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of Edinburgh*

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Version Control

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Business Travel Policy

Introduction

This document sets out the RSE policy, procedures, and general guidance relating to its duty of care to its employees, Fellows, and others travelling for the purposes of undertaking activities on behalf of the RSE.

The policy and procedures do not apply to travel by employees to and from home and their normal work place¹ for the purposes of fulfilling their normal working hours², but the general

¹ 22-26 George Street, Edinburgh

² As set out in the employee's Contract of Employment

guidance provided is equally applicable to such travel, and employees are encouraged to adopt it.

The Policy

The RSE will take all reasonable measures to ensure that all employees, Fellows and other individuals undertaking business travel on behalf of the organisation do so in a way which recognises the health and safety of the individual, and any statutory obligations or risks on the individual or the RSE.

Procedures

Mode of Travel

The mode used should normally be in accordance with the current travel / expense rates and rules applied by the RSE, unless different rates and/or rules have previously been approved by the Director of Finance. Where the rates and rules are unclear in relation to a particular mode of travel, or individuals wish to adopt a mode which will incur costs beyond the current rates / rules, advice and approval should be sought from the Director of Finance **before any travel arrangements are confirmed.**

Incurring costs which go beyond the current rates / rules will be acceptable if reasonably justified by the health and safety impact on the traveller, for example, an individual having to be back at RSE or elsewhere at a particular time, or the distance to be travelled by an individual following a lengthy period of time worked or already travelled.

It is likely that the majority of business travel will take place within the UK. For example, travel to remote areas of Scotland to support the delivery of the RSE Regional Strategy is likely to be required. However, international travel is returning to pre-COVID-19 pandemic frequency. For example, members of the international team are likely to require frequent travel to China and Taiwan, with future travel to Africa, the Americas, Asia-Pacific region, and Europe also anticipated.

Promoting lower-carbon travel alternatives

In the first instance, employees and line managers must consider whether or not travel is necessary to meet business objectives or if there are more appropriate means. Examples of

alternatives include the use of virtual collaboration tools as well as whether other RSE colleagues or Fellows are attending the event and are able to carry out the same purpose.

The RSE supports active transport (walking and cycling) within Edinburgh, as/when practical. When active travel is not practical, the RSE endorses the use of public transport. When it is not practical to travel by public transport due to disability, safety reasons, or the complexity of journeys, taxis may be used.

Within Edinburgh, travellers must use the contracted taxi provider where available: Central Taxis. In doing so, travellers will receive a preferential rate and the journey will be invoiced directly to the RSE. The Finance team will provide details on the relevant Central Taxi account. Where Central Taxis cannot provide suitable service, or for journeys out with Edinburgh, the use of other taxi providers is acceptable.

For all local, national and international business travel the RSE supports a climate conscious travel approach of:

- understanding the environmental impacts of travel and using lower-carbon methods of transport where possible
- minimising the overall number of journeys to reduce carbon emissions
- sequestering the carbon emissions from travel

To determine the most appropriate mode of business travel, the following guidance should be adhered to (see Figure 1 for more detail):

- Within Great Britain, train travel should be used for any business travel. Air travel should be avoided, save for a limited number of exceptions
- When air travel is required (i.e., for international flights), flight class is restricted to economy class, unless for health reasons or disability.
- When long-haul flights (over seven hours) are necessary, business class flights are permitted



Figure 1 - Sustainable travel hierarchy for local, national, and international travel.

These procedures are mandatory and should be regarded as standard practice for any business travel taken on behalf of the RSE by staff, Fellows, and others.

Flying

Air travel is not permissible for travel within Great Britain except for the following exceptions:

- For journeys to locations out with mainland Great Britain, including to islands such as Shetland or the Outer Hebrides, as well as to Northern Ireland
- To connect with an onward flight to a location out with mainland Britain. For example, flying from Edinburgh to London Heathrow to connect to a flight to Dubai
- For disability or other health-related reasons
- Where childcare or other caring responsibilities mean that flights are the only viable option to ensure the wellbeing of travellers and those they care for
- When excessive prices, service disruptions, or industrial action prohibit the use of public transport.

In these limited exceptions, approval is required from the RSE Chief Executive and Finance team.

In the event that air travel is required, employees and line managers must consider the feasibility of taking lower-carbon travel options (e.g., train travel or car-sharing) prior to opting for carbon intensive travel options (e.g., air travel). Once air travel is deemed appropriate, the following guidance should be adhered to:

- a) Business class travel is allowed for journeys which involve 8 hours or more consecutive travel time and the time zone difference between start and final destination airports is +

/ - 3 or more hours. Please note, this does *not* include layover times for international travel.

