



**HEALTH & SAFETY**  
**IECHYD A DIOGELWCH**

**Health, Safety & Resilience International Travel  
Policy Arrangements**

**HSA-10153**

## Contents

Document Control .....	3
Amendment Record .....	3
1. Scope .....	4
2. Introduction .....	4
3. Definitions .....	4
4. Roles and Responsibilities .....	5
<b>4.1 Executive Dean of Faculty/ Registrar &amp; Chief Operating Officer</b> .....	5
<b>4.2 Head of School/ Director PSU</b> .....	6
<b>4.3 Line Manager/ Supervisor/ Head of Department</b> .....	6
<b>4.4 International Travel Risk Assessor</b> .....	7
<b>4.5 Participants International Travel</b> .....	7
<b>4.6 Faculty/ PSU Review Panel</b> .....	7
<b>4.7 Health, Safety &amp; Resilience Team</b> .....	8
<b>4.8 Security Team</b> .....	8
5. University International Activity .....	8
6. Authorisation and Risk Assessment .....	9
<b>6.1 Risk ratings</b> .....	10
7. Travel Cover.....	12
8. Further Information .....	12
<b>Appendix 1</b> .....	13

## Document Control

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5		

## 1. Scope

This policy identifies the statutory duty placed on Swansea University (SU) and its faculties, professional service units (PSU), staff and students undertaking international travel (travel outside of the United Kingdom) on authorised university related business.

The policy applies to:

- Faculty and PSU staff and students partaking in international travel for authorised university related business.
- Each member of staff or student who carries out international travel on authorised university related business.
- Members of staff or students who are based in other countries who travel internationally on university related business.
- Staff and students travelling with other organisations for example on joint research projects, etc.

This policy does not apply to any international travel not associated with the University.

## 2. Introduction

International travel is a regular part of work and study at Swansea University so it is important all staff and students working and travelling internationally are aware of the potential risks and follow the required guidance and protocols to help keep themselves and those they may be travelling with safe. Our insurance providers UMAL have stipulated this process is required to be carried out prior to travel.

As with other types of travel, international travel comes with its own risks, therefore procedures have been put in place to help travellers prepare and to ensure appropriate support is in place in the event they become injured, ill, or there is disruption to the trip.

Where fieldwork/ work placement is undertaken internationally, then additional off campus activity and fieldwork/ placement documentation must **also** be completed and approved. Both policies and associated documents are available on the [H&S web pages](#).

This policy has been developed to ensure SU is exercising its duty of care to staff and students who take part in international travel. It also ensures due diligence is carried out to assess each trip and, each trip is authorised at the appropriate level. The International Travel Guidance document has been developed to provide step by step guidance on how to complete a suitable and sufficient risk assessment for international travel and determine the level of authorisation required.

## 3. Definitions

- **International Travel:** Travel to any destination outside of outside of the United Kingdom (UK)\*.
  - Please see appendix 1 for a full definition of the UK.

- **Authorisation:** Agreement and approval from the appropriate level within the University for the travel to go ahead, based on the information provided in the international travel risk assessment.
- **University Purpose:** Work whether teaching, research or other that is carried out on behalf of Swansea University,
- **Staff:** An employee of Swansea University.
- **Student:** A person enrolled on a course at Swansea University.
- **Other:** Someone not employed or enrolled at Swansea University.\*\*
- **Home country:** Country from which the person travelling holds a passport. If the travelling person holds passports from more than one country, their Home Country will be the country they have declared to Swansea University in writing. The term Home Country also includes the person's Country of Permanent Assignment or Country of Permanent Residence.
- **Foreign, Commonwealth and Development Office Travel Advice (FCDO):** UK Government website that provide travel advice.
- **Drum Cussac:** Travel risk management organisation appointed by the University insurance providers UMAL, to provide support and guidance for international travel.

\* Where the traveller is employed by Swansea University but has another home country other than the UK, then this traveller would then be expected to complete this process for travel to any other country including the UK.

\*\* A person outside of Swansea University's employment or enrolment would have to follow the policies and processes of their employer or University they are enrolled at. This situation may occur where Swansea University work in partnership with other businesses/ universities and would also apply to Honorary and Affiliate members of Swansea University as they are not considered or legally employees of Swansea University.

