



**Science and
Technology
Facilities Council**

TRAVEL ON COUNCIL BUSINESS

Safety Code No 8

Issue No 1.22, November 2019

Revisions

1	Initial Launch	July 2007
1.4	Minor text addition to section 4.5	September 2010
1.5	Use of mobile phones 4.1.10	April 2011
1.6	Changes to Appendix 2 (Sec 3)	October 2011
1.7	Minor edit to 4.1.8	January 2013
1.8	Amendments to audit checklist	May 2013
1.9	Added document retention policy	August 2014
1.10	Amendments to Job titles	February 2015
1.11	Minor amendments to Scope and section 4.1	March 2015
1.12	Minor change to Scope	April 2015
1.13	Addition of Personal Travel Safety training	June 2015
1.14	Minor changes to Appendices 1 & 2	June 2015
1.15	Minor changes to reference new information on the STFC staff intranet.	March 2017
1.16	Addition of new para 4.1.6	May 2017
1.17	Minor mod to para 4.1.8	January 2018
1.18	Minor change to para 4.1.2	August 2018
1.19	Minor changes to reflect the launch of SHE Assure	October 2018
1.20	Minor change to 4.1.10	January 2019
1.21	Changes to 4.1.1 & 4.1.4 plus some rationalisation of Section 4	April 2019
1.22	Minor change to 4.1.1	November 2019

Contents

1. PURPOSE	4
2. SCOPE	4
3. DEFINITIONS	5
4. RESPONSIBILITIES	5
4.1 Employees	5
4.2 Line managers	7
4.3 Directors	7
4.4 STFC Business Support Manager	7
4.5 Occupational Health, or HR staff support groups	7
APPENDIX 1. TEMPLATE TRAVEL RISK ASSESSMENTS	8
APPENDIX 2. HEALTH AND SAFETY GUIDELINES FOR STAFF VISITING HIGH ALTITUDE LOCATIONS	15
APPENDIX 3. TRAINING	17
APPENDIX 4. AUDIT CHECKLIST	18
APPENDIX 5. DOCUMENT RETENTION POLICY	19

Travel on Council business

1. PURPOSE

The nature of the work undertaken by the STFC necessitates that some employees travel extensively in the course of their employment. Travel, particularly by car, is the major cause of work related fatalities in the UK (indg382 (pdf)). Travel on Council business is therefore a significant safety hazard for staff in the course of their work.

The STFC has a 'duty of care' responsibility under the 'Health and Safety at Work etc Act, 1974', to "take care of the health, safety and welfare of its entire staff". This responsibility extends beyond work at STFC sites and includes instances where staff travel on Council business or conduct work at non STFC sites in the UK and overseas. The STFC expects staff to demonstrate an equivalent commitment to take reasonable care of their health and safety while travelling, and driving, on Council business. The nature of travel arrangements, especially by car, necessitates that flexibility and pragmatic judgement is applied to ensure traveler safety.

This code sets out the controls and policies adopted by the STFC to minimise the likelihood of injuries or ill health arising from travel on Council business, separately CEMs and Travel/Driving policies outline non safety aspects of travel management.

2. SCOPE

This code addresses all aspects of travel on STFC business: to meet suppliers; install equipment; attend conferences and training events; visit other laboratories; travel between STFC sites for example between RAL and DL; and travel to and between overseas destinations. In particular this code addresses travel by car and other vehicles, especially when driving for extended distances or periods of time when risks are significantly increased.

This code does not address the:

- health and safety of staff undertaking work at a non STFC site such issues should be considered using the STFC's standard risk assessment code, see SHE Code 6, 'Risk Management';
- routine travel by staff between their home and normal place of work. It does apply where the STFC requires staff to attend work outside of their normal working hours, for example, staff on call. Where staff are on long term secondment or attachment to non STFC laboratories the normal place of work shall be the non STFC laboratory to which they are seconded;
- use of fork lift trucks or electrically powered vehicles, see SHE Code 4 'Safety and safe use of work equipment';
- travel arrangements for facility users, visitors to STFC sites or tenants on STFC sites; and
- activities of professional drivers whose activities should be considered in more detail as part of the general risk assessment for their role, see SHE Code 6 'Risk Management'.

