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PUBLIC HEALTH WALES BUSINESS TRAVEL POLICY

Policy Statement

This Policy will assist Public Health Wales in delivering on its responsibility to lead by example and demonstrate our commitment to reducing our environmental impact and carbon footprint whilst also improving public health. It will achieve this by providing clear guidance for staff in regards the mode of transport to be considered and used for business travel, to reduce our travel emissions, promote sustainable travel principles and support healthier travel.

This Policy relates to Public Health Wales's strategic priorities: *Tackling the public health effects of climate change and Promoting Healthier Behaviours.*

Policy Commitment

This Policy will ensure that employees consider and undertake, where possible, environmentally friendly, efficient, cost effective and safe travel whilst on Public Health Wales business. It will ensure that environmental considerations are a key factor in determining the mode of transport used by employees, where possible and is underpinned by the following principles:

- Staff wellbeing, accessibility and safety are never compromised.
- Staff business travel is only undertaken when essential and is planned in advance. It is recognised that "essential" will depend on the nature of the work an individual is undertaking and needs to be in line with the Work How It Works Best Policy. For example, team meetings/ My contribution/ 1:1s/ away days may be considered by managers as essential and therefore suitable travel arrangements should be arranged in line with the policy.
- When business travel is deemed essential, the lowest environmental impact options are considered first, where possible, when making arrangements.
- Staff ensure costs are kept to a minimum after considering the environmental impacts of their journey.
- Employees are not out of pocket for travel expenditure incurred whilst on official business.

Public Health Wales recognises that for some activities the use of certain modes of transport is essential, however, to support the organisations decarbonisation agenda, sustainable travel options, such as active travel and public transport should be prioritised; these are also beneficial to public health.

Embedding this policy within PHW helps deliver several of the well-being goals identified in the Well-being of Future Generations (Wales) Act 2015.

Supporting Procedures and Written Control Documents
All corporate policies and procedures are available on the Public Health Wales website

Supporting documents include:
- PHW Decarbonisation and Sustainability Plan 2024/26
- PHW Climate Change Route Map
- NHS Wales Travel and Subsistence Policy
- Safe Driving at Work Policy
- Health and Safety Policy
- Work How it Works Best Policy
- Moving and Handling Procedure
- Lone Working Policy
- Substance Misuse (drugs and alcohol policy)
- Reasonable Adjustments guidance

Scope

This policy applies to all persons employed or engaged by Public Health Wales, including part time workers, temporary and agency workers and those holding honorary contracts.

The policy focuses on business travel and does not include transport used for commuting (getting to and from your base); however, we encourage all colleagues to consider their own personal carbon footprint to support Public Health Wales's contribution to a net zero Wales by 2030.

For further travel guidance, please see here.

Impact Assessments	• Equality Health Impact Assessment (EHIA) has been completed and this found there to be an overall positive impact with no disproportionate impact on any individual members of staff. Key actions have been identified and these have been incorporated within the guidance developed in support of this policy. • Data Impact Assessment was not completed as this is not required.
Approved by	Board
Approval Date	29 May 2025
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Group with authority to approve supporting procedures	Leadership Team
Accountable Executive Director/Director	Interim Executive Director of Operations and Finance
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Summary of reviews/amendments				
Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
1.1		29/05/25	10/06/25	New policy

Contents

1   INTRODUCTION

As the National Public Health Agency in Wales, we have a responsibility to lead by example and demonstrate our commitment to reducing our environmental impact and carbon footprint whilst also improving public health. As part of this commitment, it's essential that we take proactive steps to reduce our travel emissions, because of the impact it has on the public's health and the environment.

As part of Public Health Wales's priorities to tackle the public health effects of climate change and to promote healthier behaviours, we also have a commitment to support healthier travel.

PHW is committed to reducing the environmental, financial and social impact from its business travel. This means looking at ways to reduce the need for travel and miles travelled. It also means identifying and using modes of travel with the lowest carbon emissions per mile.

This travel policy provides clear guidance in regards the mode of transport to be considered and used for business travel by employees, who with the agreement of their manager use public transport, bicycles, hire vehicles or their own vehicle to make business related journeys.

'Business travel' is defined as travel that is undertaken as part of an employee's role, agreed by their line manager. This policy does not apply to travel to and from an individuals contracted base but could include travel to another base within the Public Health Wales estate.

This travel policy demonstrates the organisations commitment to sustainable travel principles.

Background:

It is evident from annual data collected to report on our decarbonisation action plan that travel by car is currently the most popular mode of travel for business travel, contributing to around 52% of our transport emissions: [PHW Decarbonisation staff intranet page](#). Our aim is to make this the exception, not the norm.

We have an important role to play in decarbonising our fleet vehicles and supporting our employees to make healthier and more sustainable travel choices. Reducing exhaust emissions from our vehicle fleet and business travel will help not only to reduce our greenhouse gas emissions but will also contribute to improving air quality[1] within the communities we serve and reducing noise pollution.

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[1] Air pollution: applying All Our Health: https://www.gov.uk/government/publications/air-pollution-applying-all-our-health/air-pollution-applying-all-our-health

Reducing emissions from employees' using their own vehicles for business travel (grey fleet) requires PHW to support employees to adopt sustainable and healthier transport methods and enable flexibility to work in different ways.

