



## **1 Purpose**

- 1.1 Travel is an important part of the Institute's work, whether to events that bring together participants from different locations or for field work to deliver on a funded contract. These trips will vary in the challenges they present to the traveler. This policy has been developed to support the safety of all those who travel as part of their work for or with IDS, whether they are staff or sub-contractors ('third parties'). The policy details the requirements of IDS and the services it offers and also emphasises the importance of individual travelers taking responsibility to safeguard their own health and safety and that of others, when traveling on IDS business. Finally, the document sets out the Institute's risk assessment and general tools aimed at identifying and mitigating the risks involved in travelling.
- 1.2 The primary concern of this policy and the systems that it puts in place is the safety of those who work for IDS and undertake travel as part of their role. This stems from our commitment to offering a safe working environment, safe systems of work, adequate equipment and appropriate training to all those who work at IDS or with IDS and who travel as part of that work.
- 1.3 This can be summarised as the duty of care that IDS owes to our staff and those who work with us.
- 1.4 In addition to this common-law duty, IDS also has legal responsibilities under other legislation for health and safety and corporate manslaughter.
- 1.5 Alongside the Institute's duty of care to our staff, our staff owe a duty of loyalty to the Institute.

## **2 Scope**

- 2.1 This policy covers:
  - all IDS business travel and work outside the UK, whether by staff or third parties on behalf of the Institute, even where this is in their country of domicile or work
  - business travel within the UK
- 2.2 The policy does not cover student travel. IDS does of course have a duty of care towards students, shared with the University. This will apply to student travel only where this travel is a requirement of IDS or the University for the purpose of the student gaining their academic award. In those circumstances, the student should follow the University's policies and procedures.

- 2.3 If a student travels for work on behalf of the Institute (ie on a funded project rather than for their studies) then they must follow this policy.
- 2.4 The Institute's duty of care extends to consultants and those working on IDS's behalf for partner organisations. This means that we need either to confirm that those individuals/organisations have appropriate arrangements in place for risk assessment/risk management and insurance; or, where they do not, to apply our own.

### **3 Principles**

3.1 The principles underpinning this policy are:

- a. both the traveler and IDS have a responsibility to assess and reduce risks involved in travel;
- b. travelers have a duty to behave diligently and cautiously, and not to expose themselves or others to unnecessary additional risks;
- c. travel and activities undertaken whilst travelling should be planned and undertaken in as safe a way as is reasonably possible;
- d. there should be an initial assessment of such risks at the point of proposal preparation, and a judgement taken on whether we wish to undertake the work on the grounds of safety;
- e. wherever possible the risks involved should be identified and reduced to an acceptable level before travel is undertaken;
- f. IDS reserves the right to instruct a member of staff or consultant not to make a proposed trip if the risks are perceived to be very high and cannot be adequately mitigated or offset by the extent of the benefits. The decision to permit any individual trip will be based on weighing the balance between the perceived risks, precautions that can be taken, and the inherent value of the trip;
- g. no one will be required to undertake travel in conditions that s/he reasonably believes to be unsafe;
- h. IDS will maintain insurance policies that will allow it to take appropriate actions to assist travelers. If travel insurance cannot be obtained to cover a particular journey people will not be permitted to travel;
- i. all relevant parts of this policy will apply to all those travelling on IDS business, not just employees.

### **4 The duty of care**

4.1 This policy is informed by our duty of care. DfID defines the duty of care as follows:

*'Duty of Care' is a legal obligation requiring an adherence to a standard of reasonable care to prevent foreseeable harm. The duty stems from the relationship of the participants in a given situation being sufficiently close that it is reasonable for the law to infer that a duty is owed. Where it exists, such as between an employer/employee, it requires due care to be taken (which will always depend on the circumstances). The focus should be on what needs to be done or prevented to provide adequate care. In general terms, a Duty of Care will arise towards someone whom you should be aware of as being potentially at risk from some act or inaction on your part.'*<sup>1</sup>

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<sup>1</sup> The duty of care reflects common law expectations that, given the nature of our civil society, there are standards and an implied duty imposed on one party to behave in a particular way. In an international context, the UK expectation, reflected in DfID's approach, is that UK standards will apply where these are the same or more exacting than those of the country in which the work is being carried out.

