

# Guidance regarding Travel to areas that are designated as Amber by the FCDO

## **Overarching Health and Safety Position**

Where the Foreign Commonwealth & Development Office (FCDO) advice against all but essential travel to a country or parts of a country, **the default position is that travel is not permitted.**

This is inclusive of travel to areas that the FCDO designated as;

- Amber; Advise against all but essential travel.
- Red; Advise against all travel. (**Travel must NOT occur**)

## **Overarching Insurance Position**

[Business Travel and Expenses Policy1.pdf \(sharepoint.com\)](#)

- The Foreign, Commonwealth & Development Office (FCDO) provides advice about risks of travel to help individuals make informed decisions. It is essential that the FCDO foreign travel advice is reviewed prior to booking. **The default position is that the University's travel insurance will not cover areas where the FCDO advises against travel.**
- Note; If travelling to an area in which the FCO advises against. It is essential that the insurance office is contacted. Confirmation of insurance is not guaranteed; **however, a specialist policy/ additional premium may be available.** The insurers will ask for the travel Risk Assessment. Note it is essential that internal sign off is confirmed before the insurance office is approached and brokers are engaged with.
- Note; a risk assessment is not an additional requirement, a risk assessment is required for travel to all locations, including areas that the FCO designate as green.

## **Confirmation Regarding Travel to Areas designated as Amber by the FCDO**

- Where the Foreign Commonwealth Development Office (FCDO) advice against all but essential travel to a country or parts of a country, **the default position is that travel is not permitted.**
- **If travel is to be undertaken it must first be approved by the PVC-Dean/Director or senior management team of the Faculty/Directorate, following completion of;**
  - **the travel authorisation documents, e.g., [Pre-Travel Assessments \(sharepoint.com\)](#) , budget approval.**
  - **a full risk assessment. (Faculty Health and Safety representatives are able to signpost/ advise).**
- If the area is subject to a rapid change in risk status, a detailed risk assessment should be completed and the University insurance representative informed. Emergency arrangements must also be agreed, confirmed and fully understood by all parties.
- Approval for travel will be based on the ability to mitigate and keep up with the changing risk landscape. Travellers and approvers will be able to keep updated with recent developments via Key Travel.
- **The risk assessment process and internal sign off's must be confirmed before the insurance office is approached.**

- Travel risk assessments for PGR students are to be completed in conjunction with their supervisors. Note PGRs do not have access to the form.
- Additional/ special insurance coverage may be needed. This must be referred to DMU's insurance and procurement services. This must be confirmed before travel/ any overseas activity in areas where the FCO advise against all but essential travel.
- Akshay Joshi is the interim point of contact in the insurance office.

### **Quantification of Risk-Other Institution position on risk management for travel to amber areas.**

When assessing risk, a risk rating is assigned activity. Any low to moderate risk outcome on the risk assessment can be managed/ mitigated, however there must be a fully documented and robust risk assessment, with an appropriate level of sign off (usually by the Dean of school or their designate). Any location/ activity/ combination thereof which is moderate to high risk may render the trip unfeasible. Any risk outcome that is rendered extreme/ where the risks cannot reasonable be managed or mitigated is not feasible, and travel is not allowed.

### **Conclusion**

- **Travel to Amber area's under the auspices of research activity is possible at DMU. This is dependent upon the risk profile of the location/ activity.** Documented risk mitigation, by way of a suitable and sufficient risk assessment must be in place.
- This approach is in alignment with other institutions.
- This approach recognises that the international risk landscape is dynamic and changeable.
- This approach balances the duty of care DMU has to its staff/ students, and obligations under UK legal and policy frameworks, whilst also enabling research to take place where reasonably possible (considering risk and insurance requirements).
- Ultimately whilst persons are working under the auspices of DMU, DMU has a duty of care and has responsibility for its staff/ students.
- If persons engage in travel to areas that the FCDO advise against on personal business, DMU have no oversight or control over this, however it must be understood that the individual travelling must NOT engage in any data collection.

### **References/ Resources**

[Staff Travel Protocols \(sharepoint.com\)](#)

[Business Travel and Expenses Policy1.pdf \(sharepoint.com\)](#)

[Insurance \(sharepoint.com\)](#)