This travel policy links to the following international and national and strategic priorities:

- [The Paris Climate Agreement of 2015](#)
- [Welsh Government's Net Zero Wales emission reduction plan](#)
- [Welsh Government's Llwybr Newydd, The Wales Transport Strategy 2021](#)
- [The NHS Wales Decarbonisation Strategic Delivery Plan](#)
- [Clean Air Plan for Wales: Healthy Air, Healthy Wales, 2020](#)
- [PHW's Decarbonisation and Sustainability Plan 2024/26](#)

2   Purpose and Scope

The aim of this travel policy is to ensure that employees consider and undertake, where possible, environmentally friendly, efficient, cost effective and safe travel whilst on Public Health Wales business. In all circumstances, staff wellbeing and health and safety are to be prioritised.

This travel policy will ensure that environmental considerations are a key factor in determining the mode of transport used by employees, where possible and is underpinned by the following principles.

- Employee business travel is planned in advance and needs to be in line with the [Work How It Works Best – Agile working Policy](#) (WHIWB). For example, team meetings/ My Contribution meetings/ 1:1s/ away days may be considered by Managers as essential and therefore suitable travel arrangements should be arranged in line with the policy.
- Employee wellbeing, [accessibility](#) and safety are never compromised.
- When business travel is deemed essential, the lowest environmental impact options are considered first, where possible, when making arrangements.
- Employees/ Managers ensure costs are kept to a minimum after considering the environmental impacts of the journey.
- Employees are not out of pocket for travel expenditure incurred whilst on official business.

Public Health Wales recognises that for some activities and locations across Wales, such as rural areas, the use of certain modes of transport

is essential and unavoidable, however, to support the organisations [decarbonisation agenda](), sustainable travel options, such as public transport and active travel should be prioritised where possible; these are also beneficial to public health.

This travel policy does not include transport used for commuting (getting to and from your contracted base); however, we encourage all employees to consider their own personal carbon footprint to support Public Health Wales's contribution to a net zero Wales by 2030.

This travel policy applies to all persons employed or engaged by Public Health Wales, including part time workers, temporary and agency workers and those holding honorary contracts.

This policy does not apply during emergency incident response.

This travel policy focuses on employees who undertake business travel for work purposes. Within PHW, due to the nature of specific roles, certain employees have to travel to a contracted base for work and also undertake regular travel as part of their role, either using their own vehicle or a fleet vehicle. We need to consider opportunities to encourage sustainable business travel in these circumstances whilst ensuring service delivery is not compromised.

The Travel expenses rates are as per the [NHS Wales Travel & Subsistence Policy]() and [NHS Terms and Conditions of Service Handbook]() (section 17) – Mileage rates will be based on His Majesty's Revenue and Customs (HMRC) rate. - local agreement on the reimbursement of travel costs (which replaces Section 17 of [the NHS Terms and Conditions of Service Handbook]()).

This travel policy should also be read in conjunction with the [NHS Terms and conditions of Service]() and the [NHS Wales Travel & Subsistence Policy]().

Implementing a travel policy that supports sustainability, health promotion and equity would not only reduce PHW's environmental footprint, but also promote the health and well-being benefits of employees and the wider community.

3   Our commitment to reducing emissions

Public Health Wales is committed to supporting sustainability and is working to ensure we meet our current needs without compromising the ability of future generations to meet their own needs. By adopting and encouraging sustainable practices, we can reduce our impact on the environment, preserve natural resources, and promote social and economic equity.

Sustainability is crucial for the long-term health and well-being of our planet and its inhabitants.

This means considering all opportunities to reduce the need to travel and also reduce total miles involved, where travel is unavoidable. This includes continually working to identify methods of transport that have the lowest environmental impact and are better for our environment and for our health, focusing on lower carbon emissions per mile.

Once environmental considerations have been taken into account, employees also need to ensure costs are kept to a minimum in regards any business travel undertaken.

Work How It Works Best (WHIWB) and Employee Wellbeing

The PHW Work How It Works Best (WHIWB) - Agile Working Policy is our organisational approach to agile working which encourages individuals and teams to adopt the best ways of working for them, where possible alongside service requirements, which could include home working and/or travelling into an office or other location for work. WHIWB focuses on decisions being made in the best interests of employee wellbeing, balancing the need of the individual, the team and the work. – which includes physical as well as emotional wellness. In line with this, this procedure and the PHW Travel Policy advocates for using the healthiest and most sustainable mode of travel possible when undertaking business travel.

This PHW Business Travel Policy has been developed to allow people managers and employees to determine the need for business journeys and to ensure the appropriate most sustainable mode of travel is used, taking sustainability, service delivery and available modes of transport into consideration.

The onus is on the employee and their people manager to choose the most sustainable mode of travel available with the lowest environmental impact, using the Travel Decision Tree within this procedure. Secondly, employees and people managers also need to ensure costs are kept to a minimum when choosing the most sustainable mode of travel and that employee wellbeing, accessibility and safety are not compromised.

Considerations may need to be taken when an employee is travelling alone or late at night, when excessive travelling time can be reduced significantly by using an alternative, less environmentally friendly, but more expensive, mode of transport or when a heavy load is being carried e.g. it would be acceptable to use a taxi/private hire company to avoid compromising personal safety when no alternative transport is available.

Considerations may also need to be taken if an employee finds themselves unable to travel at a particular time due to their protected characteristic,

identity and need, including if they are unexpectedly delayed on business and running late to meet caring responsibilities.

