

University of Glasgow Travel Safety Protocol

The University takes extremely seriously its responsibility for the health and safety of staff and students travelling for work and study purposes. We have a duty of care to ensure any employee or student University-related work or study activity is safe and supported should they need it, for instance if they should become unwell or be injured, be the victim of an assault or other crime, be affected by a natural adverse event or caught up in a terror-related incident.

There are a number of measures in place to help you plan for a safe trip. Given the increasing number of terrorism incidents, both abroad and here in the UK, it is important that you complete **all** of these steps.

Risk Assessment

In order to assess the risk from a planned trip, you should complete a risk assessment that takes into account the hazards associate with travel to and within the destination location, and the work or study proposed there. This should consider the impact that local conditions, such as culture, politics, civil unrest, climate, may have on the level of risk to staff and students. A template for this can be found at:

<http://www.gla.ac.uk/myglasgow/seps/az/travelsafetyandoverseaswork/>

Notification

It is important that your School, Research Institute or Service knows that you are travelling. Staff are expected to notify their immediate line manager of all travel proposals. Where the risk assessment identifies significant risk e.g. travel in countries/ regions/ cities where the FCO website would advise no travel, or only essential travel, then prior agreement for the journey must be sought from the Head of School, Director of Research Institute/ Service. You must also provide contact details for the duration of your trip.

Booking Travel for your trip

You should use the approved Travel Provider for this. There are real benefits to using the approved provider, which are outlined below.

International Travel

Unlike many budget airlines and other transport providers, the approved travel provider contract includes the provision that they receive continual updates, from a variety of recognised sources, on new and ongoing threats, from impending severe adverse weather, major accidents, political events or terrorism. They filter all the information they receive to assess the most serious risks to travellers, and will contact travellers and advise accordingly, offering ongoing assistance and repatriation, if appropriate. In order to benefit fully from this advice and support, it is important to provide the travel provider with a mobile phone number for communications, which will initially be by direct phone call to the individual, but also utilises SMS texts, E-mail or Push Notifications.

Both International and Domestic travel providers' services can be accessed via self-booking online tools, and information on these can be found at:

<http://www.gla.ac.uk/services/agresso/informationforusers/usermanuals/purchasingofficerusermanual/travel/>

Arranging Insurance for your trip

Travel insurance is one means of helping to alleviate problems that can arise on trips overseas but this does not prevent the incident happening in the first place – it merely helps to address the consequences. The University has travel insurance in place, but this must be applied for on a trip-by-trip basis - travellers are **not** automatically insured.

All international travel must be insured through the University's travel insurance arrangements, as must domestic travel involving flights, or an overnight stay. All employees and students travelling for work/ study purposes must be insured, and the insurance may also be extended to include staff spouse/ partner.

Information and access to the on-line insurance booking service can be found via the link below:

<http://www.gla.ac.uk/myglasgow/finance/contactusstaffsections/insuranceandrisk/travelinsurance/>

Travel assistance service

The University's travel insurance policy also provides additional facilities that can help an individual both prepare for a journey and assist them during the trip. Staff are encouraged to make use of these support facilities which include detailed updates on the location(s) being visited and a health portal which gives the employee 24/7 access to a remote nursing service.

Staff can register at the travel insurer's web site link below in order to access the various services that are available –

<https://travelguard.secure.force.com/TravelAssist/TASiteLogin?PL=Chartis%20UK>

The policy number will be required to register - this can be found on your insurance cover note or by contacting the Insurance Section.

This Travel Safety Protocol should be read in conjunction with the Strategic Transport and Travel Plan, http://www.gla.ac.uk/media/media_462432_en.pdf, which identifies the University's approach to both minimising unnecessary travel, as well as the adverse environmental impact of essential travel.

Author: Selina Woolcott, Director Health, Safety & Wellbeing
Review Date: April 2019