- b) Premium economy class (or equivalent) travel is allowed for consecutive travel time journeys of less than 8 hours and the time zone difference between start and final destination airports is + / - 3 or more hours.
- c) Economy class travel should be used for all other journeys.
- d) In exceptional circumstances and with the prior approval of the Director of Finance, categories b) and c) above may be upgraded to the next class if there are justifiable reasons, for example, the health and safety impact on the traveller due to the flight times and / or in relation to the period of time between the individual working and his/ her flight.

First class travel is not permitted on any flight.

The RSE is committed to carbon offsetting any air travel.

Travelling by Motor Vehicle

Where a motor vehicle is used, any expenses claimed in relation to it will only be met if the expenses claim form is supported by confirmation of the insurance (see below) cover in place, a valid driving licence, and MOT certification. **Claimants are personally responsible for ensuring they have a valid driving licence & MOT along with appropriate insurance.** Expenses will not be reimbursed if a completed form is not submitted.

The RSE insurance policy provides public liability cover, but in the case of an accident the first liability is the individual's own policy. Most motor vehicle policies cover only social, domestic, and pleasure purposes. In the case of staff, an individual must therefore check that the policy covers occasional business use. If it does not, the RSE will reimburse reasonable costs incurred in obtaining such cover, but this must be approved by RSE Finance prior to any additional cover being obtained.

In the case of Fellows and others, additional cover for occasional business use is not mandatory as travel to undertake activities on behalf of the RSE is considered to be voluntary work, which should not normally require additional cover to be obtained. However, an individual must inform his / her insurer that the vehicle may be used for this purpose, and should the insurer require that he / she take out additional cover, the RSE will reimburse reasonable costs incurred in obtaining such cover, but this must be approved by RSE Finance prior to any additional cover being obtained.

General Travel Insurance

The RSE insurance policy provides individuals with general travel insurance cover for when they are travelling on RSE business. Details of this can be obtained from the Finance Team. For more information on RSE travel insurance, see Appendix 1.

General Guidance

Communicating with RSE and Home

When travelling ensure others know your itinerary and have details of how you can be contacted if required. For more information on this, please refer to the RSE's Health and Safety Policy.

Security and Health

Make sure you are fit and well to travel. If you are not, do not travel and inform whoever needs to know, or ask someone else to do so on your behalf.

Take appropriate breaks between points of travel. Travelling when not properly rested makes you more susceptible to accidents or other mishaps

Do not use your mobile phone when driving. It is against the law to do so.

Do not drink before driving.

Safeguard your personal possessions and any workplace equipment and documents. These will be particularly vulnerable when using public transport, when left in hotel rooms, or left in parked vehicles.

When travelling overseas, check the Foreign and Commonwealth Office Travel Advice for the destination (www.fco.gov.uk). Any advice provided by the FCO about local security and / or health related matters should be heeded.

Check List

RSE staff, Fellows, and others must complete a risk assessment prior to travel. See Appendix 2 for a template risk assessment.

Assess your risk. Use this to do so before you travel:

Am I fit for travel?	
Am I using the most effective mode of travel?	
Am I insured?	
Do others know my itinerary / whereabouts?	
Have I taken steps to safeguard possessions and equipment etc?	
Have I sought Foreign and Commonwealth Office? (if travelling overseas)	
Have I completed Travel Security Awareness Training (if required)?	

Expenses

The organisation will reimburse you for actual expenditure that is incurred wholly, necessarily, and exclusively in connection with authorised duties that you undertake in the course of your employment.

Any business travel expenses should be processed through Breathe. If you do not have access to Breathe, please contact an RSE staff member.

Expenses will not be paid unless supporting evidence is provided. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose or attach the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted. Where you are submitting a VAT receipt, you should set out:

- the name and VAT registration number of the retailer or service provider;
- the goods and services provided; and
- the amount of VAT payable.

Expenses claims must be submitted within 30 days of the expense being incurred. If this is not practical, written approval for any extension will be required from your line manager. The organisation reserves the right to withhold any payment where written approval has not been sought.

In general, you should not incur expenses other than in the categories listed below. If you have claims for expenditure other than for those categories listed below, you should seek written approval from your line manager before incurring the expense. If required, emails will be accepted as written approval.

Air

Any flight that is within budget and aligns with business plan activity/requirement can be booked without prior authorisation from your line manager. For all other eventualities, flights must be pre-authorised by your line manager in writing before being booked. Where possible, flights should be booked well in advance to benefit from any discounts for early booking.

For group bookings, there will be a review of different booking options, the most cost-effective and efficient option should be chosen. Where the ticket is being booked with a selected travel agency, the booking will be done through a central costs code and you will not be expected to pay for this.

Personal incentives or rewards associated with specific air travel, such as air miles, should not be a factor in determining which flight is purchased for business. The key consideration is whether or not the flight is the most cost-effective for the organisation, unless there is a valid business reason for taking an alternative flight.

