



## UTC Cambridge Name of policy Overseas Working

Lead member of SLT: HRM/Business Manager (Elizabeth Andrews)  
Designated Governor: Finance and Audit Committee Chair (Scott Haldan)

### Legislation and reference:

### Associated documentation

#### UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

#### UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

#### UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.  
By respecting one another we enhance our experience and benefit from different perspectives.  
We take individual responsibility, ensuring team delivery.  
By respecting our environment, our world, we make a difference.  
We celebrate positive contribution and aspire to excellence.  
We are morally and ethically responsible in scientific and environmental innovation.

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## 1. Aims and Objective of the Procedure

- 1.1. UTC Cambridge (hereafter UTCC) recognises that there maybe opportunities for staff or students to work overseas. This policy outlines the steps needed for safe management of these activities.

## 2. Scope of the Procedure

- 2.1. This policy applies to work carried out by staff (working alone or with colleagues), by students and staff (as part of a course of study or by students (on work placement)).

### 3. General Principles

- 3.1. All travel and work carried out overseas must be approved in writing in the first place by the Principal. This can be done by completing the working overseas application form.
- 3.2. This approval must include the proposal of the work to be carried out including:
  - the locations of the work
  - a list of the persons travelling
  - considerations to how any work is to be covered during the absence
  - a draft itinerary
  - the financial arrangements
  - a risk assessment
- 3.3. Requesting approval does not mean that approval is confirmed.
- 3.4. No arrangements or reservations should be made until written approval has been given by the Principal

### 4. Risks Involved in Overseas Work

- 4.1. Most of this work is no more risky than the equivalent activity in the United Kingdom and takes place in countries that are considered safe for travellers.
- 4.2. However there are still risks that can arise:
  - Work related
  - Health related
  - Related to Personal Security
- 4.3. A full risk assessment should be prepared however this should not be too onerous. In many cases the work itself is not hazardous therefore the risk assessment should concentrate on the travel arrangements and the surroundings of the location of work.

### 5. Foreign Office Travel Advice

- 5.1. The foreign office website ([www.fco.gov.uk/travel](http://www.fco.gov.uk/travel)) carries up to date travel advice for most countries. It should be based as a basis for informing all those travelling on the risks that they may face.
- 5.2. Although the advice pertains to the safety of British travellers, it is relevant to other nationalities as British Insurance Companies use it to determine the extent or validity of insurance cover.
- 5.3. The foreign office may advise against all travel, or against all but essential travel, to a country or parts of a country. In this instance all travel will be denied.

### 6. Insurance

- 6.1. Staff and students travelling on UTCC business need to provide adequate travel insurance that meets the requirements.
- 6.2. It is the responsibility of all persons travelling to make sure that pre-existing medical conditions are declared to the Insurance provider.

### 7. Entry and Visa Requirements

- 7.1. It is the responsibility of all persons travelling to make sure that all entry and visa requirements are met for the countries they are planning to visit.

## **8. Health Matters**

- 8.1. Travel to most countries in the world involves some recommended immunisations and therefore advice should be sought from your own Doctor or a travel clinic as to what is required.
- 8.2. Failure to meet these requirements may mean that your travel insurance is invalidated.

## **9. Travel Arrangements**

- 9.1. Once the working overseas has been approved, then before any reservations are made for travel or hotel, the staff member in charge must speak with Finance as to the best way to pay for the arrangements and any financial implications.