



STUDENT TRAVEL

Corporate Health and Safety Guidance

January 2023

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The latest version of this document is always to be found at:

<https://www.port.ac.uk/study/exchanges-and-study-abroad>

Introduction

The process for selecting and deciding on where and what mobility to undertake and the application process will follow the current existing Faculty/School process for these activities, in line with course requirements and the nature of the mobilities. Please contact your School/Department exchange or Placement Coordinator for more information. Additional general guidance can be found on the Exchange and Study Abroad webpage [Study Abroad – Outbound Students](#). Existing processes for placements, internships and fieldwork abroad will likewise continue to apply.

All mobilities must be approved through completion of the [permission to travel form](#). This needs to be submitted with the internal application form for mobility and an [overseas travel risk assessment](#) ready for approval. Non-submission of the risk assessment or late submission is automatically regarded as non-approval for travel by the University.

Submit the international application form and the risk assessment form for each mobility to one of the below email addresses for approval, depending on where you study.

- 1. Faculty of Technology:** mobility-tec@port.ac.uk
- 2. Faculty of Science and Health:** mobility-sah@port.ac.uk
- 3. Faculty of Cultural and Creative Industries:** mobility-cci@port.ac.uk
- 4. Faculty of Humanities and Social Science:** mobility-hss@port.ac.uk
- 5. Faculty of Business and Law:** bal-exchange@port.ac.uk

All students and staff traveling on university **APPROVED** travel will be covered by the [University's Travel Insurance Policy](#). It should be noted that graduates who are going on graduate placement or internship programmes are NOT covered by the University Travel Insurance policy and will need to arrange their own travel insurance. The University will need confirmation of insurance cover before the travel is approved either through the University (students and staff) or an independent travel insurance policy (graduates) and this can be confirmed during the submission of the final risk assessment as above.

Before Commencing Mobility

A minimum of six weeks prior to travel, students will need to undertake and submit an [overseas travel risk assessment](#). This needs to be submitted to the School/Department/Faculty for approval together with:

- The proposed travel schedule and itinerary;
- completion of the [permission to travel form](#).

If this is not submitted at least six weeks prior to travel it will be the Faculty's decision as to whether they will allow a late request. Students will receive confirmation of approval once the above have been submitted. Once approval has been provided students can organise booking and paying for travel and accommodation.

The School/Department/Faculty MyPort Hub administration will put the student's travel details and itinerary into the Healix Sentinel System so that the student can be provided with further travel information about the country risk profile and the changing risk profile can be monitored. A record needs to be kept of the staff member responsible for ensuring regular check-ins with the student when on mobility. More information on this is provided below.

Students must download the Healix Sentinel version of the Travel Oracle App before departure (guidance can be found [here](#)) and enable it. When students travel abroad they will then need to switch on the GPS tracking so that active monitoring of risks in that country can occur and support provided if the situation presents a risk to the student.

All other normal processes and procedures with regards to the mobility (which vary depending on the nature of the mobility) will continue to operate and be applicable. This guidance is intended to sit above those procedures as an additional level of risk management.

If any hazardous activities are being undertaken as part of the mobility, please contact the Corporate Health and Safety Team to determine if further risk assessment is required. Examples of such activities include, but are not limited to, extreme sports, diving, construction, working with radioactive materials or hazardous chemicals, working with wildlife etc.

When Mobility has Commenced

When students arrive at their destination, they should confirm safe arrival and this should be sent to goabroad@port.ac.uk.

Staff/Tutors responsible for organising the mobility will need to ensure that there is a process of regular check-in with the student whilst on mobility. This can be delegated to other colleagues such as their personal tutor, Exchange Coordinator, Module Leader or Course Leader as appropriate. The expectation is that these will be at least once a fortnight for short mobilities (defined as mobilities for a semester or teaching block or shorter) and monthly for year-long mobilities. During the check-in, staff should discuss with the student as to whether the risk profile as assessed in the risk assessment has changed and whether any additional adjustments to the mitigations are needed.

Students should continue to reassess the risk from time to time to ensure that the risks identified in the risk assessment and mitigations continue to be appropriate and relevant. Where the risk has changed, the student should contact their tutor in their School/Department to reassess the risk and the mitigations to ensure that appropriate measures are in place and that it is safe and appropriate to continue with the mobility.

The responsibility of the student in such circumstances will be to abide by the instructions of the University in order to ensure that the University is able to discharge its duty of care and health and safety responsibility to the student. Students should follow the instructions provided by Healix Sentinel. If students have issues using the Healix system, they should speak to the relevant person in their Department/School/Faculty. If further help is required the student can contact the Corporate Health and Safety Team via hsservicedesk@port.ac.uk.

Where students encounter a medical emergency or get caught up in a natural disaster they should refer to the guidance provided at <https://www.port.ac.uk/about-us/structure-and-governance/legal/insurance>.

At all times students should follow the advice of Healix who will advise on what to do in those circumstances as they provide 24-hour emergency assistance to our staff and students whilst abroad.

In light of the pandemic and the fact this is now a known risk, students may not be covered for costs relating to a current or previous epidemic or pandemic. Where possible the University will claim via their travel insurance but where this is not possible requests can be made to the hardship fund to support or cover some of the costs.

If your risk assessment has been approved, continue following the below steps:	
Once your place at the host institution/organisation has been confirmed, arrange flight, visas and accommodation bookings.	<input type="checkbox"/>
Begin relevant application for funding and support. Please contact the Exchanges and Study Abroad team (goabroad@port.ac.uk) and they will be able to advise you on this.	<input type="checkbox"/>
Receive confirmation of approval of risk assessment and make final arrangements for travel. You can find more guidance on the University website: https://www.port.ac.uk/study/exchanges-and-study-abroad/outbound-students-study-or-work-abroad/what-to-do-before-you-go	<input type="checkbox"/>
ON ARRIVAL	
ACTION	COMPLETE <input checked="" type="checkbox"/>
Confirm with the exchange coordinator or tutor who is supporting your mobility that you have arrived.	<input type="checkbox"/>
Complete the relevant forms for confirmation of the commencement of your mobility (Certificate of Arrival).	<input type="checkbox"/>
Have a regular check-in with the Tutor/Exchange Coordinator/Placements Officer who is supporting your mobility. This should be once a fortnight for one teaching block/semester or shorter mobilities, and once a month for year long mobilities.	<input type="checkbox"/>
Review the risk assessment in your host country and region periodically or if something significantly changes.	<input type="checkbox"/>
Where the risk profile changes, please contact the Tutor/Exchange Coordinator/Placements Officer who is supporting your mobility to ensure that the mitigations are appropriate and, if not, whether additional mitigations can be put in place as appropriate.	<input type="checkbox"/>
Ensure that you have turned on your location setting on your phone and switch on the GPS tracking on the app so that active monitoring of risks in that country can occur and support provided if the situation presents a risk.	<input type="checkbox"/>

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