Consideration of the environmental impact of travel mode and additional cost should also be given in respect of employees who by the nature of a particular disability are reliant on a personal helper to support them during periods of business travel or are unable to use public transport safely.

Use of Microsoft Teams, live streaming or similar remote access communication systems could be considered instead of travelling where practicable.

Advantage should always be taken of early booking discounts and to avoid agency booking fees.

Where possible, car sharing should be encouraged and utilised when the use of public transport is not practicable.

Consideration will need to be given to any reasonable adjustments that may need to be made to enable an employee to travel and participate in all aspects of their role at Public Health Wales. This could include staying overnight at a hotel located next to or near an event venue due to reduced mobility or disability.

Subject to prior agreement, expenses can be claimed for travel by road or public transport, including allowances payable for transporting passengers and/or heavy equipment, toll fees and parking in accordance with this policy, the NHS Terms and Conditions of Service and NHS Wales Travel and Subsistence Policy.

4   Responsibilities

All employees have a responsibility to ensure that the principles and guidance in this travel policy are universally applied.

4.1   Executive Directors and Deputy Directors

Executive Directors and Deputy Directors are expected to:
- Actively encourage sustainable travel options where applicable and lead by example in regards their own travel, where possible.

- Support this procedure and the travel policy through employee communications and messages directed to division/ directorate leads

- Consider when and where meetings/ events are held taking into consideration travel requirements of those in attendance- Guidance for arranging events can be found here.

- Monitor the progress to ensure the principles of this travel policy are upheld.

4.2   People Managers

People Managers should:
- Agree with the employee on the most suitable means of transport for routine business journeys, using the Decision Tree provided in this procedure. If a particular journey is unusual, in terms of distance or purpose, the mode of travel should be agreed before the journey starts.

- Actively encourage sustainable travel options and lead by example in regards own travel, where possible.

- First, ensure the lowest environmental impact option of travel is considered, where possible.

- Secondly, ensure costs are kept to a minimum, whilst also ensuring employee wellbeing, accessibility and safety are not compromised.

- Ensure public transport is booked in advance using the credit card purchase system/ Oracle following full completion of the relevant transport request form, to take advantage of cheaper fares and early booking discounts,

- It is the responsibility of the people manager to approve travel expenses and ensure individuals have considered the principles identified in this policy.

- Ensure staff have relevant business travel insurance cover if using their own vehicle for business travel

4.3   All Employees

All employees that are required to travel for business purposes are required to:
- Apply the principles of this PHW travel policy when making travel arrangements.

- Agree with their people manager on the most suitable, lowest environmental impact mode of travel for routine business journeys. If a particular journey is unusual, in terms of distance or purpose, the mode of travel should be agreed before the journey starts.

- Ensure alongside their people manager that after taking into consideration environmental considerations, keeping costs to a minimum is the second priority in regards mode of travel.

- Ensure public transport is booked in advance using the credit card/ Oracle purchase system to take advantage of early booking discounts.

- Ensure employee wellbeing, accessibility and safety is never compromised.

- Ensure appropriate business travel insurance is in place if utilising their own vehicle for business travel

4.4 Employees who book business travel on behalf of others

Employees who book travel as part of their role are required to:

- Ensure bookings are prioritised and made in advance to take advantage of cheaper fares and early booking discounts once the completed transport request form has been received.

- Ensure individuals are aware of the requirement of providing travel details in advance, to allow travel to be booked as early as possible to keep costs to a minimum.

5   UK Travel

The Travel decision tree detailed below is to be used to help reduce unnecessary travel, reduce emissions and air pollution, save time and costs when considering and identifying the most appropriate mode for business travel and promote sensible decision making.

People Managers and employees must make the following assessments when considering a business journey in order of priority:
- Would using audio or Teams as an alternative option achieve the same outcome?
- If not, can the journey be carried out using public transport or active travel?
- If not, can the journey be carried out using a hybrid or electric hire vehicle?

- Is there more than one employee attending and is car share an option?

5.1 Travel Decision Tree:

Minimise travel, reduce emissions, save time and costs!

Start

For flights, please review the International Travel and Flight Decision Tree

In line with WHIWB consider your travel options.   If you do need to travel, consider the following…

How many people are travelling?

1 to 4 people

5+ people

Can you travel by public transport or active travel?

Consider:
- Travel time
- Distance
- Emissions
- Cost
- Access to station
- Weather
- Need to carry equipment
- Need a specialist vehicle
- Any physical/ mental condition that may prevent certain choices

Can you hire a suitable hybrid/ electric hire vehicle/ minibus or 2 vehicles?

OR

If you are travelling from different locations?

Yes

No

Can you hire a hybrid/ electric hire vehicle or normal petrol/ diesel vehicle or car share using your own vehicle?

Yes

No

Travel by public transport or active travel

Use your own vehicle. Please discuss with your line manager the reasons for your choice of transport for your mileage claim

Hire or use a hybrid/ electric vehicle or petrol/ diesel vehicle or car share using your own vehicle

Please discuss with your line manager why a hire vehicle or car sharing isn't an option

5.2 Travel by Bicycle

Travel by bicycle should be encouraged where feasible, especially for shorter distances and/or in conjunction with train travel. Employees who

use pedal cycles to make journeys for business travel will be reimbursed for eligible miles travelled at the rate stated by HMRC.

5.3   Travel by Public Transport

Please refer to the Travel Decision Tree.

Public transport should be used for business journeys, where possible, as it is often the most cost effective and sustainable means of travel within urban areas and for longer distances.

