5 International Travel Notification 5](#_Toc100556131)

[4.6 Travel Insurance 5](#_Toc100556132)

[4.7 Participant Requirements 5](#_Toc100556133)

[4.8 International Travel Risk Assessment 5](#_Toc100556134)

[4.9 Provision of Information to Participants 6](#_Toc100556135)

[4.10 Record Keeping 6](#_Toc100556136)

[4.11 Dealing with Risks / Emergencies whilst abroad 6](#_Toc100556137)

[5. Monitoring 7](#_Toc100556138)

[6. Misuse of Policy 7](#_Toc100556139)

[7. Links to other policies / procedures 7](#_Toc100556140)

# 1. Introduction

* 1. International travel on University business is away from the University’s direct control and immediate support system.
  2. It is important that all staff, students, governors and others planning and then travelling abroad on University business are aware of the risks and follow the necessary protocols to mitigate these.

# 2. Purpose

* 1. The purpose of the policy is, in accordance with relevant legislation and good practice, to ensure that the health, safety and wellbeing of all staff, governors, students and others who travel internationally on University business is maintained.

# Scope

* 1. This policy applies to all international trips i.e. travel outside of the United Kingdom that is carried out by staff, students, governors or others whilst on University business.

# Policy

## **Roles & Responsibilities**

* + 1. **Authorising Manager**
  + The person within a University area that has authority to approve / decline proposed international trips eg Head of Department, Assistant Dean / Dean.
  + Responsible for ensuring the requirements of this policy including the completion of required documentation are implemented for approved international trips under their authority.
    1. **Travel Organiser**
  + The person responsible for organising the travel aspects of the trip on behalf of the participant(s) and ensuring the requirements of this policy are followed. This includes only using approved suppliers.
  + The Travel Organiser may also be an individual or a Team Leader / one of the participants who is travelling.
    1. **Team** **Leader**
  + The person who, where there is a group of persons travelling, is the member of staff responsible for managing the trip whilst abroad.
  + The Team Leader may also be the Travel Organiser.
    1. **Health and Safety Team**
* Supporting all University areas with understanding and compliance with this policy.
* Auditing University areas to determine compliance with this policy.

## **Planning International Travel / Initial Authorisation**

* + 1. An International Travel handbook that provides information on how to comply with this policy is available as a link in Section 7. This handbook is to be used for referencing and following the required aspects of this policy.
    2. All international travel is to be planned sufficiently in advance and documented by the Travel Organiser / Team Leader. This should ideally be 3 months in advance of the date of travel however this may not always be possible. Sufficient time to plan is required to ensure a suitable and sufficient assessment of risk can be undertaken as well as delivering best value from a cost perspective.
    3. The Travel Organiser / Team Leader is to ensure that initial authorisation for the international trip is only given by the Authorising Manager following a cost / benefit and destination risk analysis. See Section 4.3.
    4. The cost / benefit analysis of the trip will include:
* Understanding what the business case for the trip is, why the trip is necessary and that the outcomes cannot be achieved by other means that do not require international travel.
* Fully understanding and accepting costs associated with the travel and that these are commensurate with the benefits of the trip. Costs to be considered include the travel costs but must also consider possible unintended costs such as medical / vaccination / quarantine costs.
  + 1. The Authorising Manager / Travel Organiser must, in their planning, also consider implications such as staff resource being away from the University for the duration of the trip. This should also consider the wellbeing of staff after returning from the trip eg recovery time at home.

