

Do I need to report accidents or illness?

Yes. If you have an accident on the premises of another institution, you will normally be expected to report it via their own reporting system. You should ensure that it is also reported to the College system via *Salus* online reporting:

<http://www3.imperial.ac.uk/safety>. You should also report any illness that is serious enough to require medical attention.

For more detailed guidance and the College Policy on Off Site Working visit:

<http://www3.imperial.ac.uk/safety/guidanceandadvice/offsiteworking1>

Imperial College Safety Department
<http://www3.imperial.ac.uk/safety>

Occupational Health Service
<http://www3.imperial.ac.uk/occhealth>

Imperial College
London

Off Site Working

CONFERENCES



Questions & Answers

Attending a Conference

.....within the UK

Do I need health clearance?

No – not unless you envisage engaging in any additional fieldwork work activities during your visit that present a high risk in the event of sudden illness or incapacity (climbing, abseiling, caving, diving etc.).

Do I need to obtain insurance cover?

The College has Employer's and Public Liability Insurance. This policy indemnifies the College in the event that it is held legally liable for personal injury or property damage caused to staff or third parties. The host institution should also have Employer's Liability Insurance (or equivalent) to apply in the event that the host institution is held liable.

The College motor insurance policy covers cars hired from commercial car hire companies within the UK for College business purposes (up to 14 days) but does not cover private vehicles owned by staff or students. If you are using your own vehicle for College business, you must ensure that your own motor insurance policy specifically covers you for this. The Expenses Policy mileage allowance includes provision for additional insurance costs. The Expenses Policy is available at: <http://www3.imperial.ac.uk/finance/informationandservices1/financialinformationnotes>

Personal effects such as mobile phones, wallets etc. are not covered by College insurance policies and there is a £10,000 excess on College owned equipment or personal equipment sanctioned for use on College business (there would therefore be no grounds to claim for a lost or stolen laptop for example). Losses of less than £10,000 will be expected to be covered by the relevant department or Faculty.

What specific travel advice do I need?

None in particular for travelling to conferences in the UK.

Do I need a documented risk assessment for the work activity?

No - not unless you envisage any additional work activities during your visit that are potentially hazardous e.g. fieldwork, in which case, risks should be assessed, controls put in place and the procedures documented.

Do I need to leave emergency contact information?

You should leave details of how you can be contacted and your expected date of return with your department. This is a sensible precaution that extends beyond health and safety implications.

Do I need to report accidents or illness?

Yes. If you have an accident on the premises of another institution, you will normally be expected to report it via their own reporting system. You should ensure that your department is made aware and receives a copy. A further copy should subsequently be forwarded to the College Safety Department. You should also report any illness that is serious enough to require medical attention.

.....outside the UK

Do I need health clearance?

Only if your conference is in a tropical country, or you plan to be abroad for more than three months, or you envisage engaging in any additional fieldwork work activities during your visit that present a high risk in the event of sudden illness or incapacity (climbing, abseiling, caving, diving etc.).

Do I need to obtain insurance cover?

College staff and students will be automatically covered by the College Travel Insurance Policy when travelling overseas for College business / research. From 1 August 2014 individual trips must be registered with the College Insurance Office: <http://www3.imperial.ac.uk/finance/sections/insurance/overseastravelinsurance/travelregistration>. A copy of the current insurance certificate bearing the policy number should be printed off and taken on the trip along with details of the insurers emergency help line: <http://www3.imperial.ac.uk/finance/sections/insurance/overseastravelinsurance>

NOTE: You should familiarise yourself with the policy terms, conditions and exclusions. The College Travel Insurance may not cover you for travel to 'disturbed' areas (see below). In such cases, the College Insurance Manager should be consulted.

The College motor insurance policy does not cover hire vehicles outside the UK and separate arrangements will therefore need to be made.

What specific travel advice do I need?

Check the Foreign and Commonwealth Office website for the country or region that you are visiting. Keep track of the latest information right up to the day of travel – the situation can change quickly in some circumstances. If the FCO advise against travel and you still intend to engage in your visit, you will need to justify this and gain written approval from your Head of Department. Ensure that you take all necessary documents e.g. passport, visas, driving license, European health card (if travelling to European destinations). See: <http://www.nhs.uk/NHSEngland/Healthcareabroad/Pages/About.aspx>

Do I need a documented risk assessment for the work activity?

No - not unless you envisage any additional work activities or organised sightseeing trips during your visit that are potentially hazardous e.g. fieldwork, in which case, risks should be assessed, controls put in place and the procedures documented.

Do I need to leave emergency contact information?

You should leave details of how you can be contacted and your expected date of return with your department. This is a sensible precaution that extends beyond health and safety implications. If your destination is a country or region that the FCO or College insurers advise against visiting, you will need a formal Off Site Work Emergency Response Procedure (OWERP). You will also need formal approval from your Head of Department and anyone else that might be identified in your local Faculty procedures.