**Guidance to Staff Travelling and Working Overseas**

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# Introduction

The risks of travelling and working abroad generally stem from the language barrier, the individual’s unfamiliarity with the location, health risks, local customs, internal security or political stability and transport infrastructure. This guidance is intended to help staff assess and manage any risks. You should also refer to the University Safety Policy section [4.17 Overseas travel and activities](https://www.hud.ac.uk/media/policydocuments/Overseas-Travel-and-Activities-Policy.pdf).

All overseas travel must be authorised in advance. The risk assessment process informs the authorisation of travel. Where high risks are identified which cannot be reasonably managed travel will NOT be authorised. It should be noted that the University will not authorise overseas travel where it is unable to secure adequate insurance cover for its staff or in areas where the Foreign Office advice is not to travel.

Equally the risk assessment process should be used by individual members of staff to assess any personal factors that impact on their safety and security when travelling overseas. Members of staff will not be instructed to travel overseas where risks have been identified and the individual does not believe these have been adequately addressed.

# Actions to Take BEFORE travel

The employee should take steps to ensure that they have a valid passport and meet relevant visa requirements and proceed to secure these documents if not current.

If travelling within the European Economic Area the employee should ensure they have a valid EHIC and if not take steps to secure one ([NHS Choices](https://www.nhs.uk/nhsengland/healthcareabroad/ehic/pages/about-the-ehic.aspx))

The employee should check the health guidance (see below) for the country or countries they are visiting and arrange for appropriate vaccinations and any prescribed medications to be administered within the relevant timescale required to ensure the vaccination/medication is effective.

Where the individual employee has any individual health conditions or concerns, for example, an individual is pregnant or has an underlying medical condition, they should discuss this with their GP or medical specialist to seek advice on the suitability of travel or any specific preparations that might be required.

Before travel, the manager and employee undertake the full risk assessment by recording any hazards presented by the planned visit and the actions to be taken to eliminate or reduce any risk. The details of any risk assessment will depend on the country or countries visited on a trip abroad and the personal circumstances of the individual member of staff, for example, their familiarity with the country they are visiting. However, in all cases the following should be reviewed.

**Step One: Assess the Overall Security in the Country**

Check the [current travel advice issued by the government](https://www.gov.uk/foreign-travel-advice) shortly before travelling. Lesbian, gay, bi-sexual and transgender staff should also consult the [specific advice issued by the FCO](https://www.gov.uk/guidance/lesbian-gay-bisexual-and-transgender-foreign-travel-advice). Women travellers may face particular difficulties in certain countries, particularly if travelling alone and particular attention should be taken of FCO advice to female travellers in the section issued on each country.

North America, Western Europe, Australia and New Zealand are generally considered low risk areas in terms of general security. However, country issues should be monitored in the event of local conditions changing, for example extreme weather patterns, major fires and seismic activity.

Where the FCO advise against all travel to a country or an area of a country then travel will NOT be approved.

Where the FCO advise against all but essential travel to a country or area of a country, the manager needs to assess and document whether the travel is essential as part of the risk assessment. The manager (and the Dean/Director – see below) needs to be aware that in addition to the University’s responsibilities for ensuring the health and safety if its staff (and students) they also carry a personal liability under health and safety legislation so they need to be able to document the reasons why travel is considered necessary. This should be recorded in detail on the risk assessment or the risk assessment supplemented by attached documentation. It needs to be objective and identify any serious consequences of travel not taking place.

Managers need to be appropriately cautious and considered in their approach due to legal liability and potential impact on individuals and their families. The risk cannot be passed to the employee so just because an employee is happy to go is not a relevant factor in authorising travel. Given higher levels of risk it is also important to identify factors which mitigate against this risk, for example, levels of security around the event/venue, the employee will be transported directly to and from the venue/hotel; the employee is travelling with others from and to the UK (within or external to the University), the employee will not venture outside the hotel compound/venue for the length of their stay etc. Trips where advice is against all but essential travel need approval of the respective Dean of School or Director.

These details should then be forwarded to the Head of Procurement to ascertain whether insurance cover is provided. This is a matter for Finance to determine. Regardless of the views of the manager or employee, the University will not “shop around” for other insurers if the University’s insurance company says “no” to cover in particular circumstances or wants changes made to the risk. Where insurance cover is refused then travel will NOT be approved.