## 4. Roles and Responsibilities

### 4.1 Executive Dean of Faculty/ Registrar & Chief Operating Officer

The Executive Dean of Faculty / Registrar & Chief Operating Officer is responsible for:

- Reviewing and authorising/ declining international travel for staff/ students within their faculty/ PSU to countries where FCDO advises against all travel and/or any Drum Cussac risk rating is 4.0 or above (see section 6 – Authorisation and Risk Assessment).
- Ensuring that persons in the faculty/ PSU have sufficient resources, capability, capacity, and competence (knowledge, skills, and experience) to complete the international travel risk assessment and any off-campus activity and fieldwork/ placement risk assessment and additional documentation as necessary.
- Ensuring that suitable and sufficient risk assessments are completed, and processes are adhered to for international travel and associated activities linked to their faculty/ PSU.

- Ensuring that the risk assessments are stored in a secure, but accessible place in case of emergency as per faculty/ PSU arrangements.
- Ensuring communication and emergency plans are in place.
- Complete International Travel Health and Safety Risk Assessment course provided by the H&S team.

#### 4.2 Head of School/ Director PSU

The Head of School/ Director PSU is responsible for:

- Reviewing and signing as a reviewer for all international travel within their faculty/ PSU, to countries where FCDO advises against all travel/ all but essential travel and any Drum Cussac risk rating 4.0 or above (see section 6 – Authorisation and Risk Assessment).
- Reviewing and authorising/ declining international travel for staff/ students within their faculty/ PSU, to countries where FCDO advises against all but essential and/or any Drum Cussac risk rating is 3.5 or above but below 4.0 (see section 6 – Authorisation and Risk Assessment).
- Ensuring that persons within their area of responsibility have sufficient resources, capability, capacity, and competence (knowledge, skills, and experience) to complete the international travel risk assessment and any off-campus activity and fieldwork/ placements risk assessment and any additional documentation as necessary.
- Ensuring that suitable and sufficient risk assessments are completed, and processes are adhered to for international travel and associated activities linked to their work area.
- Ensuring that the risk assessments are stored in a secure, but accessible place in case of emergency as per faculty/ PSU arrangements.
- Ensuring communication and emergency plans are in place.
- Complete International Travel Health and Safety Risk Assessment course.

#### 4.3 Line Manager/ Supervisor/ Head of Department

Line managers/ supervisors/ head of department are responsible for:

- Reviewing and signing as a reviewer for all international travel within their faculty/ PSU, to countries where FCDO advise against all travel/ all but essential travel and/or any Drum Cussac risk rating is 3.5 and above (see section 6 – Authorisation and Risk Assessment).
- Reviewing authorising/ declining International Travel for staff/ students within their faculty/ PSU, to countries where FCDO does not advise against travel and/or any Drum Cussac risk rating are below 3.5 (see section 6 – Authorisation and Risk Assessment).
- Checking both FCDO and Drum Cussac. This is to ensure the FCDO advice and Drum Cussac risk ratings are up to date.
- Ensuring that suitable and sufficient risk assessments are being completed for any international travel and associated activities of their direct reports.

- Ensuring that the risk assessments are stored in a secure, but accessible place in case of emergency as per faculty/ PSU arrangements.
- Ensuring communication and emergency plans are in place.
- Complete International Travel Health and Safety Risk Assessment course provided by the H&S team.

#### 4.4 International Travel Risk Assessor

The individual carrying out the international travel is responsible for:

- Completing the mandatory Basic Travel Security Awareness Course (see guidance document).
- Carrying out the appropriate due diligence research and completing a suitable and sufficient risk assessment and all associated documents for the international travel and any associated activities for approval as appropriate.
- Ensuring appropriate level of authorisation has been granted prior to travel (see section 6 – Authorisation and Risk Assessment).
- Reviewing the risk assessment after authorisation and prior to travel, to ensure all details are up to date and nothing has changed which may affect the assessment (see guidance).
- Ensure emergency plans and contact details are shared with the university.
- Complete International Travel Health and Safety Risk Assessment course provided by the H&S team.
- Ensure arrangements are in place to manage and support any individual requirements such as disability, pre-existing health conditions and medications.

#### 4.5 Participants International Travel

Any participant taking part in group travel must:

- Complete the mandatory Basic Travel Security Awareness Course (see guidance document).
- Complete and sign the participant declaration and provide details where appropriate.
- Adhere to the control measures/ mitigation identified in the risk assessment.
- Be aware of insurance cover that is in place and if any further insurance is required above and beyond what the university provides.

#### 4.6 Faculty/ PSU Review Panel

The faculty/ PSU review panel is made up of subject matter experts and appropriate members of the faculty, these are to be determined by the faculty/ PSU. The panel members may change depending on the risks of the travel destination.

