

The University of Edinburgh
Travel Risk Management Review



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Introduction



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Phase 2

- Meetings with 27 schools, institutes and corporate services departments.
- Revealing a wide range of practices in relation to the management of travel risks.
- Ranging from those who have adopted a formal approach, to those who do nothing and permit academic staff to make their own travel arrangements without notifying anyone of their absence.

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Phase 2 Key Findings

- The majority understand the risks associated with overseas travel and the benefit of managing this risk.

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Phase 2 Key Findings

- There is a general dissatisfaction with the corporate travel booking system as this is perceived to be too expensive.

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Phase 2 Key Findings

- There is a general lack of awareness of the travel insurance scheme and the benefits that it provides.

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Phase 2 Key Findings

- Opposition to any suggestion that the University may impose mandatory requirements in relation to travel booking or travel authorisation.



Phase 2 Key Findings

- Strong support for a one stop web page on Travel.



Phase 2 Key Findings

- General recognition that academic staff should notify their school or institute that they will be absent from their normal place of work and travelling overseas.



Phase 2 Key Findings

- The term "Risk Assessment" may be an unhelpful in relation to routine business travel. It is suggested that "Travel Plans" would be more acceptable.



Phase 2 Key Findings

- We find good risk management systems are adopted where student field work is involved, with some good examples of trip planning and risk assessment.



Phase 2 Key Findings

- Some lack of clarity regarding insurance for students whose work placements involve travel overseas.



Phase 2 Key Findings

- Occupational Health Unit are keen to extend and to promote their travel advisory and support services.

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Phase 2 Key Findings

- General request for travel insurance emergency contact cards, or mobile phone text message.

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Phase 2 Observations and Comment

- Academics like the freedom to roam the internet for a 'deal', whereas the administrators say just let us do it and save a lot of time.
- "We assume staff will contact their line manager" in an emergency.
- Some academics regard themselves as being "salaried self employed".
- One example given of extracurricular travel (not recorded or authorised) involving 5 members of staff, 5 students and US visitors going on a skiing trip without anyone's knowledge.
- Staff don't feel the need tell their Head of Institute or administrators that they are going to be away "they just disappear".
- "Please tell us what to do" – "prescribe a system".
- "It is difficult to know when members of staff are in work or are abroad".
- "We can't enforce a policy requiring permission to travel".

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Phase 2 Observations and Comment

- "The Head of School understands the issues but doesn't know how to enforce".
- "The School may not have the contact number of staff who are travelling abroad".
- "Individuals need to take some personal responsibility".
- "We thought insurance cover was automatic".
- "Is your journey really necessary?"
- "Peer pressure is key to compliance".
- There appears to be a clash between academic culture and good business practice in matters such as travel risk management.
- Adopting the term "Trip Itinerary" or "Trip Plan" rather than "Risk Assessment" may help culture change.
- "Are people fit to travel?"

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Recommendations

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Recommendations

- Health and Safety Policy.

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Recommendations

- Finance Policy.

“Travel or other activities which give rise to an expense should only be undertaken with the prior approval of the budget holder”.

Recommendations

- Travel Management Policy.

Recommendations

- General Travel Risk Assessment.

Recommendations

- Travel Insurance.

Recommendations

- Occupational Health.

Recommendations

- Travel Kits.

Recommendations

- Emergency Contact Cards.

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Recommendations

- Audit

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Recommendations

- Student Overseas Work Placements.

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Recommendations

- Information Resource

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Questions

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