**University of Huddersfield**

**Overseas Travel Risk Assessment Form**

**General Travel**

This assessment form relates to all overseas travel and will be used to confirm that the University’s insurance policy will provide adequate cover for Employees whilst travelling on University business. Overseas travel is classed as travel outside the United Kingdom. Any risks associated with fieldwork, laboratory or industry-based activity should be subject to a separate risk assessment.

The Overseas Travel Risk Assessment form should be completed by all travellers prior to each trip. In addition to completing the assessment form, the traveller should allow the relevant School/Service office to have sight of:

- Travellers passport along with any relevant visa documentation

- European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)

- Vaccination record (where relevant)

When completed, the form should be submitted to [insurance@hud.ac.uk](mailto:insurance@hud.ac.uk) for review.

Staff members who anticipate that they will travel overseas on 3 or more separate occasions during the academic year are advised to complete Part A & B of the Overseas Travel Risk Assessment form for Frequent Travellers**.**

Additional Information:

**Overseas Car Hire:** When hiring vehicles overseas, separate insurance must be taken out with the vehicle hirer, as the University’s insurance policy will not provide cover. Travellers should familiarise themselves with the rules and regulations applicable to driving in their destination, prior to arrival.

**Periods of Annual Leave:** If the duration of travel incorporates a period of annual leave, travellers should ensure that personal insurance is in place as the University’s policy will not provide cover during this time.

**Family/Spouse Travel:** Please refer to the [Expenses and Benefits Policy and Procedure](https://staff.hud.ac.uk/media/policydocuments/Expenses-and-Benefits-Policy-and-Procedure.pdf) for full details. Please note that in all cases express written approval must be sought and obtained from the Vice-Chancellor in advance of any bookings being made or the travel undertaken. Insurance cover will only be considered when written approval has been granted.

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| **Part 1: General Details** | |
| **Travellers Name** |  |
| **School or Service where employed** |  |
| **Academic Year** |  |
| **Assessment Completed by** | **................................................................. (Employee)**  **................................................................. (Manager)** |

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| **Part 2: Declaration** |
| **Employee:** I agree that the information contained in this assessment is correct and I have read and understand the [Guidance to Staff Travelling and Working Overseas](https://staff.hud.ac.uk/media/universityofhuddersfield/content2013/services/finance/procurement/Overseas_Travel_Guidance_2022.docx)  Employee Signature: Date: |
| **Manager:** I have reviewed this risk assessment for overseas travel and I am happy that suitable arrangements are in place to minimise foreseeable risks.  Manager Signature: Date:  Manager Name (Printed): |
| **Where travel is deemed essential:**  Dean/Director Signature: Date:  Dean/Director Name (Printed): |

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| **Part 3: Health**  The following section requires the named traveller to self-declare any issues relating their health. Failure to declare any details may mean that the University insurance policy will not apply. | |
| The employee has a valid EHIC: YES / NO  The employee has a valid GHIC: YES / NO | EHIC Expiry Date:  GHIC Expiry Date: |
| The traveller has received and is up to date with the following vaccinations:  (Record details or write NONE)  Required vaccinations are completed and record checked: YES / Not Applicable | |
| The traveller is required to take the following regular medications and confirms that adequate supplies will be carried when travelling overseas:  (Record details of medication or write NONE)  Medication has been provided and requirements understood: YES / Not applicable | |
| The employee has a health condition that may be adversely affected by travel  YES / NO | |
| Record any relevant advice provided to reduce or mitigate against risk to the individual’s health, including any impact on mediation. Where a GP or medical specialist advises the individual not to travel then travel will NOT be approved  Advice and Actions Taken: | |
| Check with Head of Procurement the impact of this on the insurance cover and document any revisions to actions below (i.e. any changes to procedures to be followed in a medical emergency) | |

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| **Part 4: Key Contacts**  It is important that the University can get in touch with a travellers nominated key contacts in case of emergency. Please ensure that the contact details provided are current and clearly presented, to prevent delays in contact. | |
| The key University contact is: | Name:  Tel:  Email: |
| The employee’s key UK personal contact is: | Name:  Tel:  Email: |

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| **Part 5: Communication** | |
| The employee has a suitable mobile phone and charger | YES / NO |
| The contact numbers for all accommodation is included on the itinerary | YES / NO |
| The contact numbers for all local contacts are included on the itinerary | YES / NO |
| The employee has contact details stored on their phone and laptop/tablet | YES / NO |
| The employee has a paper record of key contacts and a card containing insurance phone number in case of emergency | YES / NO |
| The employee has an Emergency Assistance Card | YES / NO |
| A full itinerary has been provided | YES / NO |

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| **Part 6: Overall Security in the Country**  Check the [FCO guidance](https://www.gov.uk/foreign-travel-advice) for the countries to be visited, and complete the relevant section below |
| The FCO advise **against all travel**: YES / NO  If Yes, Travel is NOT approved. Visit must be cancelled or postponed until level of threat is reduced |

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| The FCO advise **against all but essential travel**: YES / NO  If Yes:   1. Manager to document why travel is essential 2. Employee advised to check FCO travel alerts and knows to check local media when in country, if travel approved |
| Manager - Travel is classed as essential for the following reasons: |
| The following actions will be taken to reduce/mitigate against the security risks posed by the visit: |

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| The FCO identify **no risks** affecting travel plans: YES / NO  If Yes, Employee advised to check FCO travel alerts and knows to check local media when in country |

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| **Part 7: Personal Security** |
| Is the employee travelling alone? YES / NO  Is the employee travelling to a remote area? YES / NO |
| How will regular contact can be maintained through agreed check-in times? What back-up arrangements can be used if there are telephone or network problems? |
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| **Part 8: Insurance**  To be completed by Head of Procurement or nominated deputy, to confirm that the University’s insurance policy will provide adequate cover to the employee whilst travelling overseas on University business |
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**Overseas Trip Itinerary**

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| **Employee’s Name:** |  |
| **Destination:**  Town/City, Country |  |
| **Dates:** | **Leaving the UK:**  **Returning to the UK Or First Day of Leave:** |

**Are the following details provisional and subject to final booking? YES / NO**

If yes, a copy of the final itinerary must be sent to [insurance@hud.ac.uk](mailto:insurance@hud.ac.uk) prior to travel. Any significant changes to the travel itinerary must also be notified prior to travel.

**Flight Details**

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| **Date** | **Flight Number** | **Departure Airport** | **Arrival Airport** |
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**Accommodation**

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| **Accommodation Name** | **Arrival Date** | **Departure Date** |
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**Purpose of Visit (including details of specific locations to be visited, if known)**

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| **Purpose of visit** *e.g. Conference name & location or Company/Institution to be visited* |
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**Periods of Annual Leave**

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| **From** | **To** |
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**Signed ………………………………………………………………………………………………………**

**Date …………………………………………………………………………………………………………..**