You will usually only be permitted to travel in economy class. Where you are required to travel on a long-haul flight (a flight longer than seven hours), you may be permitted to travel in business class in certain circumstances. The cost of business class travel is limited to a maximum of £3,500. If the price is over this amount then premium economy should be chosen unless there is an appropriate reason to not do so. Prior written authorisation from your line manager and Director of Finance and Corporate Services is required before any first-class ticket is booked.

Rail

You may claim for standard class rail fares only. Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

For group bookings, there will be a review of different booking options, the most cost-effective and efficient option should be chosen. Where the ticket is being booked with a selected travel agency, the booking will be done through a central costs code and you will not be expected to pay for this.

You should, where possible, use any railcards or season tickets that have already been paid for as part of your normal commute to the office towards any journey taken on business, where this is more economical.

Taxis

You may claim for a taxi fare only in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several employees travelling together; or
- where personal security and safety of employees is an issue, for example taxis may be permitted after 9.30pm.

You must use the RSE's appointed taxi firm where possible.

You must obtain a receipt with details of the date, place of departure, and destination of the journey.

Use of your own car

It may be appropriate and cost-effective to use your own car when travelling on business, for example if you are travelling with several employees or, where there is limited public transport to your destination, or the journey time is significantly shorter than using public transport. Any use of your own car on business is subject to you:

- holding a full UK driving licence;
- ensuring that your car is roadworthy and fully registered; and
- holding comprehensive motor insurance that provides for business use.

Prior authorisation should be sought from your line manager before using your own car on business.

The organisation accepts no liability for any accident, loss, damage or claim arising out of any journey that you make on business, unless caused by the organisation's negligence. The RSE will not pay for the cost of any insurance policy on your own car.

To claim a mileage allowance payment, you should set out the distance of the journey undertaken on Breathe. The organisation will pay you a mileage allowance of 45p per mile for business mileage under 10,000 miles and 25p per mile for mileage over 10,000 miles, or such other rates as are set out from time to time by HM Revenue and Customs. These rates apply whether your car is petrol, diesel, hybrid or electric. Please note, reimbursement updates may be required on Breathe for these expense items.

The organisation will pay for tolls, congestion charges and parking costs incurred as part of the business journey, where applicable, but not parking fines.

Late night/early morning transport

The organisation will, in exceptional circumstances, reimburse you for late night or early morning transport, including a taxi, if you are required to travel to or from the office, airport, railway station or other destination for specific business reasons. This will apply only where you are required to be at work before 7am or after 9.30pm, or at the airport or railway station before 8am or after 9.30pm. No transport expenses will be reimbursed for any staff social events held by the organisation or employees.

You should seek prior written authorisation for late or early departures from or to work where possible from your line manager. If this is not possible, you should set out the reasons for the late or early departure in your expenses claim.

Meals/accommodation

Where possible, you can book accommodation through a selected travel agency should this be the most cost effective option.

As a guideline for business travel, you should book accommodation equivalent to three-star standard or less. For domestic and international trips, hotel accommodation costs should not exceed £250 per night (inc VAT) in a major city and £180 per night (inc VAT) elsewhere. If there

are several employees travelling together, there will be a review of different booking options, the most cost-effective and efficient option should be chosen.

It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

It is recognized that the mandatory use of hotels in certain countries raises issues of safety and wellbeing for certain potentially vulnerable travellers. If the appropriate risk assessment identifies such a risk, accommodation may be made via local arrangements whilst ensuring that staff wellbeing and safety, contactability and privacy are fully considered. There is a presumption against the use of Airbnb on the grounds of staff and student safety. However, where Airbnb is chosen as the safest alternative for vulnerable travellers, who would otherwise be at risk using hotels, bookers must ensure a thorough risk assessment is completed and that Health and Safety guidance is considered.

Where travellers are unable to source accommodation within these values for their trip, this must be clearly stated within the travel authorisation process. It is recognized that in certain high cost locations (such as major capital or regional cities, or areas of high tourism) that it is possible that these values cannot be achieved. For the avoidance of doubt, multiple quotes are not required prior to booking.

Prior to booking accommodation travellers should consider all aspects of the available choices, for example, ensuring that they can travel safely to the venue once at their destination or to avoid additional transport costs once at the chosen accommodation.

Costs associated with arranging private accommodation with friends or relatives while away for business purposes will not be reimbursed by the RSE.

The use of a sleeper train or bus service (e.g. the Caledonian Sleeper) is permitted for overnight travel.

If you are required to undertake business travel and you incur a cost on a meal (food and drink) after starting the journey, subject to retaining appropriate evidence of expenditure, you may claim:

- £10 (five-hour) rate - where you have been undertaking business travel for a continuous period of at least five hours and have incurred the cost of a meal;
- £20 (10-hour) rate - where you have been undertaking business travel for a continuous period of at least 10 hours and have incurred the cost of a meal or meals;

- £35 (15-hour and ongoing at 8pm) rate - where a scale rate of £5 or £10 is paid and the qualifying journey in respect of which it is paid lasts beyond 8pm a supplementary rate of £10 can be paid to cover the additional expenses necessarily incurred as a result of working late; and
- £10 for an overnight personal allowance - where you are travelling on business and required to stay away from home overnight in the UK and you incur personal incidental costs, such as for a newspaper or laundry.

