



University of
St Andrews

Travel and fieldwork policy

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Purpose	Establishes a travel and fieldwork risk assessment process that applies to staff and students representing the University who engage in travel and/or fieldwork.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	First version approved by University Senate	Approved	Jennifer Norris, Administrative Officer, Proctor's Office	24 December 2021

University of St Andrews

Travel and Fieldwork Policy

In the context of the COVID-19 pandemic, the following policy should be read in consultation with current University [guidance](#) on essential travel, fieldwork activities etc.

1. Principles

- 1.1. Under the [Health and Safety at Work Regulations \(1999\)](#), the University will comply with all statutory requirements for travel and fieldwork activities.
- 1.2. This policy establishes a travel and fieldwork risk assessment process that applies uniformly to staff (including flexible workers) and students representing the University who engage in travel and/or fieldwork whether in the United Kingdom or abroad.
- 1.3. This policy extends, but is not limited, to travel for research, conferences, class trips and field research.
- 1.4. This policy does not apply to normal commuting or personal travel.
- 1.5. This policy will complement the overarching commitments set out in the [University's Health and Safety Policy](#).

2. Roles and Responsibilities

- 2.1. Accountability for how travel and fieldwork activities are governed is at the discretion of the Office of the Principal.
- 2.2. The Head of School or Unit is responsible for ensuring that the policy on travel and fieldwork is implemented, and that staff and students have access to relevant advice and supervision as required.
- 2.3. The Global Office is responsible for the management of central travel support, the maintenance of the online travel and fieldwork tool, and incident management.
- 2.4. The Environmental, Health and Safety Services is responsible for the risk assessment process, and the administration and implementation of the [University's Health and Safety Policy](#).
- 2.5. The Planning Office is responsible for all University travel insurance and advice.

Study Abroad and Collaborative Programmes

- 2.6. Appropriate risk assessment and due diligence processes will be undertaken by the School and the Global Office as part of the approval of any new Study Abroad or Collaborative programmes. All programmes are reviewed regularly.
- 2.7. Students who participate in approved Work Placement programmes (including individual PGT dissertation placements) should comply with the risk management requirements set out in the [Work Placements Policy](#).
- 2.8. Undergraduate and postgraduate students on clinical placements with the School of Medicine are not required to submit a travel and fieldwork risk assessment application and must comply with the criteria detailed in the [Student Placement Safety Policy](#).

3. Criteria

- 3.1. Staff and students (including those on approved Study Abroad or Collaborative programmes) must register all University travel when this involves air travel and/or overnight accommodation and complete a travel risk assessment if appropriate to their trip.
- 3.2. Staff and students undertaking fieldwork activities must complete a risk assessment for approval by the relevant School and/or EHSS.

4. Application Process

- 4.1. The application process is managed electronically through an online form which collects travel itinerary information and guides the user through any necessary risk assessment steps. The form manages both travel registration and any travel associated risk assessment as well as fieldwork risk assessment.

Travel Registration including deadlines for submission

- 4.2. Staff and students must register all University travel via the [online application](#) and complete a travel risk assessment if appropriate to their trip
- 4.3. Staff and students must complete the travel registration before the date of departure.

Fieldwork including deadlines for submission

- 4.4. All students must complete a risk assessment for fieldwork activities via the [online application](#). Students must submit the application no later than four weeks before the intended date of departure. All applications must be supported by the student's supervisor(s) or relevant staff member.

- 4.5. Staff must complete a risk assessment for fieldwork activities via the [online application](#). It is expected that staff will submit a risk assessment application no later than two weeks before the intended date of departure.

Approvals Process

- 4.6. All applications will be considered but are not guaranteed approval.
- 4.7. All risk assessment applications must be approved by the Head of School or Unit (or a delegate).
- 4.8. In addition, for high-risk activities, all risk assessment applications must be approved by the Director of EHSS (or a delegate). At the discretion of the Director of EHSS it may also be necessary to seek Principal's Office approval.

Late Applications

- 4.9. Exceptionally, a fieldwork risk assessment application may be submitted for approval beyond the application deadlines noted above.
- 4.10. The following refers to the types of circumstances that are likely to be acceptable beyond the application deadline:
- a) Rapid responses to emergencies with an urgent research need
 - b) Access to favourable research conditions (e.g. weather conditions)
 - c) Collaborative research opportunities or visits to industry-related locations
 - d) Requirements by funding bodies with a limited timeframe

The circumstances detailed above are not exhaustive and should be used as guidance only.

- 4.11. A fieldwork risk assessment application submitted beyond the application deadline will be considered only with the approval of the Head of School or Unit.

5. Pre-departure

- 5.1. Applicants should consult the [University Travel Hub](#) prior to submitting an online application for the latest guidance on travel and fieldwork at home and abroad.
- 5.2. The supervisor or relevant staff member must ensure that adequate preparations have been made prior to the applicant's departure.

This may include information about emergency contacts at home and abroad, dates and locations, details of host(s), etc (See the [University Travel Hub](#) for further information).

6. Post-departure

Undergraduate and Postgraduate (Taught/Research) Students

- 6.1. Students are expected to report circumstances that may affect their ability to engage with the travel or fieldwork activity to their supervisor or manager.
- 6.2. In circumstances where the level of risk develops while a student is on site, the fieldwork risk assessment must be updated with the student's supervisor (See the [University Travel Hub](#) for further information).
- 6.3. Students are expected to check in regularly with their supervisor while travelling or engaged on fieldwork activity.

Staff

- 6.4. Staff are expected to report circumstances that may affect their ability to engage with the travel or fieldwork activity to their supervisor or manager.

7. Field Trips

- 7.1. For organised class trips or field-based studies, it is the responsibility of the trip organiser (or relevant member of staff) to submit the travel or fieldwork risk assessment application for all participants (See the [University Travel Hub](#) for further information).

8. Further Particulars

- 8.1. Undergraduate and postgraduate (taught) students who submit a travel or fieldwork risk assessment application for a period of more than 10 consecutive days must complete a [Change of Location Application](#).
- 8.2. Postgraduate (research) students who submit a travel or fieldwork application for a period of more than 28 days must complete a [Change of Location Application](#).
- 8.3. Staff working for a significant period outside of the United Kingdom should regularly check University [guidance](#) on working overseas and consult with Human Resources as required.

Relationship to other policies and processes

- 8.4. Applicants' fieldwork may require other approvals to be obtained before commencing, including ethical approval. The processes for obtaining other approvals are separate to and independent of this process.
- 8.5. Furthermore, obtaining one type of approval does not guarantee that any other type of approval will be obtained, nor does it act as a substitute for obtaining any other approvals.

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