



**UNIVERSITY OF
PORTSMOUTH**
CORPORATE
GOVERNANCE

STUDENT TRAVEL

Corporate Health and Safety Arrangement

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>

Summary

What is this document about?

This arrangement for Student Travel is intended to ensure the University meets its duty of care to students whilst they are travelling for University approved activities. This arrangement is intended to ensure that the University of Portsmouth is compliant with current legal requirements and best practice.

Who is this for?

This arrangement is intended for all University staff and students involved in supporting students to travel abroad for University approved activities.

How does the University check this is followed?

Corporate Health and Safety monitor University activities to ensure compliance with legislation, best practice, University policies, arrangements and procedures. The University monitors health and safety performance in a number of ways. Active methods monitor the design, development, implementation and operation of management arrangements. These tend to be preventive in nature. For example: inspections of premises; plant and equipment; health surveillance to prevent harm and auditing to ensure effective implementation of arrangements. Reactive methods monitor evidence of poor health and safety practice but can also identify better practices that may be transferred to other parts of the University. For example: investigating accidents and incidents and monitoring cases of ill health and sickness absence records.

Who can you contact if you have any queries about this document?

Any questions about this arrangement should be directed to the [Corporate Health and Safety Team](#).

Introduction

This arrangement is prepared as a framework, to provide clear guidance to students travelling abroad for student mobility. The term student mobility is used to refer to exchanges, study abroad, summer schools, placements, fieldwork, internships and research. This arrangement is designed to be used alongside existing policy and guidance. For example, the [Fieldwork Guidance](#). Post graduate research students and PhD students should normally follow the student travel guidelines and work with their Supervisor and Faculty Finance Teams.

The University has introduced this arrangement to cover student travel internationally, this is so that students can benefit from the experience of a period abroad where and when this is possible, in line with our commitment to enabling students to develop their global mindset.

This arrangement will work in conjunction with all other normal processes and procedures with regards to the mobility (which vary depending on the nature of the mobility) and they will continue to operate and be applicable.

Responsibilities

University Executive Board

Areas of responsibility in relation to the senior team i.e. University Executive Board, Board of Governors and associated committees are defined in the University Health and Safety Policy. This arrangement forms part of the University's Health and Safety Policy and should be read in conjunction with the Health and Safety Policy which outlines senior responsibilities. In particular the following responsibilities are specific to this arrangement:

Corporate Health and Safety

Corporate Health and Safety are responsible for:

- 1.1 Establishing through this arrangement, and associated documentation, a system which enables student mobility and travel to take place whilst suitably managing the risks to students involved.

- 1.2 Ensuring guidance and forms relevant to student travel are kept up to date and fit for purpose.
- 1.3 Providing guidance to staff on the protocols and procedures in place to manage and mitigate the risks for student mobility to take place, in order to ensure these processes are consistently and rigorously applied.
- 1.4 Ensuring adherence to UK Government guidance as it related to international travel, as provided by the [Foreign and Commonwealth Development Office](#).
- 1.5 Putting travel itineraries on the Healix Sentinel System for staff and students undertaking overseas travel in Professional Services.
- 1.6 Managing and maintaining the Healix Sentinel System.
- 1.7 Provide information, guidance and support on the Healix Sentinel system.

Senior Managers (Deans, Directors, Associate Directors and Heads)

Senior Managers are responsible for ensuring:

- 1.12 This arrangement is effectively implemented in their areas of responsibility.
- 1.13 Overseas travel risk assessments are in place, documented and appropriate actions agreed to address identified risks and are carried out which are suitable and sufficient.
- 1.14 An appropriate infrastructure is in place in each Faculty to ensure this arrangement is adhered to.
- 1.15 Appropriate members of staff are appointed to review and approve student overseas travel risk assessments.
- 1.16 Appropriate support is available to students during the course of their travel to include periodic check ins as determined by the department by an appropriate person such as their tutor or supervisor.