- 4.2 IDS recognises our responsibilities towards our staff as well as the many third parties with whom we work on various projects. We expect our own staff and third parties to follow those travel and safety processes as they are introduced and periodically refined. These will involve assessing risks and taking appropriate and proportionate action. As part of those processes we will require individual members of staff and third parties working with us to behave responsibly in relation to their own safety and that of others.
- 4.3 Where we work with third parties, they will have a responsibility in relation to themselves and for their own staff. We expect third parties to be able to confirm that they have an equivalent, sufficiently robust set of systems and processes in place for assessing and managing risk to those travelling and working overseas. Where this is not the case, either because the individual partnering with us does not have an employing organisation or where the employing organisation does not have adequate policies and processes in place, then we will require them to use those set out here; and we will seek confirmation of this.
- 4.4 The Institute's duty of care means that:
- a. a risk assessment must be completed for all overseas trips;
  - b. IDS and the traveler should be able to respond effectively if something goes wrong;
  - c. suitable training, aimed at mitigating risks, will be given to all those involved in travel and in its management, including third parties as required;
  - d. this duty includes activities that may be higher risk as well as travel to areas of higher risk;
  - e. we will take into account that risks may increase as a result of the personal characteristics of the traveler;
  - f. suitable records of travel itineraries, risk assessments and other details of travel need to be kept and to be available in case of emergency;
  - g. IDS will have in place a Critical Incident Management Plan to enable it to respond in the event of a serious travel incident.
- 4.5 The traveler's duty of loyalty means that members of staff are expected to take part in travel-related training and to follow the terms of this policy. Travelers should also have regard to any particular characteristics or circumstances that could put them at greater risk when traveling.
- 4.6 The Institute has developed standard text about its approach to its duty of care and travel security as the basis for inclusion in proposals.

## **5 Travel Risk Assessment**

- 5.1 For all funding proposals involving overseas travel, whether by a member of staff or third party working with us or on our behalf the following applies:
- a. each project should assess any travel risks at the proposal preparation stage, with higher risk travel and its mitigation reviewed by the relevant Director and the PRG (for larger value proposals) prior to proposal submission. This may require additional advice and additional costs (for mitigation), which need to be built in to the proposal budget to support risk mitigation
  - b. the relevant Director will decide whether to continue with the proposal. Where the travel risks are considered excessive or not capable of adequate mitigation, the relevant Director can decide that the proposal should not be submitted.
- 5.2 For each overseas trip, whether by a member of staff or third party, the following applies:
- a. each individual overseas trip requires completion of the Travel Notification Form (TNF) and

the Primary Risk Assessment (PRA)

- b. where the trip involves travel to a location regarded as higher risk, the traveler must also complete a Secondary Risk Assessment (SRA)
- c. SRAs for research purposes must be signed off by the Director of Research; SRA's for trips for knowledge or teaching purposes must be signed off by the relevant Director
- d. the risk assessment in the TNF and in the SRA should be completed by the traveler and this responsibility cannot be delegated.

5.3 In some cases, the initial risk assessment completed as part of the proposal preparation will need to be refreshed as the project proceeds, for example, if the security situation in the proposed research location deteriorates between the contract being awarded and the time of travel. In some projects, it may be possible to substitute alternative locations in discussion with the funder, or to adjust the project during the inception phase, or postpone the travel to a later point in the project. In such cases the Principal Investigator should consider contingency plans as part of the risk mitigation at the proposal stage and should keep alert to major changes in the security situation that may impact on the project.

5.4 Primary and Secondary Risk Assessments will be based advice from the Foreign and Commonwealth Office (FCO) at [www.fco.gov.uk](http://www.fco.gov.uk); by advice from our insurance partner, CHUBB, at [www.red24.com](http://www.red24.com); and from the Economist Intelligence Unit [www.eiu.com](http://www.eiu.com). Women travelers may also wish to refer to <http://www.solotravel.org/solo-travel-safety-women.htm>. Reference to these sources should inform a judgement about whether or not the trip is higher risk and also the necessary management of any risks. In some circumstances, travelers will wish to take specific advice from our security advisors, Safer Edge.

5.5 Whatever the source of advice, the responsibility for completing the risk assessment is the travellers and cannot be delegated to another member of staff.

5.6 The TNF, PRA and where relevant, the SRA must be completed in sufficient time prior to the trip to enable proper assessment of the risks and the planned mitigation. Once agreement has been reached that the trip should proceed, the signed forms should be submitted to the Travel Insurance Coordinator so that the database can be updated and the details stored securely.

5.7 Appendices set out the following detail:

- flowcharts illustrating this process - Appendix A
- project travel risk assessment – Appendix B
- trip risk assessment – Appendix C
- guidelines on recovery time – Appendix D.

5.8 The TNF, PRA and SRA forms are on the intranet.

## **6 Declining to travel**

6.1 All members of staff have a right to decline to travel overseas on the grounds that the destination, activities or arrangements are too dangerous for them to feel comfortable travelling. IDS recognises that each person has a different risk threshold and will strive to ensure that people are only asked to travel within that threshold. Initially the risks should be discussed with the project manager and attempts be made to mitigate them. If this does not result in sufficiently reduced risks, the relevant Director (usually the Director of Research) will be presented with the relevant facts and proposed arrangements and will decide whether the traveler may be allowed to decline travel in the particular case.