If an employee uses public transport for business purposes, the cost of bus fares and standard rail fares will be reimbursed. Planning ahead will allow tickets to be booked in advance, to ensure employees are never out of pocket.

Tickets should also be booked in advance where applicable to take advantage of fare discounts to ensure costs are kept to a minimum.

For journeys of one mile or less, where practical employees would be encouraged to walk instead of using a taxi, ensuring employee wellbeing, accessibility and safety are not compromised.

Other costs should also be considered e.g. a short train journey may be more cost effective than paying for parking all day.

Please also refer to the [NHS Wales Travel & Subsistence Policy section 3.5](#) which provides additional guidance in regards using public transport.

5.4   Use of Taxis

Wherever practical, employees are required to use public transport for local journeys. The use of taxis will be permitted, and costs reimbursed where an employee is on company business and for example is travelling late (and this occurs irregularly) or has heavy luggage to carry or in unforeseen circumstances such as adverse weather or emergency. A taxi may also be used for reasonable adjustments.

5.5   Use of Hire Cars

Where public transport isn't appropriate, then the use of a hire car needs to be considered, and costs reflected to determine the most appropriate option. Priority to be given to hybrid or electric vehicle, where possible.

Car hire is encouraged and is deemed more financially economical if the number of miles to be carried out exceeds 150 miles for 1 day hire, 250 miles for 2 days hire, 350 miles for 3 days hire etc. Car hire should also be considered an alternative if an employees vehicle is over 3 years old. Any

employee can book a hire car providing they have a valid UK driving licence. Insurance is covered through Public Health Wales.

For car hire, please see the [Procedure for Hiring a car – How to Guide.](#) Completed, authorised forms are sent to Finance.

5.6   Car Sharing

Employees who don't have access to public transport and live too far away to use active travel should consider car sharing with another member of staff. It is more sustainable to car share than to drive alone due to reduced emissions.

If more than one member of staff is attending the same event, car sharing needs to be considered where feasible.

5.7 Electric Vehicles

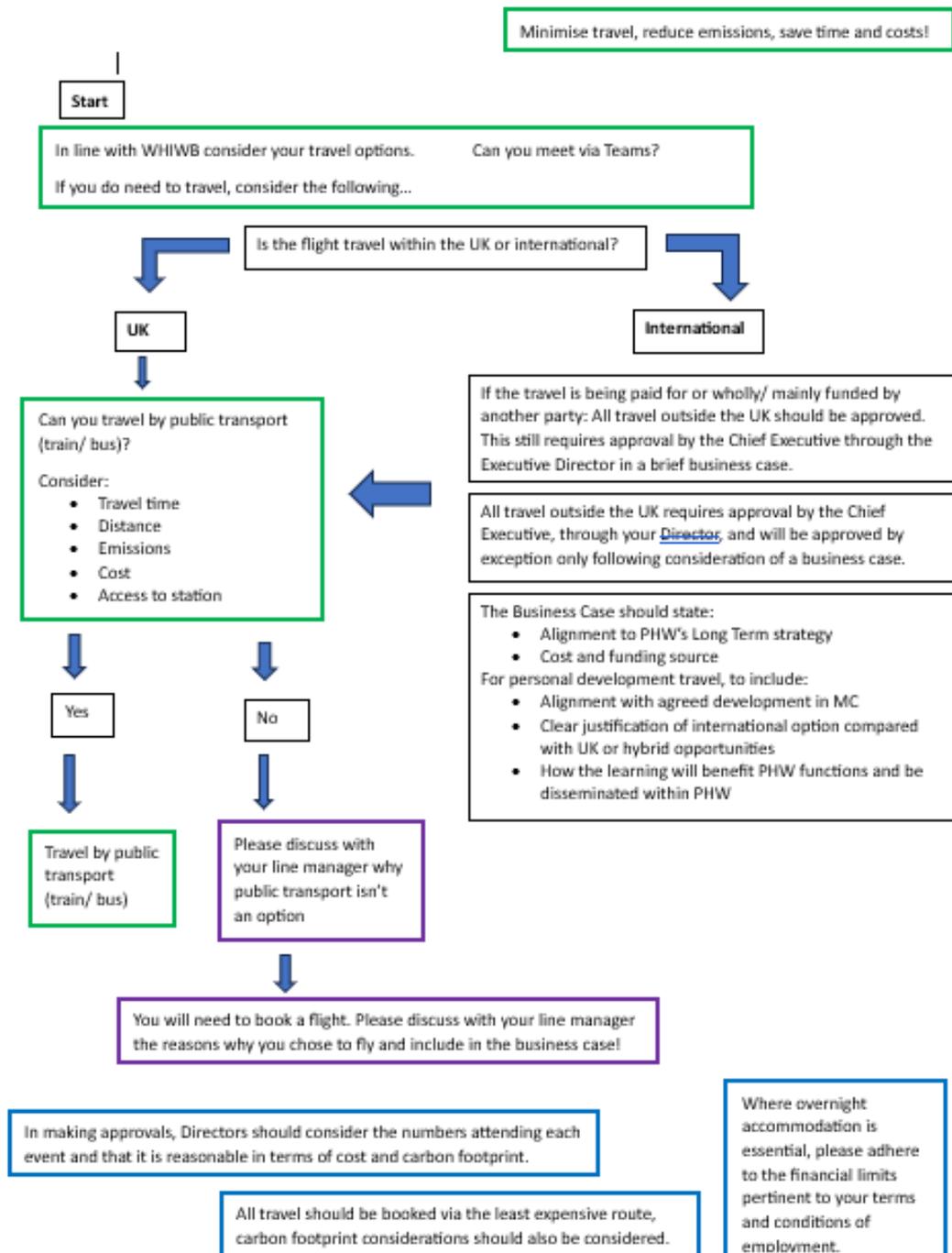Please refer to the Travel Decision Tree.