Myport Hubs and Exchange or Placement Coordinators

Myport Hubs and Exchange or Placement Coordinators are responsible for:

- 1.17 Providing information and guidance on the processes surrounding overseas travel for students.

- 1.18 Ensuring this arrangement is effectively implemented in their areas of responsibility.
- 1.19 Monitoring and processing requests that involve international travel.
- 1.20 Student overseas travel risk assessments are reviewed and approved by an appropriate person.
- 1.21 Travel itineraries for staff and students in their Faculty are put into the Healix Sentinel System.

Students

All students must ensure that:

- 1.37 They complete the [permission to travel](#) form as well as an [overseas travel risk assessment](#).
- 1.38 Ensure the [permission to travel form](#) and [overseas risk assessment](#) is submitted for approval a minimum of 15 days prior to travel.
- 1.39 Their own or others health and safety is not put at risk.
- 1.40 They report any safety hazards and incidents to their University point of contact and Corporate Health and Safety using the [online reporting portal](#).
- 1.41 They download the Healix Sentinel app and turn on GPS tracking for the duration of their trip.
- 1.42 Where risks have changed during travel, students should contact their tutor or other appropriate person to reassess the risk and the mitigations to ensure they remain appropriate and it is safe and reasonable to continue with the mobility.
- 1.43 They 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.
- 1.44 They follow advice given by Healix in the event that emergency assistance is required. They will advise on what to do in those circumstances as they provide 24 hour emergency assistance to staff and students whilst abroad.

Training Requirements

Training is provided by Information Services for all University staff on how to use and navigate the Healix Sentinel System. For more information on this and how to book onto a course please email markus.richards@port.ac.uk.

The University's insurance company have also provided some online training which can be accessed via this link: <https://lupc.another-day.com/>.

On that screen, you can click 'Log in' in the top right hand corner, which will take you to a login screen with a username and password. There will be a button which says 'Create new account' under the 'Is it your first time here?' heading, and clicking on that allow a user to set up a new account to the platform using their institutional/university email address. Once that's complete, an email should be sent to the email address to verify it: depending on the institution, the user may have to check their junk folder to find it. After this is verified the user can log in and see all of the available modules.

Monitoring Compliance

Element to be monitored	Lead	Tool	Frequency	Reporting Arrangements
Responsibilities as per arrangement	Head(s), Line Manager(s), Those with Line Management Responsibilities, Faculty Managers and Health and Safety Coordinators	Determined by each individual School.	Periodically at least Annually or following a significant change or incident, whichever soonest.	Faculty Health, Safety and Wellbeing Committee(s) quarterly reports and minutes of meetings submitted to Corporate Health, Safety and Wellbeing Committee.
Arrangement Suitability, Effectiveness and Implementation	Corporate Health and Safety Occupational Health	Audit and Inspection Programs Staff News, H&S Newsletters, Communications. All details including risk assessment, SSW's, SOP's, COSHH and health surveillance procedure are covering the training provision.	Periodically at least every three years or following a significant change or incident, whichever soonest.	Corporate Health, Safety and Wellbeing Report, Audit reports and inspection reports. Occupational Health reports submitted to Corporate Health, Safety and Wellbeing Committee.
Incidents and complaints	Senior Manager/Managers in conjunction with Corporate Health and Safety and Occupational Health	Incident reports, reviews and investigation. Risk Register(s). Occupational Health cases and data analysis of statistical management information.	When reported; ad-hoc and periodically when necessary.	Corporate Health, Safety and Wellbeing Report, Individual incident reports and Faculty quarterly reports.

Legislation

The work equipment provided by the University may fall under more than one set of regulations. The relevant key sets of legislation are:

- [The Health and Safety at Work Act \(HASWA\)](#)
- [The Management of Health and Safety at Work Regulations \(MHSWR\)](#)

Associated Documents

University Arrangements

- [Accident Reporting](#)

University Forms

- [Overseas Travel Risk Assessment](#)
- [Permission to Travel Form](#)

University Guides

- [Student Travel Guidance](#)