Staff should [subscribe](https://public.govdelivery.com/accounts/UKGOVUK/subscriber/new) to FCO travel advice alerts, follow FCOTravel on [Facebook](http://www.facebook.com/fcotravel) and [Twitter](http://twitter.com/fcotravel) for real time travel advice updates. In areas of uncertain risk staff can also follow the nearest British Embassy, High Commission or Consulate on Twitter and Facebook.

We would advise staff to use the ICE (in case of emergency) system which would aid communication if the individual member of staff suffered injury or illness that renders them unable to communicate. The ICE number is listed in someone’s phone as ‘ICE’, ‘ICE1’ etc... This information from the phone can be accessed even when the phone is locked. For example Blackberry phones allow ICE numbers to be displayed on the ‘lock screens’ and Apple phones allow ICE numbers and medical information such as blood type (if input by the individual). Further information is available from <http://incaseofemergency.org/> or from University telephone services.

Staff should detail their itinerary including locations visited, details of hotels, flights and contact numbers. This must be kept with the risk assessment and can be used to locate staff in the case of any incident. Any change in the itinerary prior to travel must be recorded and the manager and employee must amend the risk assessment where relevant.

**Step Two: Assess Health Requirements**

The employee should check the health requirements at [Travel Health Pro](http://travelhealthpro.org.uk/country-information/) about two months before travel to identify whether any vaccinations or other preventative medications are required. General and country-specific advice is also available from the NHS [Fit for Travel](http://www.fitfortravel.nhs.uk/home.aspx) site. Where required a copy of the vaccination certificate should be taken with the individual as part of their travel documents.

Many pregnant women travel without experiencing health problems however, pregnancy during travel carries important risks that should be considered carefully and individuals should ensure they have discussed these fully with their GP prior to travel. Specific precautions may also be required depending on the country or countries to be visited for women who are pregnant or are attempting to become pregnant.

Where an individual has an underlying medical condition that might be affected by travel they should ensure they discuss this with their GP or medical specialist before travel. In most circumstances pre-existing medical conditions will not be covered by the University’s insurance but this should be checked with the Head of Procurement as part of the risk assessment and any decision whether to travel. Feedback from the insurers must then be considered in determining whether the travel should be authorised.

Where an individual is taking prescribed medication the individual must ensure they have sufficient medication to cover them for the trip and where necessary a copy of the prescription/certification from the doctor. Many countries have regulations restricting medicines that may be carried by travellers, even if these are legally prescribed or purchased in the country of origin. These types of medicines generally fall into the category of narcotics (sedatives) or psychotropic (behavior altering drugs), which could include anti-depressants, sleeping tablets and medicines to treat/control anxiety, psychosis and epilepsy. Up to date advice should be checked at the [NHS Fit for Travel](http://www.fitfortravel.nhs.uk/advice/general-travel-health-advice/travelling-with-medicines.aspx) and requirements discussed with your GP and/or specialist. Where essential medication is not allowed to be carried in a country and no suitable alternative is prescribed by the individual’s GP or specialist, travel will NOT be approved.

Depending on the destination staff may also need to consider having a basic first aid kit, insect repellent, diarrhoea treatment and water purification filters etc. Ensure that you check the climate for the country and time of year you are visiting so that you have suitable clothing, sun bloc etc.

Where individuals are travelling within the EEA or Switzerland they need to have an up to date [European Health Insurance Card](http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx) (EHIC).

**Step Three: Assess Communication Requirements**

All staff must be provided with a mobile phone which is suitable for international roaming within the countries being visited and a suitable adaptor for the charger. If the phone is unfamiliar, the employee should ensure they are fully aware of the functions and know how to operate the telephone. Back up communication methods should be agreed so that if the phone is stolen or damaged, or the network fails, contact is maintained via email or telephone through the hotel and local contacts (these should be recorded in the itinerary). Where an employee is travelling to remote areas a plan should be agreed as to key points where communication will be made (via email or telephone) so as to maintain regular contact between the employee and the University.

**Step Four: Assess Personal Security Requirements**

[Current travel advice](https://www.gov.uk/foreign-travel-advice) will provide some information about the customs, laws and culture of any country visited and staff should read this if they are unfamiliar with that country. Staff should ensure their clothing and behaviour is appropriate to the culture of the country being visited. Specific guidance is also provided by the FCO to females travelling alone and to LGBT staff. This advice should be used to assess risk factors and plan any mitigating factors in response.