Public Transport should be used for business journeys where possible and should be chosen over the use of an electric vehicle.

If driving a private vehicle is necessary, employees who own or can hire an electric or hybrid vehicle would be encouraged to use an electric or hybrid vehicle over a diesel or petrol vehicle, where possible.

6 International Travel and Flights

The International Travel and Flight Decision Tree is to be used to help eliminate unnecessary travel, reduce emissions and save time and costs and promote sensible decision making.

6.1 International Travel and Flight Decision Tree

Minimise travel, reduce emissions, save time and costs!

Start

In line with WHIWB consider your travel options.   Can you meet via Teams?

If you do need to travel, consider the following...

Is the flight travel within the UK or international?

UK

International

Can you travel by public transport (train/ bus)?

Consider:
- Travel time
- Distance
- Emissions
- Cost
- Access to station

If the travel is being paid for or wholly/ mainly funded by another party: All travel outside the UK should be approved. This still requires approval by the Chief Executive through the Executive Director in a brief business case.

All travel outside the UK requires approval by the Chief Executive, through your Director, and will be approved by exception only following consideration of a business case.

The Business Case should state:
- Alignment to PHW's Long Term strategy
- Cost and funding source

For personal development travel, to include:
- Alignment with agreed development in MC
- Clear justification of international option compared with UK or hybrid opportunities
- How the learning will benefit PHW functions and be disseminated within PHW

Yes

No

Travel by public transport (train/ bus)

Please discuss with your line manager why public transport isn't an option

You will need to book a flight. Please discuss with your line manager the reasons why you chose to fly and include in the business case!

In making approvals, Directors should consider the numbers attending each event and that it is reasonable in terms of cost and carbon footprint.

All travel should be booked via the least expensive route, carbon footprint considerations should also be considered.

Where overnight accommodation is essential, please adhere to the financial limits pertinent to your terms and conditions of employment.

6.2 Guidance for international travel and flights

Air travel should only be used in exceptional circumstances where any other mode of transport is impractical. i.e. travel overseas. Public transport should be utilised wherever possible, but we recognise that for some destinations in the UK this will not be practical. As a guide, where journeys on public transport exceed 8 hours travel time, flying as an option can be considered.

Attendance at international conferences should demonstrate clear benefit to the organisation.

All travel outside of the UK requires approval by the Chief Executive, through your Executive Director, and will be approved only following consideration of a business case (see guidance below).In addition, air travel is not automatically agreed in circumstances where travel is externally funded and the most suitable, environmentally friendly option should still be considered.

For international travel and flights, please see the Guidance and Authorisation Process for Overseas Travel (see Appendix A).

7 Implementation, monitoring, review and distribution

This travel policy will be reviewed and updated at a minimum of at least every 3 years or as and when the organisations position changes.

This travel policy will be available to employees via the Public Health Wales intranet site. Where employees do not have access to the intranet, their manager must ensure that they have access to a paper or electronic copy of this procedure and the travel policy.

This travel policy will be implemented from 12 June 2025.

This procedure and the travel policy was developed using feedback and discussions from Business Travel Focus Groups, held with employees during 2024, to identify the barriers and facilitators to using public transport and active travel for business related travel.

8   Equality and Health Impact Assessment

Public Health Wales is committed to ensuring that, as far as is reasonably practicable, the way it treats its employees reflects their individual needs and does not discriminate against individuals or groups.

Public Health Wales has undertaken an Equality and Health Impact Assessment (EHIA) and received feedback on this travel policy and the way it operates. Public Health Wales wanted to know of any possible adverse or differential impact that this travel policy may have on any groups in respect of: age, disability, sex, gender identity, gender reassignment; marriage (including same sex) or civil partnership, pregnancy and maternity issues, race, religion and or belief, sexual orientation, carer, Welsh language, or other protected characteristics.

In exploring these possible adverse or differential impacts Public Health Wales acknowledge the intersectionality of individuals. Meaning that due regard has been given to the way in which power structures based on factors such as: age, disability, sex, gender identity, gender reassignment, sexuality, race, religion, belief or non-belief and religion interact with each other to create barriers of overlapping discrimination and disadvantage.

The assessment found that there is no evidence to suggest this travel policy will have a disproportionate impact on people in regards their age, sex, gender reassignment, gender identity, marriage or civil partnership, pregnancy and maternity issues, race, religion and or belief, sexual orientation, carer, Welsh language, or other protected characteristics.

This travel policy takes into consideration:
- Employees with a disability as defined in the Equality Act 2010,
- Employees with caring responsibilities
- Employees who are expecting a baby and/ or who are breastfeeding.
- Employees who are in more rural areas.
- Employees who have to undertake regular travel as part of their role, either using their own vehicle or a fleet vehicle, to ensure service delivery is not compromised.
- Any reasonable adjustments that may be needed to enable employees to travel and participate in all aspects of their role.