Although this code makes reference to insurance, it is important to note that in most circumstances insurance is not a safety issue but a financial issue (ie insurance does not

prevent accidents from happening; however it ought to help with the financial consequences). An exception to this is that in certain countries, for example the USA, a person without insurance may not be able to access medical treatment.

Please read this SHE code in conjunction with the information about insurance on the [STFC staff intranet](#).

3. DEFINITIONS

3.1 **Professional drivers** – those employed by the STFC whose primary role is the use of cars and/or other vehicles to transport people and/or goods.

4. RESPONSIBILITIES

4.1 Employees shall:

4.1.1 Consider whether their journey is necessary - can the objectives of the visit be achieved through other means e.g. telephone call, conference call or video conference.

Where practicable consider travel by rail and plane in preference to driving. Template risk assessments, for driving and overseas travel, are presented in **Appendix 1** and describe STFC travel controls and policies which should be understood and followed. **Where any proposed travel plans are encompassed by the template risk assessments for driving and overseas travel no further documented risk assessment is necessary.**

Only where proposed travel plans and their hazards are **not** addressed by controls and policies presented in Appendix 1 should individuals inform their line manager and conduct a documented risk assessment based on the appropriate template provided. Advice considering travel risks can be obtained from local safety and occupational health advisors. The Risk Assessment process is described in SHE Code 6 “Risk Management”.

Motorcycle and bicycle use for business travel is not recommended for long journeys. A specific risk assessment must be carried out and approved by the line manager before using a motorcycle or bicycle for any business travel.

4.1.2 Ensure that they record and inform their line manager of travel itineraries and contact details when travelling, especially for overseas travel, for example through their Outlook Calendar. Inform their line manager where an incident, for example natural disaster or terrorist related, occurs local to them to provide assurance of their safety and plans as soon as is practicable.

4.1.3 Inform their line manager, HR and Occupational Health teams if they are aware of any medical condition or take medication that may adversely affect their ability to drive, the length of time they can drive, their ability to visit or work at high altitude or their suitability to travel on Council business in the UK or overseas. Where travel includes visiting or working at high altitude staff shall undertake a high altitude medical prior to travel, see Appendix 2.

4.1.4 Where overseas travel is planned consult the [Foreign and Commonwealth Office](#) (FCO) web site, [FCO Facebook page](#) or the ‘travel risk maps’ for [medical](#), [security](#) and [road safety](#) for the country(s) being visited for advice and guidance in assessing and planning for the risks of travel to a particular country, following the FCO travel, security and health recommendations for a particular destination, and allow sufficient time to enable the effective implementation of prophylactic/preventative drugs, immunisations or medical treatments by local Occupational Health teams.

Inform their line manager and Director where the FCO advises against “all travel” and “all but essential travel”. Employees should not normally travel to any country where the FCO web site advises against all “travel” or “all but essential travel”. If special circumstances require travel to such a country documented approval must be obtained in advance from the employee’s Director, including an explanation of why the journey is required and a full risk assessment must be completed. Specific consideration should be given to ensuring regular contact with the individual is maintained throughout the visit and to obtaining insurance for such trips.

- 4.1.5 When traveling overseas ensure STFC medical insurance is in place, see information about insurance on the [STFC staff intranet](#).
- 4.1.6 Where travel in the UK or overseas involves working with ionising radiation, see SHE Code 29, Appendix 16 – Policy for staff working with ionising radiation off-site in the UK and abroad and as appropriate discussing your plans with your RPA.