Staff should plan in advance how they will travel between airports and accommodation and around visit locations when they arrive. It is not recommended that staff drive themselves when overseas. Where possible staff are advised to arrange transport through the hotel where they are staying or through the local contact. If this is not possible staff should take advice from local contacts/hotels about recommended local drivers or taxi services. When using taxi services employees should use licenced/registered providers.

All staff must be allocated a named contact in their School or Service and must provide this person with a copy of their itinerary. Where staff are travelling alone they should agree with their named contact what communication will be made to confirm they have arrived at various destinations during their trip and that they have arrived safely home. If several people are travelling together as a team, one person in the team is responsible for confirming arrivals and maintaining contact with their key contact on behalf of the team. Staff should have contact details for the named contact and for any out of hours contacts at the University programmed into phones, tablets and laptops. For those travelling alone it is advised that along with the insurance details individuals always keep a copy of the named contact and University out of hours contact numbers on them.

An electronic copy of the individual’s passport, vaccination certificate and travel tickets should be kept by the named contact which could then be emailed to the individual in the event of lost or stolen documents.

Staff should also check with the International Office before travel to get any local information and advice that may be held.

Staff should notify their own bank/credit card company of where they visit and the dates to ensure that personal credit and debit cards will not be disabled if you use them for items of personal expenditure.

**Step Five: Assess Work Requirements**

If the employee intends to carry out any field work, work in laboratories or local industry they must comply with all local regulations. Where health and safety standards are not equivalent to those operating in the UK further advice must be sought from the Head of Procurement to check on insurance requirements. A specific and separate risk assessment must be undertaken for any processes that extend beyond standard visits, planned meetings and attending student recruitment and alumni activity.

**Step Six: Confirm Insurance Arrangements**

Even the best planned and organised trips can go wrong for reasons beyond the employee’s control. Insurance is provided to support medical care if and individual becomes ill or injured, emergency cash if cash is stolen, travel support if baggage or tickets are lost or stolen and support in any security emergency.

All staff will be issued with an Emergency Assistance Card which provides contact details of the insurers to receive either medical assistance or security assistance. This card should be carried with the individual whilst they are overseas and the relevant contact information and policy number should be programmed into phones, tablets and laptops.

Where individuals are combining a period of annual leave with a trip overseas they need to ensure that they have arranged their own travel and medical insurance cover their full period of leave which may include the day they leave or the day they return to the UK. All leave must be approved in advance, recorded on leave cards and noted in the risk assessment.

# Actions to be taken DURING the Visit

Staff must maintain contact with the University as agreed in the risk assessment.

When overseas, any change to the itinerary must be immediately notified to the manager. The manager should re-assess the risk assessment and where necessary instruct the employee on actions required to minimise risk issues. If any unplanned changes in the itinerary significantly impact on risk or may invalidate insurance cover and these cannot be avoided the Head of Procurement must be notified to seek further support from the insurers and the employee will be instructed on action to minimise risk, including where appropriate, instructions to abandon the planned visit and make safe arrangements for an early departure.

Staff should take reasonable measures to ensure their safety by checking evacuation procedures and exits at hotels; ensure the hotel room door is locked when they are in their room; take care of personal possessions by using the room safe or alternatively lock valuables in a suitcase when the employee is not in the room.

Staff should check beforehand with hotel staff or local contacts suitable places to visit and places to avoid. When on their own employees should notify hotel staff where they are going. It is advised that staff carry a contact card from the hotel to both have the hotel number to hand but also to show to drivers where the employee is not fluent in the language of that country.

In the event of an injury, serious illness or incident where assistance is required the individual should contact the insurers directly for advice. If the employee requires assistance in doing this they should contact their named contact who will liaise with the Head of Procurement on their behalf. If the individual is incapacitated other members of the team should contact the University through their own named contact who will liaise with Head of Procurement. Where the individual is travelling alone the local contact should contact the University or contact will be established through the contact details the employee holds.

Where any communication point has been missed the named contact will seek to re-establish contact directly and by using contacts for accommodation, airlines and local contacts. If these approaches fail to re-establish contact within a 12 hour period or where confirmation is received that the employee is missing (e.g. has not turned up for a flight, hotel check-in, local appointment) escalation procedures will be used (see below).

In the event of any major security crisis occurring in countries where staff are visiting a plan of contact will be made and a system of communication will be agreed with the employee. This situation will be escalated and managed in accordance with the University Emergency Management Plan

# Actions to be taken AFTER the Visit

The employee should notify the named contact on their return to the UK and submit all expenses claims within one month.

