

## **BUSINESS TRAVEL RISK MANAGEMENT PROCEDURE**

### **1. Introduction**

The University recognises Global Engagement as one of the key strands of the refreshed Corporate Strategy and accepts the duty of care to ensure, as far as reasonably practicable, the health, safety and welfare of its staff and students when travelling on University business.

For the purposes of this procedure, “business” is the generic term used for activities associated with, and agreed through the University, including but not limited to lecturing, research, work placements, visits, fieldwork, business promotion and attending conferences.

The University must be able to quickly identify where staff and students are when on University business so any assistance can be offered if necessary.

The aim of this procedure is to address the health, safety, risk and insurance implications of all business travel. This procedure supplements the principles of responsibility outlined in the Health, Safety & Wellbeing Policy Statement.

### **2. Responsibilities**

#### **Staff and students are responsible for:**

- Taking care of their health and safety whilst undertaking business travel and not compromising the safety of colleagues they may be travelling with
- Adhering to any measures agreed as part of the authorisation process
- Making arrangements to cover their normal campus duties (as appropriate)
- Reporting back any concerns, observations or issues to the University at an appropriate point before, during or after the travel.

#### **Deans of School/University Secretary and Secretary to Court s/Heads are responsible for:**

- Where significant residual risks have been identified, making considered decisions on their acceptability involving Resilience & Safety colleagues and members of the University Executive as appropriate.
- Granting School/Department authorisation for international business travel.
- Ensuring that the [Business Travel Form](#) has been completed and reviewed, is suitable and sufficient, and that conditions in the countries being visited have been taken into account.
- Ensuring that information on all business travel within the UK, including between campuses, is readily available to all Schools and Departments.
- Ensuring a system is in place to support and manage staff and students when travelling, including agreed check in arrangements being followed.

**The University Secretary and Secretary to Court is responsible for:**

- Considering any requests for travel where significant residual risks exist, liaising with Resilience & Safety colleagues as required.
- Taking suitable action to manage incidents which may arise involving University staff or students when travelling on University business.

**Resilience & Safety are responsible for:**

- Monitoring and reviewing Business Travel Forms
- Providing guidance and advice on business travel risks
- Working with travellers to proportionately manage risks
- Working with travellers to ensure appropriate insurances are secured
- Retaining oversight of all Business Travel Forms and requesting further information if deemed necessary.
- Referring proposed high risk travel to the University Secretary and Secretary to Court for review when necessary.
- Reviewing the travel risk process periodically

**3. Procedure**

**3.1 Planning Business Travel**

For all international business travel, the [Business Travel Form](#) must be completed by the traveller. This addresses authorisation, itinerary, risk assessment and insurance. The level of detail required in the form will be influenced by the level of risk associated with the trip. This will be based on:

- Foreign and Commonwealth Office (FCO) advice,
- Current advisories and overall risk rating from WordAware, the University's travel risk / country intelligence provider.
- The nature of the trip

The lead staff member will complete the relevant Business Travel Form on behalf of any student travelling internationally.

When a group of staff or students are going on the same international business trip (i.e. same travel arrangements, dates and accommodation), a lead member of staff will complete the form on behalf of the other travellers. Other travellers will receive an email with relevant details including risk assessment where completed, and will also be required to confirm some brief individual information.

The form must be completed, appropriately authorised by the School / Department and submitted at least 30 days in advance of the proposed departure date. This will allow both School and relevant approval, placing of appropriate insurance cover, endorsement by Resilience & Safety and adequate time for the traveller to book transport accommodation etc. Abbreviated details will be sent to the International Centre to review and to carry out scoping activities for combining visits with potential opportunities.

Only in exceptional and / or unforeseen circumstances should forms be submitted outside this timeframe. In such circumstances, the form must be accompanied by a full explanation of the reasons for the short notice in order for the trip to be considered for approval.

For all business travel within the UK, including between campuses, it is the responsibility of each School and Department to have readily available information on the whereabouts of their staff and students when they are out on University business. The [National Travel Form](#) may be of use to Schools and Departments to facilitate this.

Oversight of both systems is restricted to a few authorised individuals with information held securely for a set period and in line with the DPA. Information may be anonymised and held longer to allow, for example, trend analysis.

On occasion, significant risk may remain around a particular business trip despite control measures being implemented. In such instances, the final decision on whether the trip can proceed rests with the University Secretary and Secretary to Court, regardless of whether appropriate insurance is secured from the University's insurer. This decision will be informed by parties including the FCO, WordAware, and the University's insurance providers.

If appropriate insurance (e.g. no exemptions are made to the policy) is not secured from the University's insurance provider, the trip should not take place.

Proposed trips should continue to be assessed up to and including the time of departure and whilst in the trip destination, with any changes to the risk being updated on the Business Travel Form. If the advice given by the FCO, WordAware or any other official body states no travel, this advice should be adhered to and staff and students should be prepared to adjust or cancel their travel plans accordingly. Whilst changes in country or region's risk can be unpredictable, where significant change is anticipated, flexible tickets that allow changes or cancellations should be considered. Appendix 1 shows the process.

Non adherence to this procedure will result in non-payment of expenses incurred in connection with the trip in question, in addition to disciplinary action in line with the University's Disciplinary Procedure.

### 3.2 **Post Trip Reporting**

Members of staff undertaking international business travel must provide a brief report on their return. This should include a summary of the activity, personnel met, any issues, feedback on partnership, academic follow-up, lessons learned, final costs against budget etc., and be submitted to the relevant Dean/University Secretary and Secretary to Court and the University Secretary and Secretary to Court of the International Centre.

Members of staff must ensure that any issues, incidents or concerns in relation to the trip are highlighted to the [Resilience & Safety team](#) as appropriate as soon as practicable and where appropriate, an [incident form](#) completed.

Procedure Author – Head of Resilience & Safety	Procedure Owner – University Secretary
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## International Travel Process Flowchart