Specific requirements for employees driving on Council business:

- 4.1.7 Actively take steps to safeguard their own and others health and safety when driving. The unpredictability of driving conditions and road congestion makes establishing absolute guidelines for safe driving times difficult. Such guidelines must be implemented pragmatically and depend most critically on the driver’s awareness and alertness for the driving and journey undertaken. These guidelines are presented in the template risk assessments, appendix 1. The following guidelines, in particular for daily return journeys between Swindon, RAL and DL, should provide the basis of journey planning for drivers:
 - Maximum driving period 2.5 hours, to be followed by a 15 minute break/stop out of the vehicle;
 - Where business travel takes place at the end of a working day the total working day including business travel (and breaks) should not exceed 12 hours;
 - The maximum continuous driving time, including breaks/stops, should not exceed 9 hours, or 400 miles, in one day; and
 - Business driving and breaks must be included in consideration of total weekly working hours (see STFC Notice 02/1999)
- 4.1.8 Attend defensive driving training when considered a STFC high mileage driver, driving > 3000 business miles per annum, or when they believe they are likely to exceed ~3000 business miles per annum.
- 4.1.9 Be formally authorised by the STFC to drive a hire; lease or your own car to travel on Council business. STFC travel and car insurance for hire or lease cars is valid only where such authorisation exists, for example a ‘Permit to Drive’ or completion of a ‘Driver questionnaire’. The relevant forms can be found on the Travel and Transport section of the [STFC staff intranet](#).
- 4.1.10 Car insurance while not strictly a health and safety issue must be considered. When using private cars to travel on any Council business ensure it is insured for business use. In the event of an incident, the STFC will not accept liability for damage to employee’s vehicles. Further guidance is available on the Travel and Transport section of the [STFC staff intranet](#).
- 4.1.11 Ensure that mobile phones, or mobile communication devices, hands free or otherwise are switched off when driving alone, using scheduled or other breaks to pick up and respond to messages.

- 4.1.12 Following travel related health and safety incidents report the event at the earliest opportunity:
- to their line manager;
 - to local SHE Group (see SHE Code 5, “Incident Investigation & Reporting”) using SHE Assure;
 - to the RAL Business Support Manager, where it involves damage to vehicles/hire cars for insurance purposes, using this pro forma ; and
 - to Occupational Health teams any instances of travel related ill health occurring up to 2 weeks following travel on Council business in the UK or overseas.

4.2 Line managers shall:

- 4.2.1 Review the travel plans/risk assessments of their staff where necessary, and satisfy themselves of the health and safety of the proposed plans including medical insurance and protective health measures for travel overseas. Particular attention should be given to the travel plans of inexperienced travelers and lone travelers.

4.3 Directors shall:

- 4.3.1 Review, document and as appropriate approve all travel to Countries for which the FCO web site advises against “all travel” and “all but essential travel” citing all relevant information and sources where approval is given.

4.4 STFC Business Support Manager shall:

- 4.4.1 Ensure that STFC staff hire cars from reputable companies that meet STFC’s health, safety and environmental standards.
- 4.4.2 Annually review the car mileage travelled by STFC staff on Council business (hire car or personal car). Where such mileage exceeds 3000 miles/year, and that mileage is expected to continue invite staff to attend defensive driving training.
- 4.4.3 Maintain a register of STFC professional drivers ensuring they undertake 2 yearly health assessments until they reach the age of 50 and thereafter conduct health assessments annually.
- 4.4.4 Review annually the driving standards of STFC professional drivers.

4.5 Occupational Health, or HR staff support groups, shall:

- 4.5.1 Provide travel health screening, high altitude medical examinations (see Appendix 2), verification of fitness to travel, and advice when requested by those traveling overseas and provide as appropriate inoculations/immunisations and other preventive health measures relevant to the travel destination as recommended by the Medical Advisory Services for Travellers Abroad, (MASTA web site).
- 4.5.2 Conduct 2 yearly health assessments for STFC professional drivers until they reach the age of 50 and thereafter conduct health assessments annually.

APPENDIX 1. TEMPLATE TRAVEL RISK ASSESSMENTS

Further travel advice from the Royal Society for the Prevention of Accidents (RoSPA) is available at Safer Journey and Fatigue Facts.

