

## Occupational Health Travel Health Process

### Introduction

The Occupational Health Service offers travel advice where appropriate for staff and students travelling overseas on work related business. The protocol aims to protect the health of individuals by making them aware of the risk to their health when working outside the UK.

Travel advice is essential as:

- Travel to tropical and sub-tropical destinations is becoming more popular and dangerous diseases are more likely to be in these areas
- Longer holidays abroad, such as gap year trips are becoming more common. This leads to greater exposure to the diseases that are found in the country or countries that are visited
- Work related travel to rural areas, where standards of hygiene and sanitation may be lower, are now more common. Medical treatment may also be difficult to find in rural areas.

### Responsibilities

#### Manager/Supervisor

It is the responsibility of line managers and supervisors to ensure that:

- Suitable and sufficient risk assessments have been completed according to travel requirements; this includes students undertaking elective placements abroad
- Submitting a referral to Occupational Health requesting further travel health related advice for staff and students
- Staff and students have been made aware of the service provided by the Occupational Health Service
- Meeting the costs for any vaccinations/travel assessments undertaken by the OHS following a referral by them to the service. If required, the staff/student individual may need to undertake further travel health advice or immunisations privately if these are not offered within the core service of the university OHS. The arrangements for this are between the manager/faculty and the individual and not the responsibility of the OHS to determine.

#### Employees/Students

Individuals are responsible for ensuring that they:

- Complete a suitable and sufficient risk assessment which outlines any health hazards for the country that they are visiting. The risk assessment will outline control measures such as travel immunisations that are required for the trip
- Consult the Occupational Health Service for appropriate advice if required
- Complete the travel immunisation form as appropriate at least 6-8 weeks prior to departure for any necessary immunisations.

#### Occupational Health Service

The Occupational Health Service is responsible for ensuring that:

- Advice is provided on immunisation requirements in relation to particular hazards and arrange immunisation where appropriate
- The Occupational Health service will only provide immunisations for certain travel vaccinations if required for occupational reasons. For all other travel vaccinations required advice will be provided to the staff or student member as to where these can be obtained, usually their GP surgery or travel clinic. Funding for this is the responsibility between the manager/faculty and the individual to determine.
- Keep records for staff and students on all immunisations carried out
- Advice is provided on where individuals can access services for travel requirements that cannot be provided by the University Occupational Health Service.

### **Procedure**

The OHS procedure is:

- An individual or the SSA / line manager will contact the Occupational Health Service using the [travel referral form](#). This should be organised well in advance, preferably six to eight weeks prior to departure.
- All sections of the form must be completed. If this has not been done, or the risk assessment has not been sent to OHS as part of the form then the OH admin team to return the form to sender to request this is undertaken. All sections of the form need to be completed before this can be processed further by the clinical team.
- The referral form is matched up with the staff members notes (if there are any), and passed to the Occupational Health Advisor (OHA) for any action;
- The OHA should check the following website for the latest immunisation recommendations: <http://www.fitfortravel.nhs.uk>
- The referral will be assessed against the notes (if available), appropriate advice and a schedule (dependant on what is needed) completed. Some immunisation schedules may need to be given over a period of time and may take some time to become effective.
- The Occupational Health Service will arrange an appointment with the individual to commence the immunisations where appropriate and keep appropriate notes on the OHS database.

### **Vaccinations**

- Specific need for immunisations will depend on the location and type of work the individual will be undertaking and length of time away. OHS to advise further if individual is required to see their GP surgery or travel clinic
- Not all immunisations are offered through the OHS. Only immunisations required for occupational health reasons will be offered.
- The University Occupational Health Service is not a licensed Yellow Fever Centre.
- Nearest travel clinics for yellow fever and other recommended immunisations are Nomad Travel, Park Street, MASTA and Avon Partnership Occupational Health Service and for some immunisations the individual's GP can assist.

## **References**

Travel Health Links:

<http://www.fitfortravel.nhs.uk> will provide advice on recommended immunisations and malaria prevention.

<http://www.dh.gov.uk> Health Advice for Travellers, from the Department of Health's website, provides useful guidelines on travel health, including how to get treatment overseas.