The faculty/ PSU can implement a review panel at any risk level however it is only required when FCDO advises against all travel/ all but essential travel and/or any

Drum Cussac rating is 3.5 or above for the travel (see description in section 6 – Authorisation and risk assessment).

The faculty/ PSU review panel are responsible for:

- Reviewing all international travel risk assessments and associated documents within their faculty/ PSU where appropriate.
- Checking both FCDO and Drum Cussac. This is to ensure the FCDO advice and Drum Cussac risk ratings are up to date.
- Providing feedback on how to improve risk assessment.
- Providing an opinion to the authoriser on whether the travel should go ahead based on international travel risk assessment and risks present in country.

#### 4.7 Health, Safety & Resilience Team

The HS&R team is responsible for:

- Providing training on international travel health and safety risk assessment.
- Providing and periodically reviewing the guidance document to accompany the international travel risk assessment process.
- To be involved in the faculty review panel for countries where FCDO advises against all travel/ all but essential travel and/or any Drum Cussac rating is 4.0 or above.
- Provide guidance to international travel risk assessors, faculty/ PSU review panels where they have specific concerns.

The HS&R team is not responsible for authorising international travel.

#### 4.8 Security Team

The Security Manager and operational security team is responsible for:

- Providing remote help and assistance if contacted via SafeZone. The security team will implement appropriate security procedures where necessary.
- Geofence any locations of travel to ensure they are covered by SafeZone, this would require notification to the security team prior to travel.
- Provide advice on personal safety and security when traveling in UK or internationally when requested.

### 5. University International Activity

At the university, international travel activities routinely take place, and include, international fieldwork, work placements and combined degree programmes.

#### 5.1 International fieldwork

**Fieldwork** is defined as: any practical work carried out by SU staff or students for the purpose of teaching and/ or research in places that are not under the control of the



university, but where the university is responsible for the safety of its staff and/ or students and others exposed to their activities.

This definition will therefore include activities as diverse as, attendance at conferences and recruitment fairs, undertaking social science interviews, as well as activities more traditionally associated with the term “fieldwork” such as, survey/ collection work carried out by geologists or biologists.

Further information can be found in the University’s Off Campus Activities and Field Work Policy and associated appendices:

- Staff - [Off Campus Activities and Fieldwork](#)
- PG Students - [Off Campus Activities and Fieldwork](#)

## 5.2 International Placements

These can be both credit and non-credit bearing; examples include:

- Electives: for example, GEM electives during the fourth year of study, medical students undertake a placement for 6-12 weeks in a healthcare setting as part of their degree.
- Semester and Year abroad (study and work) including:
  - i. Year in Industry.
  - ii. Turing and other University exchanges.
  - iii. Internships paid or unpaid to gain work experience or satisfy requirements for a degree.
  - iv. British Council Assistantships, etc.
- Work Placement within an organisation linked to a degree or programme of study.
- Industry facing projects: Projects/ research undertaken at an industry organisation’s premises e.g., Master of Research, Eng. D Work, or research for a project/ dissertation at an organisation/ enterprise premises/ work location.
- Summer placements: Volunteering/ working with an organisation.
- Combined Degree Programmes

Further information can be found in the University Work Placement Policy Arrangements and associated appendices:

- Staff - [Work Placements](#)
- PG Students - [Work Placements](#)

## 6. Authorisation and Risk Assessment

Faculties and PSUs are required to have arrangements in place which ensure that suitable and sufficient international travel risk assessments are carried out and approved or denied.

**Suitable and sufficient:** Is a term used in Health and Safety regulations It means that not only must all the relevant aspects of the risk be considered, but the detail of the risk assessment must be proportional to the potential impact of the harm and the likelihood of it being realised (i.e., the level of risk). The international travel risk assessment templates and guidance documents have been developed to reflect the level of detail, and hazards that must be considered for different levels of risk.

- Where a person/s has a disability or existing health condition and has made this known to the risk assessor, then this must be taken into account when carrying out the risk assessment. This is to allow for any reasonable adjustments to be made prior to the travel going ahead.
- Individuals cannot be excluded based on a protected characteristic as per the Equality Act 2010.

The International Travel Approval Process flowchart [HSA10153-6](#) is available from link provided.

To ensure the health, safety and wellbeing of all staff and students while travelling internationally, SU utilises the Government Foreign, Commonwealth and Development Office Travel Advice (FCDO), and Drum Cussac risk rating (appointed by the University insurance cover providers, UMAL) to determine the level of authorisation required.