The maximum amounts above are inclusive of drinks. Where you are required to start early or finish late on a regular basis, the over five-hour and 10-hour rate, whichever is applicable, will be paid provided that all the other qualifying conditions are satisfied.

In the event that you are inviting clients or other business contacts for breakfast, lunch, or dinner to discuss business matters, these maximum rates will not apply. However, where possible, you should obtain prior written approval from [your line manager/name of individual] before making any reservations.

You should supply or attach receipts and invoices for all hotel and meal expenses, other than for the overnight personal allowance, where no receipts are required. You can be reimbursed for a meal once only. If the cost of an evening meal or breakfast is included in the cost of overnight accommodation, you will not be entitled to meal allowances in respect of those meals.

It is recommended that travellers source low-carbon food where possible, and minimise single-use plastics for the duration of the trip.

Overseas expenses

When travelling overseas on business, the organisation will reimburse you for authorised expenses at the scale rates recommended by HM Revenue and Customs for an employee travelling outside the UK. These scale rates may be varied from time to time and will be published on the organisation's intranet for employee guidance and information.

You should provide the applicable currency exchange rate for the date on which the expense was incurred. You should use the Reuters' daily exchange rate. The organisation will verify the exchange rate submitted as part of any overseas expenses claim.

The organisation will reimburse you for any travel visas and inoculations required for business travel. It is your responsibility to ensure that you have a valid passport with a minimum of six months remaining prior to the expiry date after the final day of travel.

The organisation will provide business travel insurance for any trips authorised by the organisation.

Relocation expenses

If you are required to work overseas for the RSE for longer than one month, the organisation will write separately to you about your individual circumstances and the organisation's assistance for you and your family.

The RSE will reimburse you for reasonable relocation costs. Approved costs will depend on the specificities of each situation.

Business entertainment/gifts

The RSE recognises that corporate entertainment can provide opportunities to strengthen business relationships, enhance the organisation's reputation, and deepen prospective clients' or suppliers' understanding of the business. Any entertainment booked for clients, suppliers, or other business contacts must be approved in advance by your line manager and the Finance team. You should submit:

- details of the individuals whom you wish to invite;
- the name of the organisation that they represent;
- the nature of the entertainment, including date and location; and
- the business reasons for the entertainment.

Business entertainment proposals will only be approved if they demonstrate a clear business objective and that they are appropriate for the nature of the business relationship. The organisation will not approve business entertainment where it considers that a conflict of interest may arise or where it could be perceived that undue influence or a particular business benefit is being sought (for example, prior to a tendering exercise). The organisation must ensure compliance with all applicable anti-corruption laws, including the Bribery Act 2010.

Any gifts, rewards or entertainment that you receive from clients or suppliers or other business contacts should be reported immediately to the RSE Finance team. In certain circumstances, it may not be appropriate to retain such gifts and you may be asked to return gifts to the sender, for example, where there could be a real or perceived conflict of interest. As a general rule, small tokens of appreciation, for example flowers or a bottle of wine, may be retained by employees.

If you wish to provide business gifts to suppliers, clients or other business contacts, you must seek prior written approval from your line manager and the Finance team manager, with details of the intended recipients, reasons for the gift and the business objective. These will only be authorised in limited circumstances, and will be subject to a cap of £50 per recipient in any one tax year].

Expenses that will not be reimbursed

The organisation will not reimburse you for:

- the cost of any travel between your home and usual place of work (except in exceptional circumstances for early morning/late night transport as set out above);
- the cost of any travel undertaken for personal reasons;
- the cost of any travel for your partner or spouse;
- any fines or penalties incurred while on business for whatever reason, including penalties for not paying for a rail ticket in advance of boarding the train and penalties or fines associated with motoring offences, including speeding or parking fines, clamping or vehicle recovery charges;
- any expenses incurred for personal benefit or to improperly influence or reward a business contact; or
- cash advances or withdrawals from an ATM machine. Please note, the RSE acknowledges that staff may be asked to represent the organisation in countries that do not conform to international transaction standards, and where cash is the only practicable option. In these instances, cash withdrawals *are* acceptable, but staff should obtain a receipt for any transactions.

You are required to pay for any travel costs incurred by your partner or spouse in the event that they accompany you on business. Your spouse or partner must have adequate travel insurance for that journey.

False claims

If the organisation considers that any expenditure claimed was not legitimately incurred on behalf of the organisation, it may request further details from you. The organisation will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may deduct the value of that claim from your next salary payment on completion of the investigation.

