




**University of Edinburgh Health and Safety Conference**  
jointly hosted with the International Office

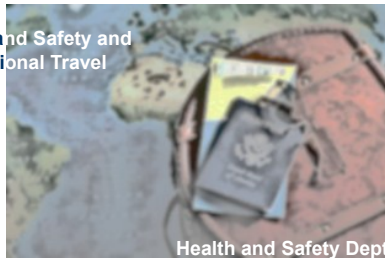
Thursday 20<sup>th</sup> September 2012  
Room G.07, Informatics Forum, 10 Crichton Street

Programme

9:00am	Tea and coffee
9:20am	<b>Welcome</b> Alastair Reid, Director of Health and Safety Caitriona McCarthy, International Office
9:30am	<b>International travel in the University</b> Caitriona McCarthy, International Office
9:50am	<b>Introduction to the Overseas Travel Review</b> Lawrence Dickson, Training and Audit Unit
10:00am	<b>Overseas Travel Review findings</b> Richard Sewell, Aon Alan Dickson, Aon
10:30pm	<b>Travel Track</b> Levima Limited
10:50am	Tea and coffee
11:20am	<b>University insurance arrangements</b> Geratline Halliday, Insurance Office
11:40am	<b>Travel health guidance</b> Isabel Jack, Occupational Health Unit
12:10am	<b>Travel and absence management</b> Andy Bunting, School of Engineering
12:30pm	Lunch and stalls



The University of Edinburgh  
Health and Safety and International Travel Conference  
20<sup>th</sup> September 2012



**Health and Safety and International Travel**

**Health and Safety Dept  
International Office**

Alastair Reid, Director of Health and Safety



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### Why review international travel?

- Previous audit programmes: area known to have inconsistent performance
- Resultant level of risk exposure across University
- Centre of Excellence in the International Office
- Devolved structure of UoE - provide tools to School etc. colleagues

Alastair Reid, Director of Health and Safety



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### Philosophy behind the review

- Partnership with Aon - independent external input
- Showcase the excellent work of the International Office
- Gauge current practice and identify potential areas for improvement
- Review with feedback rather than an audit

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### Philosophy behind the review

- Light touch to assist Schools, not top down diktat
- Acknowledge that core issue for us is h&s and risk assessment/control
- Other issues inevitably arise - for corporate and School etc. stakeholders
- Feedback to stakeholders to run with as they see fit

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### Today's conference

- Corporate stakeholder feedback already given
- School stakeholder feedback today - individual feedback already received
- Opportunity to communicate key findings of review
- Also opportunity to touch upon related issues - travel health, insurance, absence management

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### This morning's programme

- Catriona McCarthy (IO) - International Office approach
- Lawrence Dickson, Richard Sewell, Alan Dickson - UoE/Aon review
- Paul Edmunds (Levima) - tracking individual travellers for personal safety/security
- *coffee break*

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### This morning's programme

- Geraldine Halliday (Finance) - travel and insurance
- Isabel Jack (OHU) - travel health guidance and provision
- Andy Bunting (School of Engineering) - School approach and absence management
- Q&A
- Lunch/stands - OHU quiz and prizes/draw

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### Health & Safety and International Travel



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