## **7 Travel insurance**

### **(a) overseas travel for UK staff**

- 7.1 All members of staff travelling on Institute business overseas are covered by a comprehensive travel insurance policy. Third parties engaged in IDS-managed business are also covered under the policy where there is no more specific insurance cover in place. <sup>2</sup>
- 7.2 The policy does not cover travel to Iraq, Iran or Afghanistan. There are other specific restrictions for specific risks in a number of other countries or travelers in specific circumstances.
- 7.3 All overseas travel needs to be notified in advance for the insurance to be effective. The annual premium is calculated based on the total travel undertaken by the Institute in the previous year, and we must therefore ensure that all journeys which are to be covered by the policy are declared in advance of travel, to ensure that our insurance policy remains valid.
- 7.4 It is the traveler's responsibility to ensure the insurance cover provided meets their needs. Intending travelers should liaise with the Travel Insurance Coordinator if there is a query relating to insurance provision. Travelers are responsible for declaring any special or unusual circumstances that may affect their insurance cover, including pre-existing medical conditions. If insurance cannot be obtained then travel will not be permitted.
- 7.5 All insured persons must ensure that they are carrying their insurance card with them at all times while they are travelling and working overseas.
- 7.6 Domestic business trips made in the UK by UK-based staff (unless involving a flight or overnight stays) are not covered by the travel insurance policy.
- 7.7 The Travel Insurance Coordinator will keep all information concerning travel arrangements and destinations on a central database. This will enable the Insurance Coordinator to advise travelers and to facilitate the sharing of information concerning previous overseas travel experiences.

### **(b) overseas travel within the country of residence**

- 7.8 The requirements of this policy (specifically to carry out a risk assessment) also apply to any such business journeys.
- 7.9 Where a member of staff or third party covered by this policy works for IDS outside the UK but within their country of residence, this is covered by the Institute's travel insurance policy where there is an overnight stay or travel by plane, train, road or sea. This excludes commuting between home and work.

### **(c) travel to and within the UK**

- 7.10 Staff travelling within the UK on IDS business are not covered by the Institute's travel insurance policy unless staying overnight. Staff who use their own car for business travel are required to show their own insurance documentation to the Travel Insurance Coordinator before they can be reimbursed for travel expenses.

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<sup>2</sup> The policy includes 'any person representing the Insured or their business travelling at the expense of and with the knowledge and consent of the Insured' and 'persons resident within and outside of the United Kingdom whilst attending conferences, workshops and the like and working with the Insured's research teams at the invitation of the Insured. Cover shall only apply under this extension in the event of there being no more specific insurance applying.'

7.11 IDS staff resident abroad and travelling to the UK on IDS business are covered by the Institute's travel insurance arrangements and should inform the Travel Insurance Coordinator of their trips to the UK.

## **8 Occupational Health Travel Clinic**

- 8.1 The Institute's Travel Clinic provider offers travel advice relating to health, all vaccinations and anti-malarial prophylactics. Details of the travel clinic can be found on the IDS intranet and are available from HR.
- 8.2 Before traveling outside the UK all members of staff have a responsibility to contact the Travel Clinic. The Travel Clinic will advise the individual on the health risks prior to travel.
- 8.3 All members of staff who travel as part of their work for the Institute are required to have a fitness for travel assessment every two years. This will be done through a questionnaire and appointment directly with the Travel Clinic. For travel to areas rated as 'higher risk', the employee may be required to attend an additional occupational health assessment.
- 8.4 When travelling, members of staff and third parties covered by our insurance policy should carry the IDS Emergency contact number.
- 8.5 When necessary, the Travel Clinic will provide personal sterile emergency medical packs and other specialist equipment prior to departure.
- 8.6 If a member of staff is pregnant, she should notify HR prior any overseas travel. It is likely she will be referred to the Travel Clinic for specific advice before travelling.
- 8.7 If at any time a member of staff has concerns about their health relating to travel then they should either contact the Travel Clinic directly or speak to HR who will then refer them.

## **9 Recovery time and wellbeing**

9.1 Many members of staff travel as part of their work, and this often involves spending extended periods away from home, working through weekends, spending nights on aircraft, and so on. While it is impossible to have a written policy or set of principles that covers every detail or every case, it is important that those travelers and their line managers have general guidelines to manage the possible impact of high-intensity long-haul travel and time off related to travel. There does need to be a level of discretion and this is not a contractual entitlement. Guidelines are set out in **Appendix F**.

## **10 Training and information sharing**

- 10.1 All those travelling on IDS business need to be adequately trained prior to travelling overseas, whether they are a member of staff or third party. On appointment or shortly afterwards, staff are expected to complete a one-day travel safety awareness training course. This should be renewed every 3-4 years. For countries assessed as 'higher risk', additional, more intensive, in- depth training is required (either through IDS or another, sponsoring organisation). These courses may be over several days and may require residential attendance away from home. Costs for such training may need to be incorporated in project budgets. Third parties who already have up to date and adequate training will be asked to furnish proof of this.
- 10.2 The Institute recognises the importance of having access to timely and accurate information about

the security of locations in which it works and the experience of those working overseas on its behalf. Employees may therefore be asked to contribute to a debriefing system on their return from a trip.

- 10.3 Once the TNF has been signed and agreed the Institute will ensure that any individual who is provided with any equipment to facilitate his or her work is adequately trained on its use.
- 10.4 IDS has a Critical Incident Management Team which may be called together to deal with any crisis situation, including those that arise from travel. Members of the Critical Incident Management Team will be appropriately trained to try to ensure their readiness to deal with any emergency or crisis situations.

