

the country concerned. It is reasonable to expect that western European countries, USA, Canada, Australia and New Zealand will have similar standards to the UK. However, in other countries standards may fall far below what we are familiar with. However, as with hosted research within the UK, there is some onus on Imperial to verify that the health, safety and welfare of College staff will not be compromised whilst working on another employers premises. Checks should be made to gain assurance that College staff will receive appropriate induction, that risk assessments exist for the work in question, whether there are any specific health clearance requirements and what documentation needs to be exchanged. For postings outside the UK, it is feasible that language barriers may be encountered. It should be determined whether those visiting have an understanding of the local language and if not, how effective communication will be achieved. It may be necessary to appoint a 'buddy' or translator.

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.

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 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
London**

Off Site Working
***HOSTED
WORK***



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

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

Questions & Answers

Conducting research or other work with- in an NHS Trust, another university or commercial organisation

.....within the UK

Do I need health clearance?

If you will be working with patients, then you will need health clearance, either by the host institution's health service or by obtaining a 'research passport' from the College OH Service. Your host institution should advise on what is required. If you will be working with human blood or tissue specimens, you should be vaccinated against Hepatitis B before you go. If you will be working with laboratory animals, you may need to enrol for health surveillance with the College Occupational Health Service before leaving.

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.

Equipment belonging to the College is insured even if temporarily removed from College premises to elsewhere in the UK, though it should be noted that there is a £10,000 excess and the upper limit of cover is £100,000

What specific travel advice do I need?

None in particular for working within the UK.

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

UK institutions and organisations are subject to the same health and safety legislation as Imperial. It is therefore reasonable to expect that they will have a Health and Safety Policy and the systems in place to deliver its aims. However, there is some onus on Imperial to verify that the health, safety and welfare of College staff will not be compromised whilst working on another employers premises. Checks should

be made to gain assurance that College staff will receive appropriate induction, that risk assessments exist for the work in question, whether there are any specific health clearance requirements and what documentation needs to be exchanged. This should not be a difficult exercise. General safety information is often accessible on the institutions website and electronic copies of induction procedures, risk assessments etc. should be obtainable via the normal communication channels. If you intend to transport hazardous or restricted materials either to or from the hosts premises these issues will also need to be addressed.

Do I need to leave emergency contact information?

Your department/manager/supervisor should have a means of contacting you during the duration of your work.

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?

You will need health clearance if:

- Your hosted research involves travel to a tropical country or...
- You will be engaged in fieldwork activities while you are away that present a high risk in the event of sudden illness or incapacity (climbing, abseiling, caving, diving etc.).
- Your host institution requires a certificate of fitness or evidence of completed immunisation schedules.

Do I need to obtain insurance cover?

College staff and students will be automatically cov-

ered 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) or to certain off-shore facilities such as oil platforms. 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.

If any College equipment between the value of £10,000 and £100,000 is to be taken outside the UK, then the College Insurance Manager should be consulted.

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>. For advice on vaccinations and malaria prophylaxis check www.fitfortravel.nhs.uk. If vaccinations or prophylaxis are recommended, arrange an appointment with the College Occupational Health Service

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

Health and safety standards will vary depending on