

WITHAM AND HUMBER DRAINAGE BOARDS

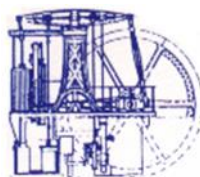
Four independent statutory Land Drainage and Flood Risk Management Authorities working in partnership.



Witham First District IDB



Upper Witham IDB



Witham Third District



North East Lindsey

www.witham3idb.gov.uk

Overseas travel policy and procedure

Background	Witham and Humber Drainage Boards recognise a continuing responsibility for the safety and welfare of employees travelling overseas on work related business. It has developed this policy and procedure as being reasonable steps to reduce health and safety risks associated with overseas travel.
Statement	The Boards' are committed to fulfilling the duty it owes to its employees to protect, so far as is reasonably practicable, the health, safety and security of employees while travelling overseas as part of their job. In order to fulfil these obligations, the Board will comply with the general duties of care set out in the Health and Safety at Work Act 1974.
Responsibilities	Chief Executive for Implementing the scheme and ensuring that employees have necessary information. HR Lead and Line Managers to ensure that employees have the necessary information and that relevant forms are completed. HR Lead and Senior management team to review and revision of the policy
Training	HR Lead to offer support, guidance and training in the most appropriate approach
Equality and Diversity	This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer, pregnancy or maternity, social status or trade union membership.
Association of Drainage Authorities (ADA)	Local Policy in Line with Lincolnshire Branch Wages and Salaries and Conditions of Service 2019
Dissemination	Board Website
Version	V2
Approval Date	July 2020
Review Date	3 yearly or as and when policy guidance changes

1.0 Introduction

- 1.1 The Board recognises a responsibility for the safety and welfare of employees who may on a rare occasion be required to travel overseas on work related business. It has developed this policy and procedure as being reasonable steps to reduce health and safety risks associated with overseas travel.

2.0 Statement of intent

- 2.1 The Board is committed to fulfilling the duty it owes to its employees to protect, so far as is reasonably practicable, the health, safety and security of employees while travelling overseas as part of their job.
- 2.2 In order to fulfil these obligations, the Board will comply with the general duties of care set out in the Health and Safety at Work Act 1974.

3.0 Employer responsibilities

- 3.1 The Board will:

- ensure that all overseas travel and its associated work activity is covered by a suitable and sufficient risk assessment
- introduce appropriate measures to reduce the risk of injury or health impairment to the lowest reasonably practicable level
- ensure the Board has adequate insurance in place to cover incidents involving the employee while on business overseas
- ensure that employees have comprehensive travel insurance that includes emergency medical repatriation
- ensure that the employee is aware of what to do in an emergency whilst working in the destination country
- ensure that suitable methods of communication between the Board and the employee are established and that employees are aware of how to use equipment provided
- undertake a debrief with employees on their return.

- 3.2 No employee will be required to undertake work in a country where exposure to personal risk is high.

4.0 Employee responsibilities

- 4.1 Employees travelling overseas on business should:

- ensure that all necessary vaccinations have been undertaken and all personal medication is taken overseas with them
- take all reasonable care to ensure personal safety when overseas. If circumstances arise which could reasonably place the employee at risk, the employee should remove themselves from the situation
- keep with them, at all times, a photocopy and provide a copy to the Board of any visa and also the identification page of their passport
- ensure the emergency contact details section of their passport is completed in full and is up to date

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- ensure communication equipment provided by the Board is working before travel. If the employee's own equipment is to be used, the employee should check their mobile phone and chargers work overseas and take any relevant adaptors with them
- keep in regular contact with the Board at pre-arranged intervals
- ensure the Board has accurate details of their next of kin
- ensure they are aware in advance of how any travel in the destination country is to be undertaken
- not use any unlicensed form of transport
- ensure, as far as possible, that they do not travel alone after dark
- ensure any personal travel insurance is up to date.