## **11 Communication whilst travelling overseas**

- 11.1 All members of staff and third parties travelling overseas on IDS business must ensure that they are contactable when working overseas. Members of staff should take a mobile phone with them. The means and frequency of communication will depend on the task and the risk rating of the country in which they are working. The mobile phone number or any other details of the communication channel should be recorded on the TNF.
- 11.2 The Institute will put in place arrangement for automatic alerts to travelers about incidents in their location or destination.
- 11.3 In 'higher risk' locations (and therefore covered by an SRA) members of staff and third parties should agree a call-in schedule whereby they contact IDS by an agreed time each day, including at weekends. In addition, they should expect to be contactable within 12 hours. In 'low risk' situations less frequent communication may be justified. The agreed communication schedule should be recorded on the TNF/SRA. The Hub Manager in conjunction with line managers (where applicable) and the traveler, will decide:
- means of communication – mobile, e-mail, etc;
  - agreed schedule - either fixed time or within timeframe;
  - person to be called - usually a nominated colleague or, if appropriate, a local contact;
  - back-up contact to call/be called;
  - action plan in event of failure to communicate;
- 11.4 Should the individual in a high risk destination miss a scheduled call it will be assumed that they are involved in a security situation. If a scheduled communication is missed for whatever reason, the individual or group should make contact at the first opportunity and must not wait until the next scheduled communication. They should report the communication failure to the Insurance Coordinator.
- 11.5 Any changes to contact information or contact schedules are to be agreed by IDS before they are put into effect.

## 12 Assistance and emergency procedures

- 12.1 In addition to the Institute's insurance policy, the Institute also holds comprehensive assistance cover. This is available to travelers 24/7 and will provide advice on health and safety matters that arise during an overseas trip. Travelers should ensure that they carry contact details with them at all times.
- 12.2 In the event of a traveler encountering significant personal difficulty the Institute's Critical Incident Management Plan may be activated.
- 12.3 If an individual or group travelling to a higher risk destination fails to meet a scheduled communication call or is unable to be contacted within the agreed time window, the following will occur:
- after two hours the designated person will:
    - try alternative numbers or email facilities
    - contact the traveler's UK named contact
    - attempt to contact other organisations in the area in order to clarify the situation
  - after six hours the nominated person will alert the Director of Strategic Operations (DSO) and appropriate line manager(s). The DSO may call together the Critical Incident Management Team to assess the situation and consider options.

## 13 Advances and expenses

- 13.1 Travelers must not book travel or enter into any other commitments until the TNF is completed including the primary risk assessment; and, where a secondary risk assessment is required, this has been completed and signed off by the relevant Director.
- 13.2 Advances will only be paid when all the relevant procedures have been completed, and expenses may be withheld if procedures are not completed in good time.
- 13.3 Expenses for using a personal car will only be paid if the employee can confirm that they have appropriate insurance.

## 14 Responsibilities

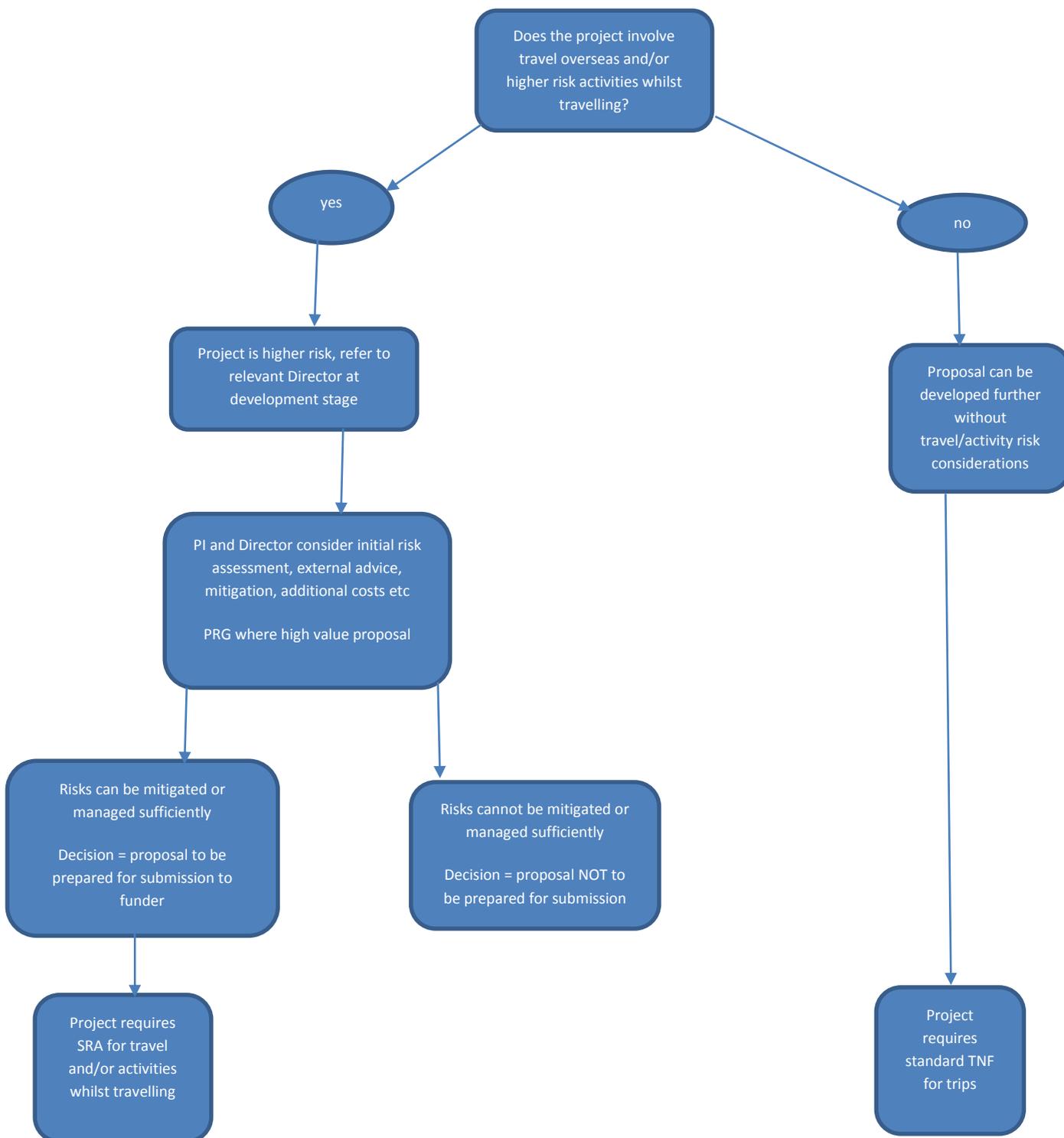
- 14.1 Responsibilities under this policy are summarised in the table below:

