

# Health & Safety Policy Note: Business Travel

## What is meant by business travel?

Many activities of the University involve travel of some kind. This Policy Note primarily deals with routine travel, for staff and postgraduate students, whereby individuals are travelling to lectures, visits, meetings, conferences and other similar events as part of University business, using established modes of transport. The transport could be either commercial or an individual's private car.

## What about non-routine travel?

There will be many activities as part of research or teaching that requires a more hazardous form of travel. This could be using non-standard or unique forms of travel, especially in under-developed locations, remote areas off-road either in the UK or overseas, or travelling in areas of political instability that are not recommended when checking against the Foreign and Commonwealth Office Travel website or Travel Guard Assistance website, (which would also require Vice Chancellor endorsement). These non-routine travel activities should be risk assessed as part of the whole activity to which it relates, using the University Offsite Risk assessment form and should refer to the Offsite Working Policy Note.

## Do I need to do a risk assessment for routine travel?

There is not normally a requirement to carry out a risk assessment for routine travel. However contact details and emergency arrangements should be left with identified personnel. When travelling outside the UK, it is advised that a Travel Form is filled out and a copy given to your supervisor, line manager or other key person as identified within your department. It is vital that all travel is planned sufficiently in advance of the intended departure to allow the key personnel to consider the proposal in suitable detail and approve it at an appropriate level. The effort and detail required in planning travel is largely commensurate with the risks identified. A detailed travel plan may also be necessary especially when travelling overseas.

## Who has responsibility for Health and Safety when I travel?

Primary responsibility lies with the University, which in turn has delegated it through line management to Faculties/Services to Supervisors and Managers. Travel may be administered through staff identified as having duties for arranging, facilitating or administering travel for your department. However, staff undertaking travel also have a responsibility to take reasonable care in their activities and in their practices and must acknowledge their own responsibilities for the Health & Safety of both themselves and others.

## What about Insurance?

Travel should be checked against the University's Policy, and travel to some areas requires specific authorisation for travel insurance to be provided [www.southampton.ac.uk/finance/insurance/travel/Office](http://www.southampton.ac.uk/finance/insurance/travel/Office). Staff must:

- Ensure that they comply with any Faculty/Service transport and driving procedures, including driver training and licensing.
- Ensure that adequate insurance cover which meets local destination legal requirements is provided for the type of transport used; again refer to insurance web page as above.
- Ensure that they take a summary of cover and emergency contacts details with them (available on insurance web page).
- When using their own car, staff should ensure that any personal car insurance includes provision for business use.

## What should I consider about my health status for travel?

There may be certain considerations as part of your travel plan that you need to check against. For example, do you have any medical conditions that may prohibit you from long haul flights? Or do you need any vaccinations as a result of going to another country? You should consider these and consult your GP for advice.

## What should I do if I am involved in an incident?

Staff should contact the numbers identified on the emergency contact details and once recovery is attained report to their Faculty/Service as soon as convenient.

(Suggested Template)

### **Business Travel Form**

Submission Dates:

Draft activity plan to be submitted: .....

Final plan to be approved no later than: .....

<b>Name of Staff travelling:</b> .....	
<b>Lead Staff Member:</b> .....	
<b>Other Staff Member(s):</b> .....	
<b>Destination:</b>	
<b>Objectives of Visit:</b>  1. 2. 3.	
<b>Departure date/time:</b>	
<b>Return date/time:</b>	
<b>Recovery time:</b>	<b>Date of Activity debrief with Manager:</b>
<b>Additional days leave, i.e. for weekends/bank holidays etc.: Please give details of such days worked when overseas</b>	
<b>Emergency Contact Details</b>	
<b>Names</b>	<b>Address/Telephone/Email</b>
Person(s) Travelling Contacts whilst Away	
Embassy or Consulate Details	
In-Country Contacts	

Emergency Numbers	
Travel Agent 24 Hour number if appropriate	
Personal Emergency contact(s) in the UK (Name, Address, land line and Mobile)	
Work nominated contact(s) in the UK and call back arrangements	
<b>Other Issues:</b>	
GP/Travel Clinic visit needed prior to visit for immunisations?	Yes/No
Visa Required?	Yes/No
Requested invitation or supporting letters in support of visa?	Yes/No
Six months left on passport?	Yes/No

<b>Filter Assessment</b>	
Are there any significant hazards associated with your travel provide some details	Yes/No, if yes please provide some details and confirm that you will be carrying out a full risk assessment
Controls that you have put into place to ensure your safety/welfare during the visit (It may be necessary to describe your familiarity with the area of the country to be visited)	
Is a full risk assessment required as defined in University Off-Site Activity Policy Note	Yes/No

Line Manager/Supervisor: .....

Date: .....