Policy and procedure on overseas travel

# Introduction

The Company recognises its responsibility for the safety and welfare of employees travelling overseas on work related business. It has developed this policy and procedure as being reasonable steps to reduce health and safety risks associated with overseas travel.

# Statement of intent

The Company is committed to fulfilling its duty to employees to protect, so far as is reasonably practicable, the health, safety and security of employees while travelling overseas as part of their job. In order to fulfil these obligations, the Company will comply with the general duties of care set out in the Health and Safety at Work etc Act 1974.

# Employer responsibilities

The Company will:

* ensure that all overseas travel and associated work activity is covered by a suitable and sufficient risk assessment
* introduce appropriate measures to reduce the risk of injury or health impairment to the lowest reasonably practicable level
* ensure the Company has adequate insurance in place to cover incidents involving the employee while on business overseas
* ensure that employees have comprehensive travel insurance that includes emergency medical repatriation
* ensure the employee has been provided with an adequate brief on medication and vaccinations required
* take advice from the Foreign, Commonwealth and Development Office in respect of the destination country regarding any current political unrest or instability
* investigated issues associated with the Covid pandemic, such as the government advice on travel, the coronavirus situation in the destination country, requirements for testing, vaccines,

quarantine and self-isolation

* ensure the employee is aware of any significant religious or social conventions in the destination country
* ensure that the employee is aware of what to do in an emergency whilst working in the destination country
* ensure that suitable methods of communication between the Company and the employee are established and that employees are aware of how to use equipment provided
* ensure employees can understand any safety signs in the overseas workplace
* undertake a debrief with employees on their return.

No employee will be required to undertake work in a country where exposure to personal risk is high.

# Employee responsibilities

Employees travelling overseas on business should:

* ensure that all necessary vaccinations have been undertaken and all personal medication is taken overseas with them
* take all reasonable care to ensure personal safety when overseas. If circumstances arise which could reasonably place the employee at risk, the employee should remove themselves from the situation
* keep with them, at all times, a photograph of any visa and also the identification page of their passport
* ensure the emergency contact details section of their passport is completed in full and is up to date
* ensure communication equipment provided by the Company is working before travel. If the employee’s own equipment is to be used, the employee should check their mobile phone and chargers work overseas and take any relevant adaptors with them
* keep in regular contact with the Company at pre-arranged intervals ensure the Company has accurate details of their next of kin
* ensure they are aware in advance of how any travel in the destination country is to be undertaken
* not use any unlicensed form of transport
* ensure, as far as possible, that they do not travel alone after dark
* ensure any personal travel insurance is up to date
* ensure that what you do at work does not put you or other people at risk
* help your employer to reduce health and safety risks in the workplace
* use any work equipment in the way that you were trained
* properly use anything supplied for your health and safety.

# Responsibility

is responsible for the implementation of this policy Signed

Date

Date of Review (recommended 3 years)