9   Related Documents

This travel policy links to the following PHW documents:

- PHW'S Decarbonisation and Sustainability Plan 2024/26
- PHW'S Climate Change Route Map
- Well-being of Future Generations (Wales) Act 2015
- PHW Long Term Strategy

10 Changes that may supersede the policy

These arrangements may be reviewed and updated in the event of an enhanced or emergency response, at which time local or national guidance may supersede these arrangements.

Appendix A

Guidance and Authorisation Process for Overseas Travel

The purpose of this guidance is to inform employees of the issues they need to consider when making an overseas trip on behalf of Public Health Wales and to set out the associated authorisation procedure.

All overseas travel should be in line with the Trust's strategic aims and be an effective and economical use of Public Health Wales resources.

This guidance covers all employees at all levels undertaking all types of work, including trips not funded by Public Health Wales but undertaken as a result of the employee working for the organisation.

This guidance covers all overseas travel, included but not limited to:

- Attending and/or participating in conferences and seminars
- Building and nurturing relationships with overseas partners
- Research projects

If the Foreign and Commonwealth Office is advising against all but essential travel to an area then employees **must not attempt to travel to or through** those areas.

APPROVAL PROCESS

All employees intending to travel overseas on Trust business must obtain approval for this prior to making any related arrangements or commitments.

All international travel must be justified and the employee able to demonstrate that the proposed journey fits with Public Health Wales strategic objectives; is proportionate to the anticipated outcomes; that alternative arrangements such as video-conferencing are inappropriate; and that the most economic, carbon friendly and effective travel and accommodation arrangements will be made.

All air travel will be economy class and all subsistence claims should be in line with either Agenda for Change or Medical and Dental terms and conditions.

The rationale for the travel and the related costs should be set out in the authorisation form (attached as Appendix A.1). The following areas should be outlined in detail:

- Travel destination and dates;
- Overall purpose of travel and the benefits that incurring this expenditure will bring to the Trust;
- How the travel and other related expenditure will be funded
- A breakdown of the costs of the trip into relevant categories such as flights, accommodation, food and onward transport.

This form shall be approved by the individual's appropriate line manager, the Divisional/ Head of Service or relevant Executive Director and then submitted to the Chief Executive.

Forms should be submitted to the Chief Executive at least 28 days before the intended date of travel to allow adequate consideration of the proposed travel.

Forms can be submitted in advance for a number of trips which may be anticipated, but where specific dates are not yet known. For example, if a member of staff knows they are making 6 trips in one year to the same destination for the same purpose, then one form can be submitted in advance.

Prior to travel the employee must arrange the appropriate travel insurance and provide evidence to this effect. The cost of insurance will be reimbursed.

Employees/Travellers are responsible for:

- Taking care of their own health and safety whilst undertaking off-site visits and not compromising the safety of colleagues with whom they may be travelling.

- Ensuring that all recommended vaccinations or medication for travel to the particular country have been received.

- Undertaking a suitable and sufficient potential hazard and risk assessment prior to each overseas trip, taking account of up to date information. Appendix A.2 can be used to help identify potential hazards. Risk assessments should be reviewed upon arrival on site in case they need modification in the light of the particular circumstances and the local conditions found at the time.

- Notifying the Trust that you have arrived at each stage of your journey.

- Feeding back any concerns to the Trust at an appropriate point either during or after the visit

- Feeding back information regarding health and safety or security issues which have taken place during their visit, both for the purpose of recording such incidents and for the purpose of enabling intelligence to be communicated to colleagues undertaking similar overseas visits.

- Taking and carrying a small first aid kit.

- Ensuring that all appropriate data security issues have been made and advice recorded and followed. Similarly, the staff member is responsible for the safe transport of all NHS devices and the security of the data they contain whilst abroad. (please see section on Data Security).

- Checking the latest Foreign Office advice for travel to a particular country. Links to all countries can be found on https://www.gov.uk/foreign-travel-advice

<u>Line Managers are responsible for:</u>

- Ensuring a suitable and sufficient risk assessment is completed prior to each overseas trip, taking account of up to date information and highlighting to the Chief Executive where a "red" or "amber" residual risk is identified.

- Ensuring that employees who undertake travel as part of their work are suitably trained, knowledgeable about their destination and sufficiently experienced to do so.

- Ensuring that employees are allowed a suitable and sufficient amount of rest time following their return from an overseas trip.

- Responding to incidents and formal feedback reported by returning employees.

- Give details of what an employee should do in an emergency.

- Lone working should only be sanctioned after a thorough assessment of the risks has been carried out. A safe system of work must be devised.

- Taking suitable action to manage incidents which may arise involving Trust employees.

- Advise – where relevant – on significant cultural or other local issues which may carry security implications.

- Prepare employees for cultural differences inside and outside the workplace.

The Chief Executive is responsible for:

- Establishing the risk statement in relation to overseas travel and for considering this statement when strategic decisions are made in relation to work overseas

- Considering all requests for overseas visits and approving applications from employees to undertake overseas travel on Trust business, having been assured of the business criticality of the purpose for travel and the steps taken to minimise risks of those employees undertaking the travel.

- Initiating a suitable response to safety alerts received in relation to overseas destinations

DATA SECURITY

Prior to travelling abroad with work equipment, employees will need to obtain authorisation from the Senior Information Risk Officer. Please check with Digital Team whether there are any current restrictions in the country you are visiting.

