

# Health and Safety Bulletin

**To:** Heads of Department/Section, Executive Deans, HSLOs and DHSOs, Faculty Managers.

## Accommodation Checklist

If you are travelling for work, research or as part of your studies you must use the University approved [travel management providers](#) in the first instance to arrange travel and accommodation. As well as sourcing suitable flights/transport and accommodation, they offer a range of services to enhance safety, such as travel risk information email/texts and a 24-hour emergency travel reschedule service. They will also have carried out health and safety checks on the suppliers they recommend.

In exceptional circumstances where it is not possible to use the University travel management providers you would need to arrange your own travel and accommodation. Therefore it is possible that flights, accommodation, and the safety checks that the travel management company would normally provide may not be in place.

To help with this, an [Accommodation and Travel Checklist](#) must be used when accommodation or flights are not booked through the University approved travel management provider, the checklist will prompt you to consider the safety of travel and accommodation.

## Approval of travel when using the Accommodation Checklist

The Accommodation Checklist will need to be approved and signed by your line manager or supervisor before travel can take place. In addition:

- For travel to all locations rated as **'high-risk'** (Drum-Cussac rating 3.00 or above, either overall or in a specific category) and all high-risk activities (water or air-based activities, trekking in remote areas, caving or other adventurous activities); Approval must also be obtained by your Head of Department/Section.
- For travel to **'extreme risk'** locations, approval must be obtained from your Executive Dean or, for Professional Services, the Registrar & Secretary.

Final approval of your Accommodation Checklist must be obtained from Finance, please send your Checklist to the FDPI Compliance Team via [fincomp@essex.ac.uk](mailto:fincomp@essex.ac.uk).

NB: Essex Abroad and Student Placement students should consult the [Choosing Safe Accommodation](#) guidance.

**05 October 2023**

**For Action**

### Approval of the Accommodation Checklist:

Approved by	Low risk travel	High risk travel	Extreme risk travel
Manager or Supervisor	Yes	Yes	Yes
Head of Department	-	Yes	Yes
Executive Dean or Registrar & Secretary	-	-	Yes
Finance	Yes	Yes	Yes

### Further Guidance:

- [Finance Procedure Note 7 – Subsistence and Hotel Accommodation](#)
- [Overseas Travel Health and Safety](#)
- [Drum Cussac](#)