| responsible person           | component   |
|------------------------------|---|
| Travel Insurance coordinator | insurance advice to individuals                       |
|                              | collate information and keep it up to date            |
|                              | obtain additional security information where relevant |
|                              | manage travel database                                |
|                              | coordinate TNF and SRA process                        |
| HR                           | organise travel training                              |
|                              | advise on support requirements                        |
|                              | oversee OH and travel clinic service                  |

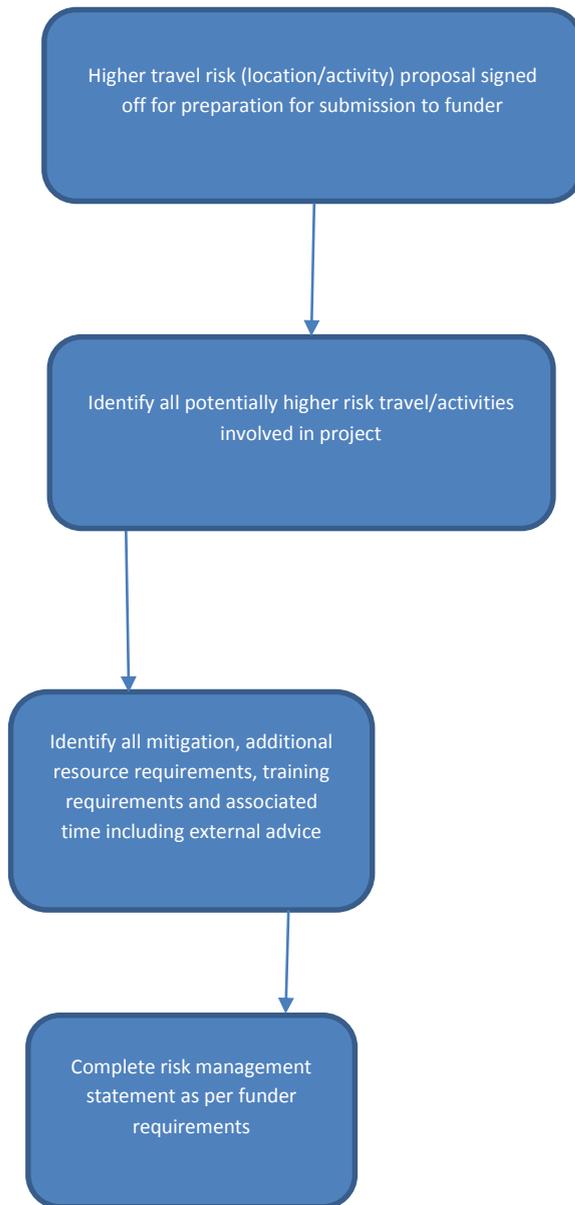
| responsible person                         | component  |
|--|--|
|  | oversee TNF and SRA process  |
| traveler                                   | behave diligently and cautiously when travelling   |
|  | have regard to the safety of others  |
|  | complete the TNF and PRA, in good time before any trip, taking advice where necessary  |
|  | complete the SRA where the trip involves a higher risk location, in good time, taking advice where necessary                       |
|  | follow any requirements in SRA   |
|  | take up travel training opportunities  |
|  | share travel itinerary   |
|  | carry insurance/emergency contact card on journey  |
|  | follow agreed communications plan, where relevant  |
|  | use travel alerts  |
|  | ensure IDS has up to date contact and next of kin information  |
|  | confirm car insurance to IDS if using for business travel  |
|  | take fitness to travel check every two years   |
|  | de-brief on significant events/learning/issues   |
| Director of Research (and other Directors) | assess likely risks at proposal preparation stage  |
|  | decide whether risks mean the proposal should not be submitted   |
|  | review and sign off secondary risk assessments for trips to higher risk locations giving explicit authorisation                    |
|  | undertake training in risk assessments and critical incidents where relevant   |
| Principal Investigator                     | prepare risk assessment for project travel/activity at proposal preparation stage including contingency planning where appropriate |
|  | keep alert to changes in the security situation in an intended destination and revise plans where necessary                        |
|  | confirm third party arrangements for risk assessment and insurance   |
|  | confirm communications plan with Hub Manager and travelers   |
| Hub Manager                                | oversee TNF and SRA processes  |
|  | monitor communications plan implementation and alert where necessary   |
|  | advise the cluster leader or other senior colleagues where there is a significant breach of the policy                             |
| Third party - individual consultant        | confirm risk assessment methodology to be used and insurance is in place before contract can be signed                             |
|  | provide travel and/or activity risk assessment to IDS using own assessment methodology or IDS's                                    |
|  | confirm travel insurance is in place or that IDS's will be used  |
|  | take up travel training where relevant   |
|  | agree and follow a communications plan where necessary   |
| Third party - partner organisation         | Confirm risk assessment methodology to be used and insurance is in place before contract can be signed                             |
|  | confirm trip and/or activity risk assessment to IDS using either own methodology or IDS's  |
|  | confirm travel insurance is in place or that IDS's insurance will be used  |
|  | confirm travel training is in place  |
|  | advise IDS travelers on local travel safety issues where relevant  |
| DSO  | procure Institute insurance and assistance policies  |
|  | procure travel safety advice contract  |
|  | convene Critical Incident Management Group where necessary   |