Ref:		Description:				
Assessment Date:		Location/Site:				
Assessor:		Department:				
Assessment Team::		Persons Exposed:				
Activity/Task: Template driving on Council business risk assessment						
Step 1 What are the hazards? It may be helpful to break the task or situation down	Step 2 Who might be harmed and how?	What are you already doing?	Step 3: What further action is necessary? – to reduce risks 'so far as is reasonably practicable', one way of doing this is to compare against accepted good practice.	Step 4: How will you put the Assessment into action? - remember to prioritise actions - 'high risk' hazards first		
				Action by who	Action by when	Done
Driving.	Driver, and others, may be harmed by inability of driver to control vehicle effectively on the road.	Primary consideration should be given to avoiding the journey. It may be possible to conduct the business by telephone, video or telephone conferencing, e-mail or fax. Alternative, safer, means of travel, such as rail or air should be considered where this is a reasonably practicable alternative.	None			
Competency of drivers to drive safely on Council business in the UK.	Poor driving may lead to injury of driver and others.	Drivers must be in possession of a valid UK Driving licence for the class/type of vehicle being driven. Drivers booking hire cars are required to have completed a Permit to Drive, https://staff.stfc.ac.uk/core/travel/Pages/DrivingPermits.aspx , the contents of which are reviewed periodically.	None			

		<p>Drivers must follow the guidance and legal requirements set out in the UK Highway code, www.gov.uk/guidance/the-highway-code and any other relevant traffic legislation, including that relevant to mobile phone use.</p> <p>High mileage drivers, >3000 miles/year are required to attend Defensive driver training.</p>				
Poor understanding of intended route and its hazards.	Inability to follow intended route may result in getting lost and the consequential safety issues in particular for inexperienced or lone travellers.	<p>When travelling by road, the time allowed for journeys must enable them to be completed without exceeding speed limits.</p> <p>The following also should be taken into account:</p> <ul style="list-style-type: none"> Route - the intended journey should follow the safest available route, which may not necessarily be the shortest or quickest, for example using Motorways rather than A/side roads. Try to plan travel routes in advance of the journey. Driving time is part of the working day. Very long days must be avoided, particularly in winter. Overnight stops may be necessary to avoid very long days. As a guide, where business travel takes place at the end of a working day the total working day including business travel (and breaks) should not exceed 12 hours. Journey breaks should be taken before the driver begins to feel fatigued - as a minimum, a 15-minute break every 2.5 hours is recommended. Where more than one person is travelling, consideration should be given to sharing the driving. Where lone driving is required consideration should be given to the provision of mobile phones (and their coverage) for use in emergency especially for inexperienced or vulnerable drivers. Mobile phones, or other mobile communication devices, hands free or otherwise should be turned off prior to commencing journeys. Their use whilst driving on Council business is prohibited for STFC staff. Staff should use scheduled breaks as a means to pick up and respond to messages. 	None			

Poor driving weather conditions.	Driver, and others, may be harmed by inability of driver to control vehicle effectively on the road.	Consideration should be given to expected weather conditions. For example, if, on the day of travel there is thick fog, icy conditions or heavy snow, the journey should be postponed or cancelled.	None			
Poor condition of vehicle	Driver, and others, may be harmed by inability of driver to control vehicle effectively on the road.	<p>The STFC contracts for hire and lease cars specify that the vehicle must be provided in a road-worthy condition.</p> <p>Drivers of hire or lease cars should assess, to the best of their ability, using vehicle checklists if provided, the road-worthiness of vehicles prior to undertaking a journey, for example state of tyres (pressure and tread) and seat belts, and available fuel, screen wash etc. Where a vehicle is not road worthy alternative transport must be found and the matter reported to the relevant purchasing contact.</p> <p>Where an employee drives their own vehicle on Council business, the employee has a responsibility to ensure that it is suitable for the intended task, has a road tax licence, valid MOT and is insured for use on Council business.</p>	None			
Driver competence to drive hire car.	Driver, and others, may be harmed by inability of driver to control vehicle effectively on the road.	Drivers of hire or lease cars should familiarise themselves with the controls of hire or lease cars prior to commencing their journey: including signal and emergency indicators/horn, locks and type of fuel. Familiarisation should include the setting of seat and mirror position to allow safe driving.	None			
Driver understanding of the driving standards and road traffic legislation for the country they are visiting.	Driver, and others, may be harmed by inability of driver to understand local 'highway code'.	<p>The risks involved in driving abroad must be assessed before the journey is undertaken. The degree of risk will depend on the country involved.</p> <p>Outside Western Europe and North America, it may be appropriate to consider the use of a local driver or taxi recommended by your host institution in preference to the employee driving.</p>	None			
Poor health or condition of the driver.	Driver, and others, may be harmed by inability of driver to control vehicle effectively on the road.	<p>Employees should seek the advice of the Occupational Health Department if they are aware of any medical condition, for example deteriorating eyesight, or take medication that may affect their ability to drive safely, or the length of time they can drive.</p> <p>Driving when tired represents a significant hazard and should be avoided for example after long haul flights, long train journeys etc</p>	None			