The FCDO travel advice is constantly reviewed for each country or territory to ensure it includes up-to-date information and advice on the most relevant issues for people visiting or living there. It covers a range of topics, including entry requirements, safety and security issues, health risks, details about local laws and information on the threat from terrorism.

## 6.1 Risk ratings

The International Travel guidance and the Off Campus Activities and Field work guidance both provide step-by-step guide on how to complete the risk assessment and associated documents.

### **Where the FCDO advises against all travel and/or ANY Drum Cussac risk rating is 4.0 or above**

All travel meeting these requirements are reviewed and authorised or denied by the Executive Dean of Faculty or Registrar for PSUs. The individual travelling will be required to:

- Complete the Red International Travel Risk Assessment Form.
- This should be accompanied by any relevant off campus activities and fieldwork/ placements risk assessment for any planned activity where applicable (see guidance document).

- Guidance is available from the SU H&S website, FCDO, UMAL and Global Response (appointed by the university insurance providers, UMAL): <https://www.global-response.co.uk/>
- This is reviewed by line manager, the faculty/ PSU review panel, the Head of School, and the H&S team.
- Only when reviewed by all parties is the risk assessment submitted to Executive Dean of Faculty/ Registrar.

**Where FCDO advises against all but essential travel or all travel and/ or ANY Drum Cussac risk rating is 3.5 or above but below 4.0.**

All travel meeting these requirements are reviewed and authorised or denied by the Head of School/ Department. The individual travelling will be required to:

- Complete the Red International Travel Risk Assessment Form.
- This should be accompanied by any relevant off campus activities and fieldwork/ placements risk assessment for any planned activity where applicable (see guidance document).
- Guidance is available from the SU H&S website, FCDO, UMAL and Global Response (appointed by the University insurance providers, UMAL): <https://www.global-response.co.uk/>
- This will need to be reviewed by the line manager and faculty/ PSU review panel.
- Only when reviewed by all parties is the risk assessment to be submitted to Head of School.

**Where FCDO advises against all but essential travel and/ or ANY Drum Cussac risk rating is above 3.0 but below 3.5**

All travel meeting these requirements are reviewed and authorised or denied by the Line Manager. The individual travelling will be required to:

- Complete the Amber International Travel Risk Assessment Form.
- This should be accompanied by any relevant off campus activities and fieldwork/ placements risk assessment for any planned activity where applicable (see guidance document).
- Guidance is available from the SU H&S website, FCDO, UMAL and Global Response (appointed by the University insurance providers, UMAL): <https://www.global-response.co.uk/>
- This will need to be reviewed and authorised by the line manager, the faculty/PSU Panel to review where required.

**Where there are no FCDO travel Advisories and/ or ANY Drum Cussac risk rating is 3.0 and below.**

All travel is authorised or denied by the Line Manger/ Supervisor. The individual travelling will be required to:

- Complete in the Green International Travel Risk Assessment Form.
- This should be accompanied by any relevant off campus activities and fieldwork/ placements risk assessment for any planned activity where applicable (see guidance document).
- Guidance is available from the SU H&S website, FCDO, UMAL and Global Response (appointed by university insurance providers, UMAL): <https://www.global-response.co.uk/>
- This will need to be reviewed and authorised by the line manager.

## 7. Travel Cover

Cover is provided for all travel which is authorised for university purposes, and more information can be found below. It is the responsibility of the person travelling to ensure that appropriate covers are in place for the duration of the travel. Additional personal cover may be required depending on the travel and activities being undertaken.

- [Travel Hub - UMAL](#)
- [Swansea University insurance web pages](#)

## 8. Further Information

- H&S webpage (Swansea University): [www.swansea.ac.uk/healthsafety/](http://www.swansea.ac.uk/healthsafety/)
- Health and Safety Executive (HSE) guidance: [www.hse.gov.uk/pubns/](http://www.hse.gov.uk/pubns/)
- Health and Safety Legislation: [www.legislation.gov.uk](http://www.legislation.gov.uk)
- FCDO website: <https://www.gov.uk/foreign-travel-advice>
- Drum Cussac: <https://www.drum-cussac.net/login>

## Appendix 1

### Definition of The United Kingdom:

To use its full name The United Kingdom of Great Britain and Northern Ireland is a term used to refer to a political union between the countries England, Wales, Scotland, and Northern Ireland. The below image Fig1. is a graphical representation of the UK (image was obtained from [Ordnance Survey](#)).



Fig1.

It is also important to note that the UK does not include Crown Dependencies such as the Isle of Man, the Channel Islands or British Overseas Territories, such as Gibraltar, the Falklands Island, etc.