

TRAVEL RISK AND SECURITY POLICY

1. PURPOSE AND OVERVIEW

- 1.1. This Travel Risk and Security Policy (“Policy”) provides the formal framework for Imperial College London (the “University”) to manage safe, secure, and sustainable University-authorised travel.
- 1.2. The purpose of this Policy is to reduce the risk of injury, harm, or other adverse impacts to Imperial staff and students who are travelling on University-authorised trips in the UK or overseas, as well as third party travellers whose travel arrangements have been authorised and/or made by the University (together referred to in the Policy as “Imperial Travellers/Travellers”).

2. SCOPE

- 2.1. The University recognises its duty of care to staff and students undertaking travel (including extended periods of travel) for University-authorised business or activities, including but not limited to study-abroad programmes, fieldwork, research, Imperial-approved teaching (in line with the International Mobility Team’s requirements), conferences, secondments, and professional engagements. This duty also extends to certain third parties supporting University business where a contractual obligation exists. Accordingly, this Policy applies to all Imperial Travellers.
- 2.2. Personal days (or ‘Incidental Days’) taken immediately before, during, or after authorised travel are not governed by this Policy; generally, the University does not owe a duty of care in relation to personal travel. Such Incidental Days are addressed separately under the University’s travel insurance provisions.¹ Personal travel must not materially increase the travel-related risk borne by the University.
- 2.3. For the avoidance of doubt, this Policy applies only to travel related activity (i.e. when a person is required to travel within or outside the UK for any period of time – including a secondment – on University-authorised activities). It does not authorise international working, determine employment status, or supersede immigration, tax, or social security requirements that may apply to an individual’s presence or work in another jurisdiction. The International Mobility Team can advise further on these elements and requirements to obtain approval for travel.

3. RESPONSIBILITIES

3.1. Imperial Travellers

- 3.1.1. Imperial Travellers are responsible for complying with this Policy and with all related procedures governing the planning, approval, and conduct of University-authorised travel. Imperial Travellers must complete all required travel risk assessments and ensure these are submitted and approved in accordance with departmental and University processes.

¹ Please refer to the Incidental Days section of the Insurance Policy

- 3.1.2. Imperial Travellers must register their trip with the University's travel insurance provider and comply with all insurer requirements, including maintaining access to the insurer's emergency assistance services (for example, through the insurer's dedicated app). Imperial Travellers are also required to follow all risk control measures identified within the approved risk assessment and to remain alert to situational risks throughout their journey.
- 3.1.3. Imperial Travellers must ensure that they are medically fit to travel. In circumstances where the nature of the activity, destination, or personal health considerations warrant it, Travellers should seek and follow professional advice from Occupational Health. This includes taking account of any medical, environmental, or logistical factors that may affect their ability to undertake the planned activities safely.
- 3.1.4. Imperial Travellers are responsible for promptly communicating any significant changes to itinerary, destination risk profile, or planned activities to their line manager or approving authority. Any such changes must be documented and, where required, may need to be reassessed or reapproved to ensure continued alignment with this Policy.

3.2. Managers and Approving Authorities

- 3.2.1. It is important that the correct authorisations to travel are obtained in advance; e.g. whilst a line manager might be authorised to approve certain types of business travel for staff they cannot authorise Overseas Working, which would need to be referred to the International Mobility Team: please check that correct authorisations are in place. Managers and other approving authorities are responsible for ensuring that University-authorized travel undertaken by members of their teams is necessary, proportionate, and appropriately planned. They must review and approve travel risk assessments at the correct level, ensuring that the risks associated with the destination and proposed activities have been properly identified and mitigated.
- 3.2.2. Approving authorities must consider the Imperial Traveller's skills, experience, preparedness, and any relevant health considerations when evaluating the suitability of the travel proposal. Where higher risk destinations or activities are involved, managers must ensure that Travellers receive appropriate briefings, training, or security information prior to departure. Information on higher-risk destinations may be found through the Insurance Team ([Country Guidance](#)) and Safety Team ([Extreme Environments](#)).
- 3.2.3. Managers must monitor the status of approved travel, remain alert to emerging risks, and escalate travel proposals to the Chair of the Travel Risk & Security Group where the assessed level of risk warrants institutional review or intervention; please send requests for assistance to the Regulatory Compliance Manager c/o travelrisk@imperial.ac.uk
- 3.2.4. Where appropriate, specialist training on situational awareness and travel to hostile or semi-permissive environments can be organised through the University's Legal & Regulatory Affairs team. Please contact the Regulatory Compliance Manager c/o travelrisk@imperial.ac.uk for further information.

Travel Risk & Security Group

- 3.2.5. The Travel Risk & Security Group is responsible for maintaining, reviewing, and updating this Policy to ensure it remains current, effective, and aligned with the University's risk-management framework.
- 3.2.6. The Travel Risk & Security Group monitors global and regional travel-related risks, provides specialist advice on higher-risk travel proposals, and identifies appropriate risk-control measures to support safe and responsible travel, and advises the University Management Board (through UMB's Risk & Compliance Committee) on strategic travel risk issues and elevates matters requiring institutional oversight or decisions, particularly where risks cannot be mitigated to an acceptable level at departmental level.

4. RISK MITIGATION & COMPLIANCE

4.1. Travel Risk

- 4.1.1. The University recognises that some authorised travel carries inherently higher levels of risk. The University will prohibit travel where the assessed risk to the Traveller or the University cannot be mitigated to an acceptable level.
- 4.1.2. Imperial Travellers must remain alert to personal, environmental, operational, cyber, and reputational risks that may arise during travel and must follow all relevant University policies, procedures, and behavioural standards.
- 4.1.3. Where required, specialist travel briefings, security advice, or situational awareness training will be arranged; please contact the Regulatory Compliance Manager to discuss requirements c/o travelrisk@imperial.ac.uk

4.2. Safeguarding

- 4.2.1. Imperial Travellers must comply with the University's Safeguarding Policy and remain alert to any safeguarding concerns while undertaking international or domestic travel.
- 4.2.2. Staff working directly with children and/or vulnerable adults must complete the required safeguarding training prior to travel.

4.3. Travel Insurance

- 4.3.1. Imperial Travellers are covered by the University's travel insurance to the extent set out in the University's Travel Insurance Policy. Travellers must ensure they have registered their travel and understand the support available. If taking Incidental Days Travellers should ensure they have appropriate personal travel insurance in place.

POLICY AND DOCUMENT CONTROL	
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Related internal policies, procedures, guidance:	Travel risk assessments
Division / Department / Function:	Division of the University Secretary
Policy owner:	Travel Risk & Security Group
Point of contact(s):	Regulatory Compliance Manager