<p>Inadequate response in the event of an emergency.</p>	<p>Driver, and others, safety may be compromised by the lack of adequate response in the event of an emergency or road traffic accident.</p>	<p>Sites, Business Groups or Departments should consider the appropriateness of providing employees with emergency equipment, either on a personal or pool basis. Such equipment may include: mobile telephone for emergency use; first aid kit; warning triangle; high visibility jacket or fire extinguisher.</p> <p>In the event of involvement in an emergency or road traffic accident drivers of STFC vehicles involved must stop to determine the extent of any injuries to individuals or damage to vehicles and as appropriate call the emergency services for assistance.</p> <p>Individuals must record, as far as they are able, as much detail as possible regarding the accident using the STFC Brief Accident Report Form, supplied in the Hire Car Information Pack. At no time should staff admit blame or accept liability.</p>	<p>None</p>			
<p>Distribution List:</p>		<p>Signed:</p>		<p>Date:</p>		
<p>Step 5 Review Date:</p>		<ul style="list-style-type: none"> ▪ Review your assessment to make sure you are still improving, or at least not sliding back. ▪ If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it. 				

Ref: N/A		Description: Template Overseas Travel on Council business risk assessment				
Assessment Date: N/A		Location/Site:				
Assessor: SHE Group		Department:				
Assessment Team: N/A		Person(s) Travelling:				
Activity/Task: Travel to the USA, Canada, Australia, New Zealand, and Western Europe (France, Germany, Italy, Spain, Portugal, Ireland, Belgium, Holland, Norway, Switzerland, Sweden, Finland, Poland, Monaco, Luxemburg, Austria, Hungary and Greece) to be read in conjunction with the Harmonised UKRI HR Travel policy						
Step 1 What are the hazards? It may be helpful to break the task or situation down	Step 2 Who might be harmed and how?	What are you already doing?	Step 3: What further action is necessary? – to reduce risks 'so far as is reasonably practicable', one way of doing this is to compare against accepted good practice.	Step 4: How will you put the Assessment into action? - remember to prioritise actions - 'high risk' hazards first		
				Action who	by when	Done
Destination climate poses potential health hazards, for example too hot, too cold, high altitude.	Traveller may become ill and unable to work while overseas.	Occupational health advice provided to all overseas travellers where health hazards exist. Specific guidance is provided for travel to high altitudes, greater than 10,000 feet/3050m, see Appendix 2. Follow FCO travel advice for the destination, and see FCO Facebook page and take advice of your host(s). Take emergency contact numbers and carry a mobile phone. Ensure that your itinerary is recorded: in Outlook for your manager and as appropriate with friends, relatives and dependents in case of emergency. Ensure that you take all relevant information and telephone numbers with regard to accessing the STFC's travel medical insurance provider in the event of emergency, see Harmonised UKRI HR Travel policy .	None			

