

# SAFETY

## OFFSITE WORKING POLICY



### Equality and Diversity

This policy will be applied in a non-discriminatory way, in line with the London School of Hygiene and Tropical Medicine's Equality, Diversity and Inclusion policies.

### 1.0 Policy scope

- 1.1 This policy applies to any external teaching, study, research or placements carried out by London School of Hygiene and Tropical Medicine (LSHTM) staff or students on behalf of LSHTM in places or premises which are not their usual place of work. It includes fieldwork, visits to other academic and research institutions, attendance at scholarly conferences and research meetings, visits to laboratories and industrial plants in connection with LSHTM research projects or teaching duties, data collection activities and expeditions.
- 1.2 This Policy does not include purely private holidays or work independent of LSHTM. This policy also does not concern home working.

### 2.0 Policy Statement

- 2.1 This policy applies to all staff and students from LSHTM in London and the Medical Research Council Unit The Gambia at LSHTM (MRCG at LSHTM).
- 2.2 All offsite work must be organised so as to minimise the risks to the health and safety of staff and students.
- 2.3 All offsite workers must comply with the LSHTM's [Safeguarding and Security Screening Policy](#), and Code of Conduct for offsite workers (see section 4).
- 2.4 Risks must be assessed before travel and controlled, so far as is reasonably practicable, to the same standards as if the work was to be conducted within LSHTM premises.
- 2.5 Lone working whilst offsite must be avoided but if necessary, the risks carefully considered and adequate control measures implemented.
- 2.6 All offsite work involving travel to another country, or if involving an overnight stay even if not travelling to another country, must be registered on iTravel.
- 2.7 Consent for all offsite work must be obtained, via iTravel, from at least the following:
  - The traveller's line manager, supervisor or student Director;
  - The budget holder;
  - The insurance office.
- 2.8 Travel to a region or country to which the Foreign and Commonwealth Office (FCO) advise against all travel, or against all but essential travel, must be approved by the Head of Department, Dean of Faculty and LSHTM's Offsite Work Safety Adviser (having consulted with the High-Risk review committee), in addition to those listed in section 2.7 of this policy. [Note that proposals for MSc students to travel to these high or extreme risk regions are rarely approved.]

- 2.9 In certain circumstances, it will also be necessary to obtain consent for such activities from the Chief Operating Officer. When this is required will be determined by the Offsite Work Safety Advisor.
- 2.10 Applications for travel to high risk areas should be submitted at least one month in advance.
- 2.11 All work must comply with the regulatory requirements of the country in which it takes place.
- 2.12 Individuals involved in offsite working must be provided with appropriate information and training to mitigate the risks.
- 2.13 Line-managers or Course Directors must ensure that all travellers under their responsibility have been given specialist advice (for example through the HTD Travel Clinic, or Nomad) relating to all necessary vaccinations, prophylaxis and other health precautions to be taken (e.g. mosquito nets or repellents).
- 2.14 LSHTM will maintain appropriate insurance to cover institutional, medical and personal liabilities.
- 2.15 Staff and students returning to their home countries for offsite work on behalf of LSHTM are required to comply with LSHTM policies and procedures.

### 3.0 Responsibilities and Functions

#### 3.1 The **Head of Department and Dean of Faculty** must:

- 3.1.1 Ensure compliance with this Offsite Working Policy.
- 3.1.2 Consider the risks and benefits, and approve where able, offsite work that involves work in a country or geographical area to which the FCO advise against all, or all but, essential travel.

#### 3.2 The **Line-Manager / Principal Investigator / Course Organiser** must ensure that:

- 3.2.1 A suitable and sufficient risk assessment has been completed and documented and that control measures are defined and in place before work commences.
- 3.2.2 The offsite work is carried out in full compliance with local regulatory or ethical requirements.
- 3.2.3 Emergency response plans are in place and issued to the offsite worker or team.
- 3.2.4 The Person in Charge of the offsite work project is appropriately competent to manage the health and safety risks of the project.
- 3.2.5 All involved are provided with appropriate information and training and, where necessary, their competency assessed before commencing work.
- 3.2.6 All offsite work involving travel to another country, or if involving an overnight stay even if not travelling to another country, is registered on iTravel.
- 3.2.7 All travellers are appropriately vaccinated and equipped with medication or other health controls, such as insect repellent or nets.
- 3.2.8 Ensure that all personnel are aware of and comply with the Code of Conduct for Offsite workers (see section 4).
- 3.2.9 All accidents and incidents, including near-misses, are reported on the LSHTM [incident report form](#) on ServiceDesk.