If any incident or accident has occurred the employee should notify their line manager and complete an incident report form which should be sent to the Office of Health and Safety

Copies of documents and risk assessments should be filed if future overseas visits are planned within the next 12 months. After 12 months, details should be removed from active file held at local level and the risk assessment details placed on the employee’s personal file.

The International Office should be notified of the outcome of the trip in terms of recruitment opportunities (where relevant) and any further contacts made or opportunities to develop contacts and future research collaboration.

# Escalation Process in Emergency Situations

In the event that contact is lost with the employee(s) or a situation of civil, political unrest or natural disaster occurs in an area where employees are visiting, the University will assess the situation using all available information from the Foreign Office and through local contacts.

The DVC will convene a response team specific to the incident in accordance with the University’s Emergency Management Plan. **At such times the priority of the University will be to consider what immediate measures can be taken to ensure the health and safety of staff and if contact has been lost to re-establish direct contact as soon as possible.**

The University will alert the employee’s named contact (as recorded by them on MyHR) and maintain communication throughout with that person.

# Appendix 1 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)

- 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 Procedure Manual](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**  **e.g., 2021/22** |  |
| **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_2017.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: |
| Where travel is deemed essential  Dean/Director Signature: Date: |

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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. | |
| *For travel within EEA and Switzerland*  The employee has a valid EHIC: YES / NO | EHIC 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 ……………………………………………………………………………………………………..**

# Appendix 2 Overseas Travel Risk Assessment Form Frequent Travellers

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 for Frequent Travellers is designed for members of staff who, over the course of the Academic year, anticipate that they will travel overseas on **3 or more separate occasions.** All non-frequent travellers should complete the General Overseas Travel Risk Assessment prior to each trip.

Part A:

* Must be completed or updated on an annual basis, although changes to personal details or circumstances should be notified immediately
* Covers general details which are likely to remain constant over the course of a year
* The relevant School/Service office should have sight of:

- Travellers passport along with any relevant visa documentation

- European Health Insurance Card (EHIC)

- Vaccination record (where relevant)

Part B:

* Must be completed prior to every overseas trip
* Records the destination for each instance of travel
* Must contain a full trip itinerary

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

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 Procedure Manual](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.

**Part A** - Frequent Travellers - To be completed or updated on an annual basis

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| **Part 1: General Details** | |
| **Travellers Name** |  |
| **School or Service where employed** |  |
| **Academic Year**  **e.g., 2021/22** |  |
| **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_2017.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: |
| Where travel is deemed essential  Dean/Director Signature: Date: |

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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. | |
| *For travel within EEA and Switzerland*  The employee has a valid EHIC: YES / NO | EHIC 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: 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 |
| Insurance is approved in principle and will be confirmed for each instance of overseas travel when Part B of the Overseas Travel Risk Assessment Form is completed and returned to [insurance@hud.ac.uk](mailto:insurance@hud.ac.uk). |

**Part B** - Frequent Travellers - To be completed prior to every instance of overseas travel

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| **Travellers Name:** |  |
| **School or Service where employed:** |  |
| **Destination:**  Town/City, Country |  |
| **Dates:** | **Leaving the UK:**  **Returning to the UK:** |
| **Assessment Completed by:** | **................................................................. (Employee)**  **................................................................. (Manager)** |

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| **Part 1: Overseas Travel Risk Assessment Form for Frequent Travellers - Part A** |
| I confirm that the information contained in Part A of Overseas Travel Risk Assessment (held by the Head of Procurement) is correct and still valid  YES / NO |

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| **Part 2: 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 |

|  |
| --- |
| **Part 3: 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 4: 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 |
|  |

**Overseas Trip Itinerary - Frequent Traveller**

|  |  |
| --- | --- |
| **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**

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

**Accommodation**

|  |  |  |
| --- | --- | --- |
| **Accommodation Name** | **Arrival** | **Departure** |
|  |  |  |
|  |  |  |
|  |  |  |

**Purpose of Visit (including details of specific locations to be visited, if known)**

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

**Periods of Annual Leave**

|  |  |
| --- | --- |
| **From** | **To** |
|  |  |
|  |  |

**Signed …………………………………………………………………………………………………….…**

**Date …………………………………………………………………………………………………………**