| responsible person | component   |
|--------------------|---|
|                    | oversee effectiveness of policy via the Risk Management Sub Committee |
|                    | oversee effectiveness of Institute insurance policy                   |
|                    | oversee effectiveness of Institute assistance policy                  |
|                    | oversee contract and service with travel management company           |

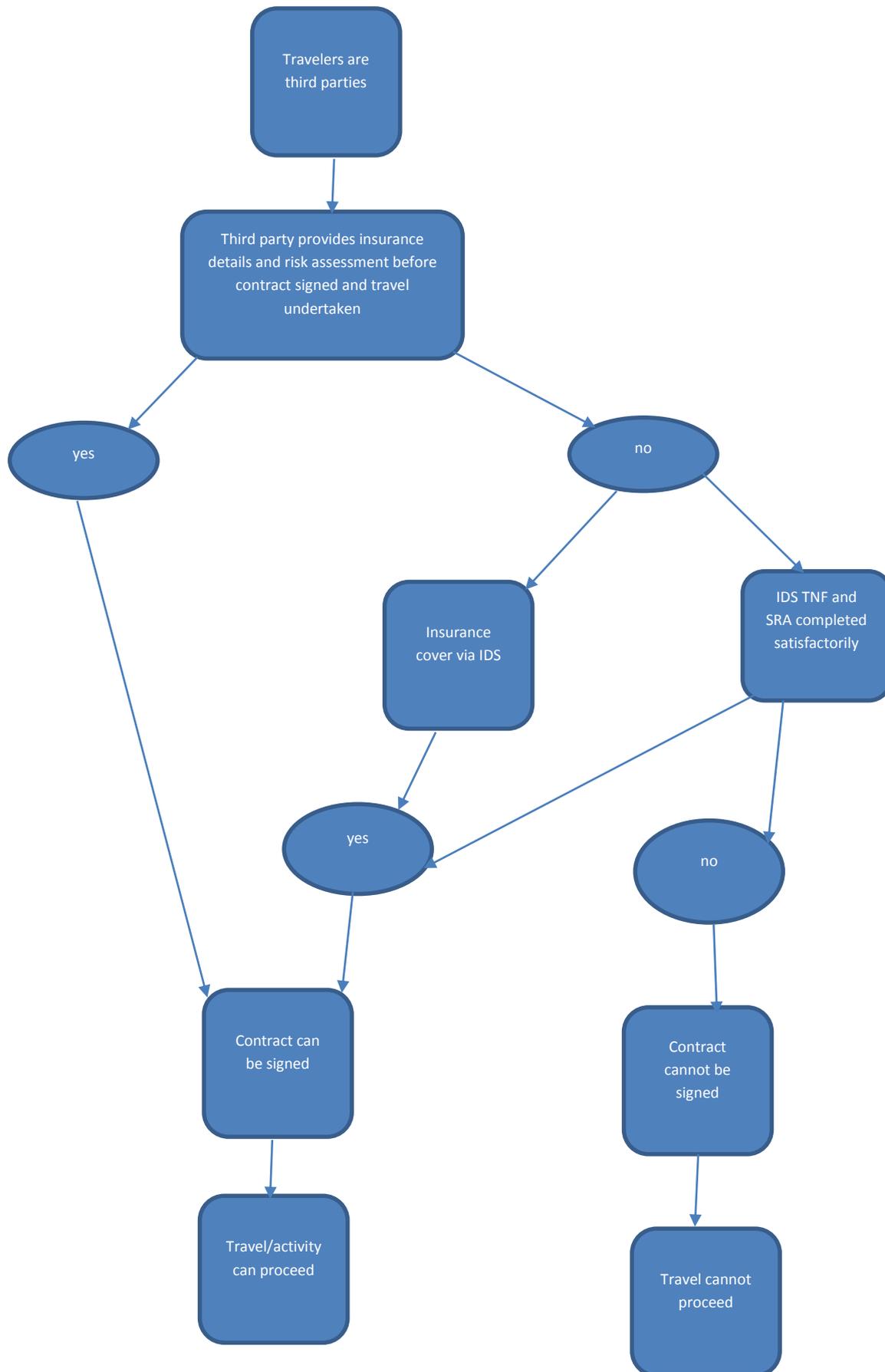
Project travel risk assessment



## Higher travel risk proposal preparation



**Trip risk issues involving third parties not members of IDS staff (individual consultants or partner organisations)**



### Detailed guidance on project travel/activity risk assessment

1. When projects are being planned and proposals are being written and put forward for funding, travel risks and associated activity risks need to be carefully considered in the context of the areas to which people are travelling, the type of work they would be undertaking and the people who might be involved.
2. This initial assessment should be undertaken by the PI leading the proposal, and agreed with the Fundraising and Development Office, using the guidelines that will be developed for assessing travel and activity risks. This may include an insurance risk matrix. The travel involved in the project will be classified as low, medium or high risk. This assessment needs to be done at the earliest stage, before a great deal of work has been done on the proposal.
3. The Institute's Proposal Toolkit 2015 gives more advice on developing a risk assessment strategy for a proposal and some specific suggestions for assessing physical security risks, as follows:

#### ***'Physical security risks***

*Violence affecting partners and/or research sites is a risk which carries high impact and can be difficult to predict. This risk may be caused by ongoing conflict or fragility, re-emergence of active conflict, other political upheaval or natural environmental events beyond our control. The potential impact could be to halt the activities of a particular partner or research project. In the worst case this could result in the death of researchers. This could be at the national or local level in the countries where partners are based or where research is undertaken. Researchers and research participants may be in physical danger, or there may be additional risks that engagement in the research triggers rumour and disinformation, draws attention to them or to particular issues which put them at risk of harm. Women in conflict areas can be particularly vulnerable to violence. The steps to mitigate this risk include:*

- *Avoiding any situation that deliberately put researchers in harm's way and providing appropriate personal security based on partners existing protocols and resources. For example, Oxfam has a policy on armed guards, protective gear and security protocols.*