- 3.2.10 Applications for fieldwork in countries or regions to which the FCO advise against all travel, or against all but essential travel, are supplemented with additional documentation including a letter of support from the collaborating organisation, their operating protocols and emergency plans.
- 3.2.11 Applications requiring approval by the Head of Department and Dean of Faculty (i.e. to countries or regions to which the FCO advise against all or all but essential travel) are brought to their attention.

### **3.3 Offsite workers must:**

- 3.3.1 Comply with all instructions and procedures issued by the line-manager, Principal Investigator or Course Organiser.
- 3.3.2 Ensure their travel is registered on iTravel if it falls within the criteria described in policy statement section 3.2.6 above.
- 3.3.3 Undertake all necessary training as specified by LSHTM.
- 3.3.4 Seek medical advice as directed or when necessary.
- 3.3.5 Advise the line-manager / Principal Investigator / course organiser of personal circumstances or restrictions that might restrict their fitness or put them at increased risk of harm.
- 3.3.6 Report accidents and dangerous occurrences to the PIC / Principal Investigator / course organiser.
- 3.3.7 Ensure that they comply with any health advice, including the taking of medication relating to the work activity or the use of insect repellents and protective nets.
- 3.3.8 Comply with the Code of Conduct (see section 4 below) and not engage in activities or behaviour that might jeopardise their personal health and safety or that of others or the reputation of LSHTM.

### **3.4 The Finance Department shall:**

- 3.4.1 Provide travel insurance in order to cover staff and students engaged in LSHTM offsite activities.
- 3.4.2 Provide advice and guidance on matters of insurance.

### **3.5 The Health & Safety Department shall:**

- 3.5.1 Provide specialist advice and guidance on risk assessments.
- 3.5.2 Define necessary competencies.
- 3.5.3 Arrange training in the management and control of health and safety risks for offsite work.
- 3.5.4 Provide pre-travel briefings, where required.
- 3.5.5 Provide post-travel checks, when required.

## **4.0 Code of Conduct for Offsite workers**

- 4.1 Staff or students working offsite are considered to be representatives of LSHTM for the duration of the trip, including during leisure or 'off-duty' periods. Their actions throughout this time will represent not only their own personal values but also those of LSHTM. Anyone that they meet or interact with will judge the organisation by how they conduct themselves.

- 4.2** This Code of Conduct defines the expected standards of behaviour that all LSHTM staff and students should conform to during any off site trip.
- 4.3** The group leader of the offsite team and their appointed deputies are responsible for discipline during the offsite work. They should lead by example and provide all instruction necessary to ensure compliance with this Code of Conduct.
- 4.4** All **staff and students** must:
- 4.4.1 Comply with reasonable instructions of their line manager or supervisor.
  - 4.4.2 If visiting another organisation, comply with the rules of that organisation.
  - 4.4.3 If travelling abroad comply with all laws of the country visited.
  - 4.4.4 Comply with the health and safety arrangements for the work.
  - 4.4.5 Not behave in a manner which could damage the reputation of LSHTM during work and/or leisure time.
  - 4.4.6 Respect the social and cultural beliefs of their hosts. This includes modesty in their dress if required by local customs or religious observance.
  - 4.4.7 If drinking alcohol, do so responsibly and within the boundaries of local laws and customs.
  - 4.4.8 Keep the group leader, or delegate, informed of whereabouts and intended time of return, if going out independently, including during off-duty periods.

## **Accessibility**

If you require any document in an alternative format, for example, in larger print, please contact Human Resources.

## **Related Documents and Forms**

- [LSHTM Safeguarding and Security Screening Policy](#)
- [Incident Report Form](#)

March 2019

Responsible Officer: Head of Health & Safety

For review: July 2019