## **Destination Threat Analysis**

* + 1. A fundamental part of travel planning relates to the consideration of risks e.g. security and political threat levels, significant natural hazards and health risks associated with the destination(s). It forms part of the pre-travel risk assessment process and potentially influences the planning and authorisation process.
    2. The [Foreign, Commonwealth & Development Office (FCDO)](https://www.gov.uk/foreign-travel-advice) travel advice for the destination will be consulted. Where the FCDO assesses the risk to travellers as high, it will advise against all travel or all but essential travel to the area.
    3. In addition to FCDO advice there may be additional UK or Welsh Government restrictions in relation to travelling to certain countries and then returning to the UK. These may include quarantine, self-isolation or medical testing requirements. Where such requirements are in place it is the responsibility of the Travel Organiser and Authorising Manager to understand, accept and comply with such requirements.
    4. Travel Organisers and Team Leaders must continue to review FCDO advice for every country / region they are travelling to irrespective of the perception of the safety and security of that country up to the point of travel.
    5. For destinations where the FCDO advises against all travel, or all but essential travel, the University’s default position will be not to authorise travel.
    6. In order to assess these risks the Travel Organiser must ensure they have and maintain up to date information on the travel destination(s). The University’s insurer provides a system by which current travel advice for worldwide destinations is available. Information on how to log into the system is found on the H&S Intranet International Travel page and in the International Travel handbook. See links in Section 7.
    7. In advance of travelling, Travel Organisers / Team Leaders are to log into this system. This is to be able to receive risk updates on the countries / regions / cities they are travelling to. This is irrespective of the perceived level of risk associated with the country or region being travelled to.
    8. For destinations where the system identifies the destination country, regions or cities being travelled to have an overall risk designation (or any specific risk categories i.e. Security, Environmental, Infrastructural, Medical or Political) as High or Extreme, the University’s default position will be not to authorise travel.
    9. Where the destination’s overall risk is classified as Moderate or lower information on the city, region or country must be kept under review both prior to departure and during the trip. The International Travel risk assessment must be kept up-to-date to reflect the risk. Where the destination risk designation increases pre-travel Section 4.3.8 may apply and the University may withdraw authorisation to travel.
    10. Any risks associated with LGBTQ+, disabled, vulnerable or lone female travellers must also be considered. Guidance must be sought from the FCDO as well as the University insurer’s travel risk system. Further information is found on the H&S Intranet International Travel page and in the International Travel handbook. See links in Section 7.
    11. The system also provides International Travel training modules to all University staff and students. All University staff and students that travel internationally on University business, whether as an individual, as a Team Leader, or as part of a group must complete the Basic Travel Security Awareness course.
    12. Female travellers are strongly advised to also complete the Female Traveller Security course. Other courses are available and are advised to be completed as deemed relevant. Information on how to log into and access travel training is found on the H&S Intranet International Travel page and in the International Travel handbook. See links in Section 7.

## **Booking International Travel**

* + 1. For details of how to book travel see the University [Finance pages](https://uowtsd.sharepoint.com/staffmyday/cyllid-finance/SitePages/Travel%20%26%20Expenses.aspx) with additional information provided in the Financial Regulations.

## **International Travel Notification**

* + 1. Once authorisation to travel has been granted following the cost / benefit and destination threat analysis, the trip must be logged via the online International Travel Notification form. It should be completed as soon as practicable after the itinerary is arranged, travel and accommodation arrangements booked and number of attendees known. A link to this form can be found on the H&S Intranet International Travel page, the International Travel handbook and directly via the link in Section 7.
    2. The database that holds the records of all logged historic / upcoming international trips is held by the Health and Safety Department. Access to this information will be provided to relevant stakeholders for interrogation.

## **Travel Insurance**

* + 1. The University provides travel insurance to all staff and students travelling internationally on University business provided a suitable and sufficient International Travel Risk Assessment is in place.
    2. If activities unrelated to University business are being undertaken during participant free time, or if participants wish to extend their travel beyond University-related business, they will need to arrange Personal Travel Insurance.
    3. Further information on University Travel Insurance as well as a link to the University travel cover is provided on the H&S Intranet International Travel page and in the International Travel handbook. See links in Section 7.

## **Participant Requirements**

* + 1. Travel Organisers / Team Leaders must ensure the following participant requirements have been addressed:
    - Vaccinations / Medication
    - Participant Health / Emergency Contact Form
    - Passports / Visas
    1. Further information on participant requirements is found on the H&S Intranet International Travel page and in the International Travel handbook. See links in Section 7.

## **International Travel Risk Assessment**

* + 1. An International Travel Risk Assessment must be in place for all international trips as this is a pre-requisite for insurance to be in place.
    2. Further information on the International Travel risk assessment is found on the H&S Intranet International Travel page and in the International Travel handbook. See links in Section 7.

## **Provision of Information to Participants**

* + 1. Awareness amongst all of the participants of the significant findings of the International Travel Risk Assessment is required as well as basic travel advice provided in the International Travel handbook. Further information on the provision of information to participants is found on the H&S Intranet International Travel page and in the International Travel handbook. See links in Section 7.
    2. All staff and students travelling internationally are to have completed at the requisite travel training modules detailed in 4.3.11 – 4.3.12. above.

## **Record Keeping**

* + 1. Completed copies of the following must be retained within the Travel Organiser / Team Leader University area:
* International Travel Checklist
* International Travel Risk assessment.
  + 1. Completed copies of the participant medical / emergency contact forms will be automatically emailed to the Team Leader for review in advance of travel. These forms are also available for review electronically in the event of an emergency.
    2. The traveller and / or Team Leader whilst abroad are to have readily available hard or electronic copies of the following documents in the event of an emergency:
* Completed International Trip Risk Assessment
* Insurance Cover Summary document which includes Emergency Contact numbers

## **Dealing with Risks / Emergencies whilst abroad**

* + 1. Whilst abroad, the risk variables of the trip may change and travellers may need to respond to unplanned events. The safety of all participants is of the utmost importance and consideration to this will be prioritised ahead of the reason for the trip.
    2. Travellers / Team Leaders are responsible for keeping themselves up to date with local risks through the use of local media, contacts within the country as well as resources such as the FCDO and the University’s insurer system detailed in 4.3.6. above.
    3. In all such instances, the traveller / Team Leader or other participants are to contact the University’s insurers’ single point of contact for emergencies. Contact details for the emergency response is to be taken on the international trip. These details are also provided on the H&S Intranet International Travel page and in the International Travel handbook. See links in Section 7.
    4. Once the Emergency response has been instigated, and their advice followed, Team Leader / travellers are to notify their Authorising Manager (or alternative contact within their University area) as soon as possible.
    5. The Authorising Manager or alternative contact will escalate awareness of the emergency situation as soon as possible to line management. The University’s Incident Management Plan will then be implemented. See link in Section 7.
    6. If the Incident Management Plan has been implemented, then the Incident Management Team will remain in place until the emergency has been concluded.