Be aware of potential data security issues depending on the country visited. In some countries you may need approval prior to bringing an encrypted device into the country. This list changes regularly and where a country has been "red-listed" the staff member would be unable to access any services on-premises or M365. There's a checklist that Digital Services operate on that determines whether a staff member is able to travel and access what they require.

Taking an encrypted device to certain countries without possession of the appropriate licences could violate both UK export controls and/or the import regulations of the country being travelled to. This could result in the confiscation of the device, fines and/or other penalties. The laws of a country can change at any time. Therefore, before travelling internationally, it is important to ensure that you have the most up-to-date information about travelling with encrypted devices.

Staff who have a need to travel to a country which does not permit the import of an encrypted device without a permit or licence are responsible for obtaining such permission before taking an encrypted device to such a

country. IT and information governance support are not responsible for determining a country's policies for the import of devices into their domain.

Some countries allow individuals to enter them with encrypted devices, without the need to seek any licence or permission. These 'Permitted Countries' grant individuals a "personal use exemption" to freely enter them with encrypted devices, as long as the individual does not create, enhance, share, sell or otherwise distribute the encryption software during his/her stay in the relevant permitted country.

Countries that do not feature on the list of Permitted Countries will normally only grant import permission on the production of an import licence. Licenses are usually obtained in advance through application to the government of the country in question. Please check with the Embassy or Consulate of the country you are intending to visit well in advance of your intended departure.

Irrespective of whether a country is in the Permitted Countries list or not, you may be asked to reveal the contents on the laptop and possibly to unencrypt it. The policies of Public Health Wales do not permit these devices to be unencrypted by users or decrypted to allow non-PHW workforce members to view the contents and this is particularly important where such devices carry sensitive information or PII. If you feel that this may be an issue for the country you are visiting, then please contact the IT support desk to discuss alternative solutions well before your expected departure date.

Public Health Wales strongly recommends that sensitive information or PII is not carried on any device abroad whether encrypted or not. If this is an essential requirement, staff should seek guidance from information governance and IT support prior to departure. It is in the interest of staff travelling abroad to have a record of any communication they may have with IG and IT services. Any information on a device carried abroad must be first copied onto a Trust server in an easily identified location so that we have a record of it in the event that the device is lost or that disclosure has occurred.

A Trust headed letter, stating that your device is encrypted using commercial encryption software and that the information is normal business information in relation to your role at Public Health Wales, may be helpful in the event of questioning at border controls. An example is provided at Appendix A.4.

It is the individual staff member's responsibility to ensure that all appropriate checks have been made and advice recorded and followed. Similarly, the staff member is responsible for the safe transport of all NHS Wales devices and the security of the data they contain whilst abroad.

Use of Mobile Phone overseas

If a member of staff is travelling abroad for work purposes and has a Trust issued mobile device/tablet, they will need permission to enable data roaming abroad. Data used abroad may incur additional charges which are the responsibility of the Directorate budget holder.

If a member of staff requires data roaming to be enabled, they will need an email confirmation from the Directorate/Divisional Budget holder supporting the request and taking responsibility for any data charges incurred whilst abroad on work business. This should be sent to phw.facilities@wales.nhs.uk with the agreed dates of travel who will aim to process the request for roaming (subject to the country not being on a 'red list') within a minimum of seven working days prior to travelling. Upon retuning to the UK, roaming will be disabled on the device.

PAYMENT OF EXPENSES RELATED TO TRAVEL

Methods of payment

All employees intending to travel overseas on Public Health Wales business must obtain prior approval in order to:

- claim travel and subsistence expenses relating to the trip
- raise any purchase orders relating to the trip
- arrange for any related payments through the Trust Procurement card.

> **Until formal approval is given,**
> <u>**no**</u> **expenditure should be committed.**

<u>Expenses the Trust will pay or reimburse:</u>

As with travel within the UK, the Trust will pay or reimburse expenses that are wholly, exclusively and necessarily incurred for business purposes.

All expenditure which is claimed via the expenses system, incurred on a Purchasing Card or incurred using an advance must be receipted.

Employees will be expected to submit these receipts upon return.

Under exceptional circumstances it may not be possible to obtain official receipts for all expenses incurred. Such items should be listed in the appropriate area of the relevant form (or on the Purchasing Card system when coding the transaction).

<u>Travel Insurance:</u>

Employees must arrange for appropriate travel insurance to cover the trip, the full cost of which will be reimbursed. Proof of insurance must be provided to the relevant line manager prior to the trip.

OVERSEAS TRAVEL AUTHORISATION FORM

If you intend to use a PHW Corporate Laptop abroad, you are also required to complete the following form- PHW Overseas Application .docx

CONTACT DETAILS	
Name:	
Division / Directorate:	
Work Number:	
Mobile Number:	

VISIT DETAILS		
Country(ies) and Region of Destination:		
Dates of visit:	From:	
	To:	

DETAIL AND RATIONALE FOR TRAVEL		
Purpose of Trip		
Please give details of trip, including name of conference etc.		
Aims and Objectives (linking to Trust strategic objectives)		
Specific outcomes of the trip and how these benefit the Trust		

PROPOSED ITINERARY			
Date	**Location**	**Activity**	**Contact**

FINANCE INFORMATION	
Travel Costs:	
Hotel Costs:	
Meals:	
Registration Fees:	
Travel Insurance:	
Other Costs:	
Staff Time cost:	
Estimated Total Cost:	

Statement of Traveller:

I can confirm that:

- A suitable and sufficient risk and potential hazard assessment covers the proposed travel and in-country work.