<p>Health related illnesses associated with the destination of travel. For example arising from food and drink hygiene, insects or animals.</p>	<p>Traveller may become ill during travel or on return to the UK, and could pass on diseases to family, friends and colleagues.</p>	<p>Follow FCO travel advice for the destination, and see FCO Facebook page and take advice of your host(s).</p> <p>Occupational health advice provided to all overseas travellers where health hazards, communicable diseases, are endemic. Where travel is necessary appropriate inoculations/ immunisations and other preventive health measures are provided in a timely manner.</p> <p>Stay and eat in reputable hotels and restaurants, for example those organized through the STFC's authorised travel providers or as appropriate accommodation recommended by your host.</p> <p>Take emergency contact numbers and carry a mobile phone.</p> <p>Ensure that your itinerary is recorded, as appropriate in Outlook, for your manager, and communicated with friends, relatives and dependents in case of emergency.</p> <p>Ensure that you take all relevant information and telephone numbers with regard to accessing the STFC's travel medical insurance provider in the event of emergency, see Harmonised UKRI HR Travel policy.</p>	<p>None</p>			
<p>Travel to and between overseas destinations on unsafe carriers.</p>	<p>Traveller may be injured while travelling to and between destinations overseas.</p>	<p>Use reputable airlines for overseas flights, for example IATA listed or those used by the STFC's authorised travel providers.</p>	<p>None</p>			
<p>Travel on long distance flights.</p>	<p>Travellers remaining seated for pro-longed periods may succumb to Deep Vein Thrombosis (DVT) or become tired. May become too tired to work or drive safely.</p>	<p>Follow airline advice and guidance drinking plenty of fluids and exercising legs regularly.</p> <p>In planning itineraries staff should ensure they allow for adequate periods of recuperation between the stages of long haul flights (flights in excess of 5 hrs).</p> <p>Itineraries should include adequate rest periods after long haul flights before travelers are required to drive or attend host work locations.</p>				
<p>Work area being visited has inadequate control of hazards.</p>	<p>Travellers may be injured or exposed to health hazards at the work site.</p>	<p>Travelers to be made aware that it is acceptable for them to refuse to work if they believe that the work area is unsafe.</p>				

<p>Local crime and personal security environment of travel destination.</p>	<p>Traveller may become a victim of crime.</p>	<p>Follow FCO travel advice for the destination, and see FCO Facebook page and take advice of your host(s).</p> <p>Take emergency contact numbers and carry a mobile phone.</p> <p>Ensure that your itinerary and contact details are recorded: with your line manager and as appropriate with friends, relatives and dependents in case of emergency.</p> <p>Ensure that you take all relevant information and telephone numbers with regard to accessing the STFC's travel medical insurance provider in the event of emergency, see Harmonised UKRI HR Travel policy.</p>	<p>None</p>			
---	--	--	-------------	--	--	--

APPENDIX 2. HEALTH AND SAFETY GUIDELINES FOR STAFF VISITING HIGH ALTITUDE LOCATIONS

1. Introduction

- 1.1 There may be occasions when staff are required to visit / work at a location which is at high altitude (i.e. over 10,000 feet). It is essential to assess an individual's fitness prior to travel, given the possible risks to health that ascent to high altitude may impose.
- 1.2 High altitude medical assessments are necessary for example for staff visiting or working at the JAC telescopes on the summit of Mauna Kea, Hawaii. These guidelines while based on travel to this location are applicable to visits to any other location above 10,000 feet.

2. Background

- 2.1 Telescopes on the summit of Mauna Kea, sit at an altitude of 13,796 feet (4,200m) where the ambient partial pressure of oxygen is only 60% of the sea level value. This affects people in different ways and there are certain dangers which should be clearly understood. For brief visits of a few hours duration there is no significant medical risk for adults in normal good health, although the majority of people do experience some discomfort. The most common symptom is shortness of breath but this is very rarely severe and most people overcome this fairly easily. The next most prominent complaint is headache, which usually develops only after several hours at high altitude; it can be severe. Other high altitude complaints, such as lethargy, giddiness, insomnia, etc., affect fewer people (less than 20%). The severity of the symptoms usually increases after several hours at the summit. After 24 hours at high altitude the incidence and severity of symptoms start to diminish.
- 2.2. On rare occasions individuals can exhibit signs of high-altitude pulmonary oedema or high-altitude cerebral oedema; these are potentially fatal conditions and must be treated by taking the affected person back to sea level without delay. The altitude may also aggravate pre-existing cardiovascular and respiratory diseases. One of the problems is that the sufferer may not be fully aware of the seriousness of the situation and it may be necessary for others to decide that retreat to a lower level is necessary.
- 2.3. High altitude facilities such as that on Mauna Kea often employ a mid-level facility, for example the Hale Pohaku Centre on Mauna Kea at an altitude of 9,285 feet (2830m), where visitors en-route to the summit are advised to take a break for at least 30 minutes. Those visiting such locations should ensure they maintain their levels of hydration.
- 2.4. It should be noted that children under sixteen years of age are particularly susceptible to the effects of low oxygen pressure and should not be encouraged to visit. Pregnant women are also at risk at high altitude. In general, any adults with known heart disease, lung disease, high blood pressure or who suffer from frequent severe headaches should not ascend higher than the mid level facility.