# Monitoring

* 1. The University will monitor compliance with the policy through audit processes carried out by the Health and Safety team.

# Misuse of Policy

* 1. The University recognises its health and safety responsibilities.  Breaches by those with defined health and safety responsibilities within this policy may be dealt with under the University’s disciplinary policies and procedures. Where criminality is detected the University will take relevant and appropriate action.

# 7. Links to other policies / procedures

* [International Travel Intranet site](https://uowtsd.sharepoint.com/staffmyday/hse/SitePages/Overseas-Travel.aspx)
* [International Travel Handbook](https://uowtsd.sharepoint.com/staffmyday/hse/SitePages/Overseas-Travel.aspx)
* [International Travel Notification form](https://forms.uwtsd.ac.uk/view.php?id=263665)
* [Travel Insurance Cover details](https://uowtsd.sharepoint.com/teams/HSPoliciesSite_GRP/Shared%20Documents/Policies%20G-O/International%20Travel/Appendices/UMAL%20Travel%20Cover%20Summary.pdf)
* [Participant Health / Emergency Contact Form](https://forms.uwtsd.ac.uk/view.php?id=265042)
* [International Travel Risk Assessment template](https://uowtsd.sharepoint.com/staffmyday/hse/SitePages/Overseas-Travel.aspx)
* [Incident Management Plan](https://uowtsd.sharepoint.com/staffmyday/LC-CG/SitePages/Home.aspx)
* [Finance information for International Travel](https://uowtsd.sharepoint.com/staffmyday/cyllid-finance/SitePages/Home.aspx)

Policy author(s): **CRAIG JONES** Job Title: **Head of Health and Safety**

Document version control

|  |  |  |  |
| --- | --- | --- | --- |
| Version No: | Reason for change: | Author: | Date of change: |
| 1.0 | Draft for approval | Craig Jones | 22.6.21 |
| 1.1 | Updated Draft for Approval | Craig Jones | 01.11.21 |
| 2.0 | Policy Approved by Senior Directorate | Craig Jones | 15.02.22 |
| 2.1 | Annual Review. Policy Approved by Senior Directorate | Craig Jones | 18.07.23 |

Current status of Policy: approved by Senior Directorate

Is the Policy applicable to**:** HE

Date ratified: 18/07/2023

Date effective from: 18/07/2023

Policy review date: 18/07/2026

For publication**:** [Policy & Strategies page](https://uowtsd.sharepoint.com/corporate-services/SitePages/Policies%20and%20Strategies.aspx) / [H&S Intranet page](https://uowtsd.sharepoint.com/staffmyday/hse/SitePages/International%20Travel.aspx)

**Approval**

*The policy will be formally considered and approved in accordance with Committee Terms of Reference outlined in the Academic Quality Handbook.*

*If the policy affects staff, advice should be sought from HR at the outset to ascertain if consultation is required at JCC. HR will also provide advice on the most appropriate stage to consult with JCC and on whether approval by Council is required*

*ALL policies submitted for approval must be accompanied by a completed:*

* [*Equality Impact Assessment.*](https://uowtsd.sharepoint.com/:w:/g/corporate-services/EQWSnTw7jiJAt0VBCsGbpTEBJO6yD7MkxFJ5CQKswDEDrg?e=ISKDps)
* [*Institutional Impact Assessment*](https://uowtsd.sharepoint.com/:w:/g/corporate-services/EYk_wTWVWrhAjm4jzsuFZAYBtSwZpLZLmMPsAESLabUQAA?e=Dp5xJp)
* [*Privacy Impact Assessment*](https://uowtsd.sharepoint.com/:w:/g/corporate-services/ESkUKKr8qnlGnwCFU1w3umgBCI1M5w67ZD7nFKwYLlc6nA?e=DHoGo8)

*Prior to submission to committee, authors are asked to consult the Policy and Planning Team who will check that the document complies with University requirements. The Policy and Planning Team will complete the section below.*

***For completion by the Policy and Planning Team***

*Please tick to confirm the following:*

*An institutional Impact Assessment has been completed*

*An EIA has been completed*

*A PIA has been completed*

*Matters requiring consideration by the approving committee:*