  - *Reviewing the risk assessment and ensuring an adequate mitigation strategy is in place, appropriate to the particular situation. In some cases, it is possible to realign research projects and produce interesting findings from an altered situation. If necessary, some work may have to be foreshortened or abandoned.*
  - *Special attention should be paid to the security of women (both participants and researchers) and girls and appropriate measures put in place to ensure their safety.*
  - *Partners can play an important role in early signalling of hazards in the countries where they work. If they have extensive outreach within each of the countries they operate in, there should be regular operational monitoring mechanisms in place (e.g. weekly and monthly reporting). Early detection of potential problems may provide valuable time to take remedial action(s).'*
4. Initial proposal ideas where travel is judged to be high risk will be referred to the relevant Director, usually the Director of Research, who may agree that the proposal be developed; decide to take advice from a wider group within IDS or from external consultants; or may decide that the

proposal is too high risk for IDS to safely proceed. In the case of a high travel risk assessment, IDS may decline to bid for work.

5. The risk assessment and risk management may be strengthened by the use of an external security consultant. When a project is assessed as of particularly high travel risk, IDS will usually ask for external risk assessment and advice in order to ensure that risk is minimized and to improve the quality of the risk management included in the proposal.
6. Larger proposals (over a specified financial threshold) will be subject to a PRG. In these cases the PRG agenda will include a review of the section on project risks, including reviewing the travel risks, prior to the proposal being sent to the funder. In the case of smaller proposals the Fundraising and Development Office and the PI or equivalent will together agree the adequacy of the risk analysis undertaken and included within the proposal. If necessary, the Director of Research or lead Director will be asked for his/her views on the assessment and mitigation for smaller projects.
7. If IDS decides it should proceed with the development of a proposal involving high risk travel or activities, additional costs may need to be incorporated into the budget. These costs may be for specific additional insurance, training, security advice, equipment, accommodation, in-country transport or any other costs that might be incurred to mitigate risks. Typical Indicative costs for these will be made available on the intranet to help in the budget process