Any abuse of the organisation's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts to induce a client or other business contact to take improper action; and
- receipt by you of hospitality and/or gifts from business contacts that may be perceived to influence your judgement.

The organisation will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal. In addition, the organisation may report the matter to the police for investigation and criminal prosecution.

Appendix

1. Business Travel Insurance Policy

Travel insurance is required for all national and international business travel undertaken on behalf of the RSE and must be arranged in advance of travel. The RSE has a fully comprehensive business travel insurance policy for employees, Fellows, and other individuals who are required to travel for business purposes. Cover is free to applicants, with the exception of some high-risk destinations which may require an additional premium. Applications should be arranged on an individual basis, as required.

The RSE insurance policy is only available to those travelling for business on behalf of the RSE and does not extend to cover family members or others travelling with the member of staff or Fellow. It is advised that individuals travelling on behalf of the RSE do not use their own personal policy or arrange their own cover for travel. The cost of a personal travel policy will not be reimbursed by the RSE. Further details of RSE insurance can be found on Breathe.

Combining travel for RSE purposes and personal travel is acceptable where the traveller meets all the costs relating to the 'personal' element of the trip, the primary reason for the trip is for business travel, and the duration of the personal element does not exceed the duration of the business element of the trip. In this instance, travellers will not be covered by the RSE insurance for the personal period of a trip and are advised to arrange their own insurance for this portion of their trip prior to departure.

Prior to travel, the following information should be noted by anyone undertaking domestic or international business travel on behalf of the RSE: (1) Insurer, (2) Policy Number, (3) Phone Number. Please note, if the RSE travel agent is used to book business travel the trip will automatically be insured. For business travel not organised through the travel agent, the individual booking the travel should arrange travel insurance.

For further information on the RSE business travel insurance policy, please contact the Finance Team.

2. Risk assessment template

General

This model template risk assessment form is intended for completion by RSE staff, Fellows, and other individuals who intend to travel for work, research, or study related activity. It is a template and can be altered to suit individual requirements.

If travel is international, then the form should be completed in conjunction with the above Business Travel Policy and after consultation of the Foreign, Commonwealth and Development Office (FCDO) website at: <https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>.

Repeat visits

If you are making repeat visits to the same places, and there are no changes to circumstances, information or guidance then you do not have to fill in further copies of this form on each occasion. Use this completed form and fill in the repeat visit section at the end. If, however, there are changes to personal or working circumstances, or to FCDO risk status, it is your responsibility to make any alterations on a new form and seek any required permissions.

New or expectant mothers

New or expectant mothers If you are a new or expectant mother you are also required to complete the new or expectant mothers risk assessment form.

Risk Assessment

Which of the following best describes the capacity in which you are travelling:	
<ul style="list-style-type: none">● RSE staff● Fellow● Other (please specify)	
Date/s of travel:	
Name(s) of person(s) travelling:	
1.	2.

3.	4.
5.	6.
List all countries and areas to be visited:	
1.	2.
3.	4.
5.	6.
State latest FCDO advice for the respective countries/areas above (note in particular advice for your area of work); and/or any relevant Government restrictions (e.g., COVID-19 see below for more information) at the destination (include links to guidance)	
1.	
2.	
3.	
4.	
5.	
6.	

Health hazards

There may be specific health hazards associated with your area of travel/work which place your health at greater risk than normal e.g., malaria. Please consult the latest version of the World Health Organisations (WHO) “International Travel and Health” at: <http://www.who.int/ith/en/> and the U.S. Center for Disease Control at: <http://wwwn.cdc.gov/travel/>.

COVID-19

Although the risk from COVID-19 has reduced in the UK, many areas around the world may be at a different risk level or have other mitigation measures in place that visitors must comply with. You must ensure that COVID-19 is considered during this risk assessment process. It is

your responsibility to comply with any entry requirements for the areas you wish to travel to, which can be found at <https://www.gov.uk/foreign-travel-advice>.

Environmental air pollution

Many countries have a much higher environmental air pollution than Scotland, sometimes at an unhealthy level - this aspect of travel and work needs to be considered prior to staff and students going to those countries.

If air pollution is a major risk of the country you are visiting, then the risk assessment should fully consider the risks from air pollution to which the individual(s) may be exposed, and identify suitable control measures in order to ensure all hazards are managed as far as practicable. Further guidance on controlling such exposure can be found in Appendix 4.

Prior to travel, if having risk assessed the country of destination this raises any specific health concerns/risks, these should be discussed with your GP in the first instance, and Occupational Health if a need for health assessment is indicated. Have you done so? **YES/NO**

In regard to the country and area(s) where you are to travel/work in, are there any specific health hazards relating to the following: (e.g. animals, diseases, pollution, temperature, humidity, altitude, allergies, radiation, covid-19 restrictions etc.)

