


The University of Edinburgh
Health and Safety and International Travel Conference
20th September 2012

University of Edinburgh/
Aon Risk Consulting
Audit Partnership

Overseas Travel
Risk Management Review

Lawrence Dickson – University of Edinburgh
Health and Safety Training and Audit Unit



The University of Edinburgh
Health and Safety and International Travel Conference
20th September 2012

Overseas Travel

- Potential areas of risk exposure revealed during Health and Safety Management and Compliance Audit programme
- Some areas deal with issue better than others
- Aim to achieve uniformly high performance
- Scale of issue assessed using Annual School Health and Safety Report
- Very broad range of responses

The University of Edinburgh
Health and Safety and International Travel Conference
20th September 2012

Overseas Travel Review Plan

Three stages looking at:

1) Information/guidance centrally available from “Stakeholders”

- Finance/Insurance Office
- Health and Safety Department
- Procurement
- Transport
- UoE International Office
- Human Resources

The University of Edinburgh
Health and Safety and International Travel Conference
20th September 2012

Overseas Travel Review Plan


2) Review visits to work areas

- Individual Schools
- Group sessions for those with lower risk profiles
- Other work areas

3) Gather together information from steps 1 and 2 and issue new generic guidance available to all areas.

The University of Edinburgh
Health and Safety and International Travel Conference
20th September 2012

Overseas Travel Review Plan



International Office

Overseas Travel

Health and Safety Department



Risk Assessments / Checklists

Travel / Fieldwork

- Fieldwork Assessment Form FA1 (PDF)
- Fieldwork Assessment Form FA1 (Word)
- Guidance to Fieldwork Assessment Form FA1
- Overseas Travel Risk Assessment (PDF)
- Overseas Travel Risk Assessment (Word)
- Guidance on Safety and Health Whilst Travelling Abroad on University Business
 - Medical Travel/Overseas Costs (PDF)
 - Medical Travel/Overseas Costs (Word)
 - Details of the Overseas Travel Risk Assessment Form (PDF)
 - Details of the Overseas Travel Risk Assessment Form (Word)

The University of Edinburgh
Health and Safety and International Travel Conference
20th September 2012

Produced by the Health and Safety Department, the University of Edinburgh

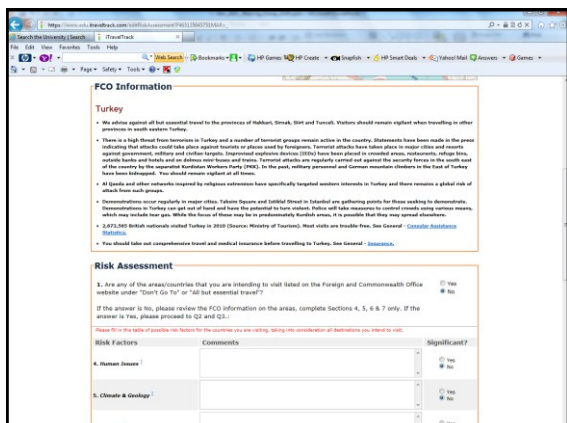
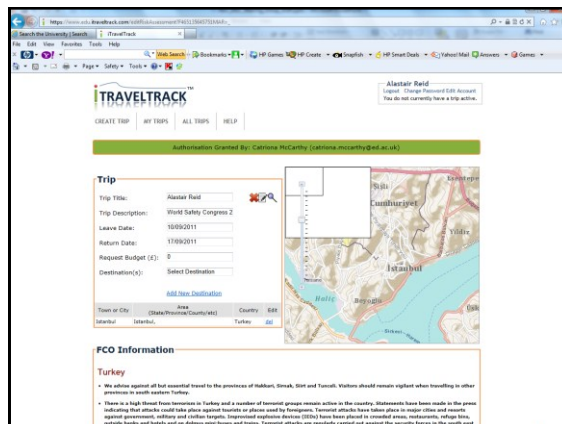
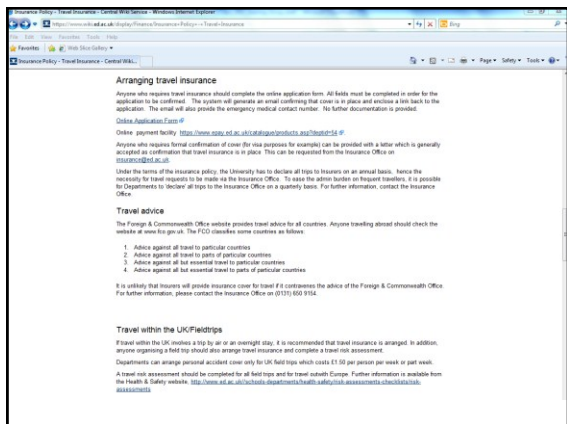


Safety and Health Whilst Travelling on University Business

General Guidance

The University a duty of care to ensure, so far as is reasonably practicable, the health and safety of their staff whilst they are travelling on business whether this be within the UK or overseas. There is also a duty placed upon the individual employee who is travelling to take reasonable care for his/her own health and safety and that of others who may be affected by their actions or omissions.

This is important when travelling or working away from the University, and especially when overseas, as the University has much less meaningful control over safety or health hazards that may face staff whilst away from University controlled sites. It is therefore important that staff make themselves aware of information regarding the areas that they intend to travel or work in, if overseas this would include the laws of that country and any related safety, or health, issues.



The University of Edinburgh
Health and Safety and International Travel Conference
20th September 2012

Potential Pitfalls

- Perceived over-regulation
- Constraint of academic freedom
- Increased bureaucracy
- "Soft" approach, making tools available and not impose any new system

The University of Edinburgh
Health and Safety and International Travel Conference
20th September 2012

Potential Benefits

- Better knowledge of staff/student whereabouts
- Increased ability to react quickly and effectively in emergencies
- Sharing of best practice when planning overseas visits
- Reduced chance of adverse situations