## Appendix C

### Trip risk assessment: the TNF and PRA; and the SRA

1. In addition to assessing project travel risks each trip also requires a risk assessment. This will be aided by good risk assessment at the proposal stage as this enables greater preparation and pre-planning and will provide the basis for the trip risk assessment. Nonetheless, ample time must be built in to project management to allow for risk assessment, any training required and contractual procedures where relevant, in advance of each trip. In practice this means at least a month before travel, and more if special training is required.
2. It is essential that individuals and their journeys are identified and their risk assessments completed and insurance confirmed before any travel or activity is undertaken.
3. Travel outside the UK by IDS staff members must be informed by completing the Travel Notification Form (TNF) and the Primary Risk Assessment (PRA). These forms are available on the intranet. This will identify if the destination is defined as low or higher risk. If this section of the TNF is not completed then the employee will not be permitted to travel. The Primary Risk Assessment should initially be based on the advice provided by the Foreign and Commonwealth Office (FCO), [www.fco.gov.uk](http://www.fco.gov.uk), supported by advice from our insurance partner at [www.red24.com](http://www.red24.com), and the Economist Intelligence Unit at [www.eiu.com](http://www.eiu.com). The FCO advice is a starting-point for an identification of travel deemed low or higher risk but is not definitive for all locations or all travelers. These web-based sources of information may be supplemented by more granular information from partners or other organisations.
4. Whilst local knowledge is very valuable, IDS cannot rely on this as an adequate basis for risk assessment or mitigation. It must consider independently whether carrying out the work will expose local contractors to particular risks, and if so, what steps will be taken to minimise these.

### Low Risk Travel – the Primary Risk Assessment

5. If the FCO does not give any specific advice against travelling to a country or part of the country to which an employee or volunteer is travelling and there is no information to the contrary, then these areas are considered to be 'low risk' and the PRA needs to be completed, but no further action need be taken. The TNF should be submitted directly to the Travel Insurance Coordinator at least one week prior to travel.
6. Whenever IDS is arranging or paying for travel the appropriate travel documentation (copies of passport, visas, tickets etc) should be attached to the TNF for every trip. This is to ensure that all relevant documentation is stored centrally and is therefore readily accessible in case of emergency.

### Higher Risk Travel – the Secondary Risk Assessment

7. If the FCO advises against all or all but essential travel to the country or the part of the country to which the employee or third party or if other advice identifies higher levels of risk, then this travel will be considered to be 'higher risk' and further assessment is required using the Secondary Risk Assessment. In cases of higher risk travel/activities, permission to travel is required before the trip can be undertaken. This will be determined on the basis of the completed SRA. Permission must be given by the Director of Research or other relevant Director. In such cases, the relevant Director and the Travel Insurance Coordinator should be informed of higher risk travel arrangements and given the appropriate risk assessments at least three weeks prior to the intended travel.

8. In addition to completing the SRA, the traveler should provide the reasons for travel and any other supporting information that may be required to support the SRA. If a funder or third party has a safety and emergency system and arrangements in place on which the traveler will be relying, these arrangements should form a part of the detailed secondary risk assessment.
9. Whatever the destination, if the traveler has concerns regarding travel and would like to have further support, s/he should discuss these concerns with the Director of Research or other Director and together decide whether the procedures for 'higher risk' travel should be followed. Examples of this may be working in remote areas where there is no communication network; or working in an area of high crime; working as a sole traveler; working as a woman traveler in specific contexts.
10. For destinations that may be considered 'higher risk' the Director of Research, or other Director, with the traveler, will be responsible for reviewing the risk assessment and travel arrangements and making an assessment of the risks and proposed measures. External security experts may also be asked to review the risk assessments and may make recommendations on further safety measures and procedures. Further information should also be considered if appropriate, including information from other travelers, relevant partner organisations, human resources or external security experts. This review should be recorded on the Secondary Risk Assessment Form.
11. Where security concerns suggest expenditure beyond the level budgeted for, the budget holder should be asked to make an extra provision (including seeking additional funding where necessary).
12. If the destination is rated as 'higher risk', IDS will not support requests for a member of staff's family to travel with him/her.
13. The decision of IDS as to whether or not to permit any individual trip will be based on weighing the balance between the security situation in the destination, the precautions to be taken and the inherent value of the trip.
14. Substantial travel plan changes during a trip should be notified to IDS and, in higher risk destinations, discussed with the Director of Research (or their nominated delegate) Where a situation occurs whilst an employee is already travelling/working overseas the Director, on the advice of the Director of Research may request that the individual return to the UK immediately.

Members of staff are encouraged to have regard to the following guidelines on travel-related recovery time and well-being:

- those travelling on work-related business who work and travel over a weekend may take time off in lieu for the Saturday and/or Sunday worked either in the following week or immediately after arriving back in the UK. This presumes that the absence was required for work purposes rather than requested by the individual in order to spend time off at the location being visited.
- time off in lieu must be taken within three weeks of return from a trip, and agreed the dates with their line manager, preferably before leaving on a journey.
- members of staff are not expected to begin work the morning or afternoon of arrival in an overseas destination after an overnight flight. Ideally flights should be booked to allow them to start work after having fully rested.
- members of staff are not expected to come into the office or work from home on the day that they return after an overnight flight on work-related travel. The day of return on an overnight flight does not constitute time off in lieu for working over a weekend.
- members of staff are encouraged to take recovery time off after a long-haul flight to ensure they can work effectively and their health is not adversely affected
- those members of staff who fly long-haul frequently and over a sustained period should take advice about physical activity and diet in order to help manage the possible impact on their wellbeing