State hazards and actions implemented to ensure risk level is as low as practicable, for example by inoculation prior to travel:

Radiation Hazard

Are you are working in an area where there is a radiation hazard?	<input type="radio"/> Yes	<input type="radio"/> No
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<p>If yes, have you arranged for the University to supply you with a radiation dosimeter for measuring your radiation dose when working abroad?</p> <p>If you do not have a University supplied dosimeter please contact your local Radiation Protection Supervisor (RPS). https://www.edweb.ed.ac.uk/health-safety/radiation-protection/supervisors/rps-contacts</p>		
<p>Further information on working with radiation outside the UK can be found in RP CoP016 on the RPU website: https://www.edweb.ed.ac.uk/health-safety/radiation-protection</p>		

Availability of medical aid: (e.g., remote working, substandard medical care facilities, etc.)

State hazards and actions implemented to ensure risk level is as low as practicable:

Safety Risks

There may be specific safety hazards associated with your area of travel/work which will place your safety at greater risk than you would normally experience locally. You must take steps to ensure that such risk is minimised, so far as is reasonably practicable. As a first step you should consult the Foreign and Commonwealth Development Office (FCDO) website at: <https://www.gov.uk/foreign-travel-advice>. It would also be helpful to discuss such issues with your hosts who will have up to date local knowledge. General safety advice is also available at <http://www.ed.ac.uk/staff/business-travel/travel-safety>.

In regard to the country and area(s) where you are to travel/work in are there any specific safety hazards relating to the following:

Human Issues: (e.g. civil unrest, muggings /robbery, kidnap, customs, culture, religion, dress, language, communication with emergency service, legal differences, lack of family support, LGBTQ+, etc.)

State hazards and actions implemented to ensure risk level is as low as practicable:

Tasks to be undertaken: (e.g. excessive schedule, accommodation security problems, competent drivers available for terrain type, suitable vehicles available, compatibility of equipment with electricity supply and safety standards, high hazard work requiring permit to work, etc.)

State hazards and actions implemented to ensure risk level is as low as practicable:

The list of examples given adjacent to each section are not exhaustive and are given merely as an aide memoir, you should spend some time thinking of any other health or safety hazard that may be encountered in your proposed area of visit/work and what risk reducing measures can be implemented.

Emergencies

You must leave emergency contact details with an RSE member of staff and your family. Have you addressed this? **YES/NO**

Will you be carrying a mobile phone with you at all times and have you ensured that international roaming has been activated? **YES/NO**

If yes to above, please insert mobile phone number	
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UK emergency contact: please insert name(s) and telephone number(s)

--

Is the above contact available at all times? **YES/NO**

If '**NO**' please supply an alternative contact and contact information including the relationship of this person to you.

--

What emergency first aid arrangements have you made?

--

What contingency plans have you in place in case of interruption to your travel stay, accommodation, or business plan?

--

Declaration by person completing the risk assessment

I have asked all persons travelling to inform me of any existing medical conditions and to the best of my knowledge all participants are physically and mentally fit to travel. All participants

are responsible for any medication they may require. If applicable, I have also checked the Foreign, Commonwealth and Development Office (FCDO) website and local sources at my area of intended travel and I will not be placing myself or others in undue danger by travelling to the proposed area(s).

Name and date:

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Signature:

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Declaration by RSE Chief Executive (or authorised delegate)

I have reviewed this risk assessment for travel and am happy that suitable and sufficient arrangements have been put in place to minimise foreseeable risks as far as is reasonably practicable.

RSE Chief Executive (or authorised delegate) please enter name, date and signature:

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Repeat Visits

This trip will be repeated on the dates shown below. The circumstances, guidance and information (e.g. FCDO web site information) are as detailed above, and are unchanged.

Signature	Date	Outward and return travel dates

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A copy of this risk assessment must be uploaded to Breathe (the RSE HR system) and the RSE shared OneDrive for ease of access. The travelling employee/Fellow/individual should take a copy of this risk assessment with them.

The risk assessment must be shared with the Director of Finance and RSE Finance Team in advance of the trip taking place to ensure it can be attached to any insurance application form, as cover cannot be confirmed unless it has been submitted.

3. New or expectant mothers risk assessment

<p>Which of the following best describes the capacity in which you are travelling:</p> <ul style="list-style-type: none">● RSE staff● Fellow● Other (please specify)
<p>Please provide a brief description of the reason for travel:</p>
<p>Location(s) of work:</p>
<p>New/expectant mother's name:</p>
<p>Expected mother's due date (if applicable):</p>

Hazard Identification: The table below sets out some hazards which may be relevant to new or expectant mothers travelling for RSE-related work. When carrying out a risk assessment for a particular individual, identify all the hazards to the new or expectant mother and delete all of the hazards which are not relevant. Evaluate the hazards involved in the work activities and note whether the risk is low / medium / high. Describe the control measures which are required

and specify these in the table (the general information on control measures noted in the table is for guidance only) and identify any further measures required. You will also need to take into account factors relevant to the individual, and the risk assessment(s) will require to be reviewed and monitored on a regular basis as the pregnancy progresses.