- The visit does not entail any high risk activities or activities which can be reasonably foreseen to present significant hazards

- I have completed the Overseas Travel Authorisation form

- I understand that I am responsible for arranging appropriate travel insurance and will provide proof to my line manager

- I have consulted my GP and am taking all obligatory and advisory preventative medication

- I am aware of current Foreign Office advice on the country I propose to visit, which is as follows:

- I have left a copy of my passport, detailed itinerary and next of kin details with my Line Manager

- I am aware of all current Customs/Entry requirements for the country I propose to visit.

APPROVAL	
Signature of individual requesting overseas travel authorisation:	
Date:	
Signature of Line Manager:	
Date:	
Signature of Divisional Director/ Head of Service:	
Date	
Signature of SIRO	
Date:	
Signature of Executive Director:	
Date:	
Signature of Chief Executive:	
Date:	

Working Overseas Hazard Consideration
Please complete prior to trip and submit to manager

Hazard	Associated problems pertinent to overseas working	Tick if relevant to travel	Comments / Actions taken to mitigate potential problems
Climatic extremes	Dry/ desert (high humidity, hypothermia), monsoon / storms, oxygen deficiency/ rarefied air, sunburn /skin cancer, tidal and other water considerations, unusual winds (e.g. tornado, hurricane)		
Contact with animals (wild or domestic)	allergies, asthma (bites and other physical contact, dermatitis, rabies, stings)		
Contact with insects	bites / stings (Lyme's disease, malaria, yellow fever, other)		
Contact with reptiles	antidotes / medical back-up (poisoning, snakes, scorpions etc remoteness		
Contaminated food	allergies (food poisoning, Hepatitis A)		
Contaminated water	diarrhoea, legionella, leptospirosis		
Contaminated (drinking) water	cholera, polio, typhoid, other		
Electricity	compatibility of equipment and supply, safety standards (higher / lower / different)		
Hazard	Associated problems pertinent to overseas working	Tick if	Comments / Actions taken to mitigate potential problems

		relevant to travel	
Emergencies (including fire)	arrangements and procedures (first aid provision, "Help" numbers / contacts, response expected)		
Environment (local)	culture (customs, dress, religion)		
Hazardous substances/ chemicals	antidote availability (CHIP, spillage arrangements, transport requirements)		
Legal differences	local codes / guidance (local standards, local statute - staff informed and trained)		
Natural phenomenon	avalanche, earthquake, volcano, other		
Needles (contaminated) sexual contact	HIV, Hepatitis B		
Stress	accommodation problems, civil unrest, crime, vandalism and violence, extremes of heat / cold, fatigue, language / communication problems, lack of support (especially family / peers), loads / expectations excessive, loneliness / remoteness, sickness, unfriendly environment		
Transportation	competent driver(s), hazardous terrain, properly maintained vehicles, suitable transport		

Local Transport Guidance

Travelling on foot

When travelling on foot, suitable clothing must be worn and adequate rest periods.

Travelling by bicycle

When travelling by bicycle, suitable clothing must be worn including suitable protective equipment e.g. Helmet

Public Transport

On public transport, staff must conduct themselves in a safe manner so as not to endanger themselves or other people. Appropriate regulations and legitimate instructions of the operator must be complied with. Dangerous items must not be carried on public transport.

Private Transport

When using private transport (as opposed to public transport), ensure that it is suitable for the purpose, properly maintained and that the driver(s),etc. is licensed, insured and adequately trained. If the use of a vehicle, boat, etc it is advised at least two members of the party must be able to drive or pilot it.

If driving

Before setting off:

- Make sure that your car (or rented car) is regularly serviced, and check tyres, oil, petrol - especially before a long journey.
- Join one of the national breakdown organisations (if possible)
- Plan your route in advance. Tell people at your destination what time you expect to arrive.
- Carry a mobile phone

On the road:

- Keep bags, valuables out of sight.
- Use GPS where possible as a navigation aid.

- Keep the doors locked, windows and sunroof closed as far as possible, especially in stop / go traffic.
- Do not pick up hitchhikers.
- Keep an up-to-date map handy so that you won't need to stop and ask for directions.

Leaving the car:

- Always lock your car and put anything valuable in the boot.
- If you will be returning to the car after dark, park in a well-lit place. Park as close to your destination as possible. In a multi-storey car park, reverse your car, leave it as close to the exit as you can, near ground level and away from pillars.
- Have your key ready when you return to your car. Check the back seat for intruders before getting in.

When taking taxis:

- If you cannot hail a licensed cab, carry the telephone number of a reputable company, or ask a friend or your hosts for a recommendation.
- Whenever possible, book by telephone and ask for the driver's name and make and colour of car. Do not get into any cab that you have not asked for.

Travel by train:

- Wait where it is well-lit and there are other people. Stand well back on the platform.
- Avoid compartments which have no access to corridors or other parts of the train.

(Example letter which may be helpful at border controls – to be printed on official letterhead paper)

To whom it may concern,

I, [NAME AND POSITION] of Public Health Wales NHS Trust, confirm that the bearer of this letter, [NAME], [POSITION], is travelling with a laptop which has been encrypted with standard commercial encryption software by the Trust as it contains personal or commercial information relating to the Trust.

Yours faithfully

[NAME]

[POSITION]