

## HEALTH AND SAFETY

### When does a student need to complete an Overseas Travel Safety and Security Assessment (OTSSRA)?

Students and staff must complete an OTSSRA form when traveling on University of Sussex (UoS) business, this includes travelling for research or attending conferences. Part 1 of the OTSSRA form applies to all travellers, part 2 of the OTSSRA form only applies to travel to regions where the [Foreign, Commonwealth and Development Office](#) has issued a warning against travel.

#### Scenario 1: The student lives in the UK and is going abroad.

- Example: Dave is travelling to take photos in Paris for their project. This project requires photographs of specific architecture that is only available in this region hence the travel.
- Result: an OTSSRA form needs to be completed.

#### Scenario 2: The student lives in the UK and chooses to work while they are abroad.

- Example: Sharon is on holiday with her family in India, while there she works on her project. This could include photography, writing up a project or interviewing people within her social circle. This work could be carried out anywhere in the world and does not require travel but is carried out abroad due to the student's activities that are not part of her studies or work for the UoS.
- Result: this example does not require an OTSSRA form to be completed. This example is likely the most contentious and some judgment may be required to determine if the work is incidental to the trip. If the UoS provides funding for the trip in any form then an OTSSRA form should be completed. When in doubt, it may be advisable to complete an OTSSRA form.

#### Scenario 3: In-person teaching student returning to their home country and working while there.

- Example: Michael studies in the UK but lives in Mexico. Outside of term-time he has returned home but works on his project while back home. This could include photography, writing up a project or interviewing people within his social circle. This work could be carried out anywhere in the world and does not require travel but is carried out abroad due to the student's activities outside of studying.
- Result: this example does not require an OTSSRA form to be completed.

#### Scenario 4: In-person teaching student returning to their home country as the work cannot be carried out in the UK.

- Example: Jemima is travelling to conduct interviews in Argentina. This project requires in-person interviews of Argentinian cattle farmers and cannot be carried out in the UK.
- Result: an OTSSRA form needs to be completed.

#### Scenario 5: Distance learning student working in their home country

- Example: Justin lives in China but studies at the UoS. As part of his project Justin is required to collect local materials and take photographs of them.
- Result: this example does not require an OTSSRA form to be completed as the work could be carried out anywhere in the world.

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### Scenario 6: Distance learning student traveling to a third country that is neither the UK nor their home country.

- Example: Lalitha lives in Pakistan but studies at the UoS. As part of her project she needs to travel to India to conduct an ethnographic study.
- Result: an OTSSRA form needs to be completed.

### Scenario 7: Attending a conference and representing the UoS.

- Example: Francisco has been asked to represent the UoS at a conference in Madrid. This is funded by the department and includes presenting at a seminar on behalf of his department.
- Result: an OTSSRA form needs to be completed.

### Scenario 8: Attending a conference.

- Example: Sally is studying for an MA in Engineering. She has chosen, out of interest, to attend a conference that is not related to her course, in Finland on Neuroscience and Psychiatry. Sally is not attending this conference for her course, is not representing the UoS and has not been provided with any funding to attend.
- Result: an OTSSRA form does not need to be completed as this is personal travel.

### Risk assessments for specific activities

This guidance refers only to assessing potential hazards from visiting a country or region. Regardless of if an OTSSRA form is required, if any hazardous activities are to be conducted, a risk assessment will be required prior to activity being undertaken.

Examples of activities that are considered hazardous is provided in Table 1 below.

Table 1

Laboratory work within another institution involving, hazardous chemicals, biological agents, radiation electrical hazards.	Work with any of the following groups:  Alcohol or drug users, protest movements, persecuted or marginalised groups, individuals engaged in activities which are criminal in the local region, individuals with a history of violence or aggression.	The use of photographic or recording equipment in regions where this may put you at risk.
Natural hazards e.g. extreme weather, volcanology, glaciology, fire.	Transporting heavy equipment (manual handling).	Hazardous flora or fauna, plants or animals.
Dangerous activities e.g. climbing, diving, caving.	Activities that increase the risk of exposure to infectious diseases human or zoonotic.	Interviewing or visiting subjects in their home.

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Bringing samples back into the UK excluding paper records and data.	Work in areas with a significant likelihood of there being unexploded munitions, recent conflict zones and or mined areas.	The use of transportation that is specifically listed as dangerous in FCO guidance.
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