Specific hazards (such as manual handling operations, hazardous substances, biological agents, display screen equipment) should be assessed on a separate risk assessment form and cross-referenced with this document. Model / specific assessment forms are available online.

Hazard(s)	Risk L/M/ H	Control Measures (i.e., alternative work methods / mechanical aids / engineering controls, etc.)	Risk after Control L/M/H
Lifting of heavy loads		<ol style="list-style-type: none"> 1. A manual handling risk assessment should already be in place. This must be re-assessed immediately and thereafter regularly reviewed as the pregnancy progresses. 2. Lifting operations which present a significant risk of injury must be avoided. 	

Work with display screen equipment (DSE)		<ol style="list-style-type: none">1. A DSE assessment should already be in place. This must be re-assessed and thereafter regularly reviewed as the pregnancy progresses.2. Sitting for long periods of time should be avoided - more frequent breaks from the computer should be considered.3. Ensure adequate space to move around the workstation especially as the pregnancy develops.	

<p>Continuous standing / sitting</p>		<ol style="list-style-type: none"> 1. Standing or sitting for long periods of time should be avoided especially as the pregnancy progresses. 2. Change the work pattern where appropriate to more frequently alternate periods of standing / sitting. 	
<p>Lone / Out of Hours (LOOH) Working</p>		<ol style="list-style-type: none"> 1. LOOH should be minimised or avoided where feasible. 2. Where LOOH work can not be avoided, a specific risk assessment should already be in place. This must be re-assessed and thereafter regularly reviewed as the pregnancy progresses. 3. Changes to hours of work may need to be considered. 	

<p>Work with Hazardous Substances, including those with the following hazard statements:-</p> <p>Carcinogens (H350/ H351/ H350i),</p> <p>Teratogens (H360/ H361/ H362/ H341),</p> <p>Mutagens (H340),</p> <p>Mercury or mercury derivatives,</p> <p>Lead or lead derivatives,</p> <p>Antimitotic (cytotoxic) drugs,</p> <p>Pesticides, etc.</p>		<ol style="list-style-type: none"> 1. A Control of Substances Hazardous to Health (COSHH) assessment should already be in place. This must be re-assessed immediately and thereafter regularly reviewed as the pregnancy progresses. 2. Refer to relevant hazard statements 3. Work with substances which may present a significant risk to the mother and/or child must be avoided – remove the mother from specific high risk activities as appropriate. 4. Contact the RSE for general advice if necessary. 	
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Work with potential biological hazards including animals, plants, biological materials, microorganisms, pathogens or genetically modified organisms etc.

1. An assessment of the work with any relevant animals, plants, biological materials, biological agents or genetically modified organisms should already be in place. This should be re-assessed immediately and regularly reviewed as the pregnancy develops to consider if any animals, plants, biological materials, pathogens, pathogen infected materials or genetically modified organisms which present an additional risk in pregnancy.
2. Consider risks associated with chemo-therapeutic agents used to treat laboratory acquired infections.
3. Consider vaccination issues and discuss with the Occupational Health Service if necessary.
4. Contact the local Biological Safety Officer / University Biological Safety Adviser for specific advice if necessary.
5. Contact the RSE for general advice if necessary.

<p>Work with ionising radiation</p>		<ol style="list-style-type: none"> 1. An assessment of work with ionising radiation should already be in place and this should be re-assessed. 2. Contact the local Radiation Protection Supervisor / University Radiation Protection Adviser as per Code of Practice 013 Working with Radiation when Pregnant or Breastfeeding. 3. Contact the RSE for general advice if necessary. 	
<p>Travel</p>		<ol style="list-style-type: none"> 1. Travel may require to be minimised where appropriate. 2. Foreign travel may require doctor's certification. 3. Foreign travel after 36 weeks is generally restricted – check with travel agent and/or travel insurance policy. 4. Consider vaccination issues and discuss with the RSE if necessary. 	

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<p>Discomfort / Stress / Fatigue</p>	<ol style="list-style-type: none"> 1. Exposure to nauseating smells such as cooking or chemical odours may increase “morning sickness”. Avoid or minimise exposure where feasible. 2. Consider more frequent / longer rest breaks where appropriate. 3. Minimise exposure to very high / low temperatures. 4. As the expectant mother increases in size consideration will require to be given to <ol style="list-style-type: none"> 1. work in awkward or confined areas 2. clothing – uniforms, PPE, etc. 3. mobility issues such as emergency evacuation in the later stages of pregnancy. 5. Identify suitable private location for new / expectant mothers to rest and / or express milk. 6. Changes to hours of work may need to be considered in certain circumstances. 7. Ensure adequate maternity cover arrangements are in 	
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		place.	
General health concerns including community infections		1. Consider the specific health of the individual and follow or implement any guidance given by their healthcare provider (midwife or GP).	