3. Rules for STFC staff travelling to high altitude

- 3.1. It is mandatory for STFC staff required to visit or work at a high altitude (in excess of 10,000 feet) to undergo a full medical examination to certificate their fitness to undertake this visit. Examinations will be arranged through Site Occupational Health and/or Safety Advisers and HR sections for which at least six weeks' notice should be given prior to the date of travel. The high altitude fitness medical comprises the following:
 - Health and Lifestyle consultation;

- Blood tests, if they have not already been carried out by the General Practitioner;
- Ultrasound of the carotid arteries and abdominal aorta;
- Ultrasound of the heart;
- Vascular screening of the abdominal organs (kidney size, abdominal aorta calibre);
- 12 lead resting ECG;
- 12 lead exercise tolerance test;
- Spirometry;
- Post screening consultation;
- Lifestyle and/or treatment recommendations; and
- Full written report and follow up consultation if required

3.2. A confidential report will be provided to the individual covering the outcome of the examination together with a certificate confirming that the individual is fit to travel to altitude. A copy of this certificate should be passed to the relevant high altitude facility Safety Adviser/HR advisors as proof of fitness.

3.3. Any member of staff who does not pass the appropriate medical examination will not be allowed to visit or work at a high altitude location.

3.4. The fitness of staff to visit and/or work at high altitude should be reviewed and/or re-assessed annually, regardless of age, in case there is an unexpected change in medical status which might affect the risk to the individual. However, frequency of testing will ultimately be at site discretion.

4. Non-STFC staff – visitors and observers

4.1. Medical opinion is unequivocal in stating that all visitors to a high altitude location (including short-term visitors of three hours or less and all observers) should also undergo a full assessment by their own GP, who should be familiar with the risks of altitude, before such a visit takes place. As such, all visitors are asked to sign a medical disclaimer stating that they fully understand the risks of ascending to altitude and acknowledging the recommendation to seek medical assurance of fitness prior to travel.

APPENDIX 3. TRAINING

Role	Initial Training	Refresher Training	Frequency	Comments
High mileage drivers > 3000 business miles. As identified by Business Support Manager	½ day STFC Defensive driving course	½ day STFC Defensive driving course	5 yearly	
Professional drivers	½ day STFC Defensive driving course	½ day STFC Defensive driving course	Annually	
Inexperienced and young travellers	Personal Travel Safety – available online (Advised)			

APPENDIX 4. AUDIT CHECKLIST

Ref.	Item	Rating	Comments
1	Have non-standard driving risk assessments been conducted, reviewed by managers and stored in <i>SHE Assure</i> ?		
2	Have non-standard overseas travel risk assessments been conducted, reviewed by managers and stored in <i>SHE Assure</i> ?		
3 (Section 4.1.3)	Where travel has occurred to countries that the FCO advises against "all travel" or "all but essential business travel" is there documented Director approval?		
4 (Section 4.1.8)	Have all hire/lease car drivers been given 'Permit to Drive'?		
5 (Section 4.1.6)	Have all high mileage drivers attended defensive driving course?		
6 (Section 4.4.2)	Has the mileage of STFC drivers been reviewed in the past 12 months to determine high mileage drivers?		
7 (Section 4.1.7)	Have travel related SHE incidents been reported in <i>SHE Assure</i> ? Is this consistent with vehicle accident insurance and medical claims?		
8 (Section 4.4.3) (Section 4.5.2)	Have STFC professional drivers undertaken their annual health assessment?		

APPENDIX 5. DOCUMENT RETENTION POLICY

Records Established	Minimum Retention Period	Responsible Record keeper	Location of Records	Comments/Justification
Travel Risk Assessments	Current + 5 years	Line management	SHE Assure	SHE Group maintain SHE Assure Facility
Permits to Drive	Current + 5 Years	Site Operations	Local records systems	