		2. Consider if there are is any specific guidance on community infections that are more of a risk to the individual.	
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*Continue on separate sheet if necessary

Additional Information: Identify any additional information relevant to the work, including special emergency procedures, requirement for health surveillance etc.

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Assessment carried out by:

Name:		Date:	
Signature:		Review Date:	

4. Guidance on controlling exposure to high levels of environmental pollution

Prior to any travel to areas with high levels of air pollution being considered or organised, the Foreign and Commonwealth Office, the World Health Organisation and the World Air Quality Index websites should be consulted for the specific country that is being visited.

- <https://www.gov.uk/foreign-travel-advice>

- <http://www.wpro.who.int/>
- <http://aqicn.org/>

Control measures

Pre-travel health assessment

- All staff, Fellows, or other travellers may wish to visit their own GP for advice prior to travel, especially if they have known pre-existing health conditions.

General advice

If possible, try to time your visit during periods of low pollution which are usually spring and autumn. Also, try and make the visit as short as possible to limit the exposure to the individual.

If the individual will be in an area with high pollution for an extended period of time, the RSE may wish to employ expert guidance from companies such as <https://www.internationalsos.com/topics/air-pollution> or others who supply this type of service.

Any ill health experienced during their visit which is suspected as being due to the pollution levels, must be reported to the parent School who will need to assess whether the individual requires further control measures or should return early/immediately.

Work environment

As much as practicable, ensure the work environment is air conditioned with HEPA filtered supply. Any hosting institution should be able to provide this information.

If external pollution is bad, do not open windows or doors, to prevent ingress of the polluted air stay indoors as much as possible

Living environment

As much as practicable, ensure the hotel accommodation is air conditioned with HEPA filtered supply

- Contact the hotel/accommodation prior to booking to ascertain what level of protection from pollution is in place
- Consider alternative accommodation if the response is unsatisfactory

If external pollution is bad, do not open windows or doors to prevent ingress of the polluted air stay indoors as much as possible

Air conditioning units fitted with HEPA filters may assist with the reduction of pollution in indoor areas, however, these must be used with caution and according to manufacturer's instruction

Outside/external areas

Avoid/minimise going outdoors if external pollution is bad.

Personal protective equipment, in particular respiratory protective equipment (masks), are designed and tested for work situations, not environmental situations such as this. However, many residents choose to wear these masks to try and control their exposure. It is up to the individual if they choose to wear a mask, however, if they do, then the following should be taken into account;

- Surgical or paper masks do not give any protection against an inhalation hazard and should not be worn
- Environmental pollution is a mixture of many different types of particles, gases and vapours and it is unlikely that a single mask is able to protect against all these contaminants
- However, a mask with at least a P3 level of protection (N95 in the US) should give some protection against the particle contaminant at least
- Filters for gases or vapour protection are specific to the general type of gas or vapour (for example organic or inorganic etc.) and it is this that makes it difficult to recommend a suitable filter
- Only use disposable masks once
- Masks should only be worn for short durations, and are not usually recommended for more than one hour at a time
- Individuals with pre-existing respiratory issues may not be able to wear masks due to breathing difficulties

§ It would be advisable to take with you the quantity of disposable masks you think you may require as the same masks may not be available in the country you are visiting. This could, however, run into a very high number of masks as disposable masks are one use only.

§ Alternatively, ensure, prior to your visit, that suitable masks can be purchased locally.

Insurance

Ensure all individuals have adequate travel insurance. For more information on this, see Appendix 1 or contact the RSE Finance team, as required.

5. Business Travel Plan

This form can be used as a basis for an itinerary for all business travel. A completed copy of this plan should be shared with the employee's line manager and the HR advisor prior to departure, and can be used for booking travel and to apply for travel insurance for UK travel only (a full risk assessment is required for international travel).

Name(s) of traveller:		
Which of the following best describes the capacity in which you are travelling: <ul style="list-style-type: none"> ● RSE staff ● Fellow ● Other (please specify) 		
Reason for travel:		
Dates and total duration of trip:	From:	To:
Itinerary:	Contact details of host organisation/partner organisation(s):	Please provide details of any emergency arrangements that have been prepared prior to travelling:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Have arrangements been made to keep in contact with your line manager/the RSE for the duration of the trip?		
Please provide details of any		

arrangements, including who your contact is, how often you will check in with them, and what mode of communication you will use.*	
Emergency/next of kin contact in the UK:	
Your mobile phone contact whilst away:	
RSE Travel Insurance details:	
Travel risk assessment required?	Copy of plan stored at:

*For further information on this, see the RSE Lone Working and RSE Health & Safety policies.

6. Business Travel Flow Chart

