Health and Safety Services

UNIVERSITY OF GREENWICH

Technical Guidance for Using the FORESIGHT Pre-Travel Approval System

Contents

1. Introduction

This document is provided in support of the Code of Practice for Travelling off Campus and describes the roles / responsibilities of the various users of the FORESIGHT pre-travel approval system.

2. Definitions

"**Business risk**" – For the purpose of this document and the associated FORESIGHT system, the University defines business risk any / all risks associated with financial, insurance and health and safety management arrangements

"Pre-travel risk assessment (PTRA)" - A comprehensive document that includes relevant information and analysis of "business risk" for an upcoming journey or travel destination.

3. Account types and permissions

3.1. Travelers

Solo travellers and groups leaders are responsible for ensuring a PTRA is submitted for their travel and, if required, a suitable and sufficient risk assessment is created to demonstrate how any inherent risk will be managed. Attendance and the University's Travel Safety awareness course is highly recommended in this regard.

3.2. Approvers

Approvers are responsible for checking that the PTRA has been completed correctly and that any associated risk assessment is suitable and sufficient to control the business risks identified in the submission. If they are not confident that the information is suitable and sufficient, they must either request feedback from the traveller or escalate the submission for review by another approver / account manager.

3.3. Account Managers

Account managers a higher level of system access than approvers and therefore act as a point of escalation when a submission exceeds tolerance. In addition to the approver responsibilities described above, they are responsible for ensuring that all reasonable steps have been taken to bring the risk has been mitigated to as low as is reasonably practicable. Where a submission remains over tolerance despite all reasonable control measures being in place, Account Managers are responsible for confirming whether they will tolerate the risk associated with that submission. Where the risk is considered tolerable, they will approve the submission. Where the risk is not tolerable, they must contact a "Board Member" for advice.

3.4. Board Members

Board members hold the highest level of seniority for approval purposes. When an account manager escalates a submission for Board approval, the Board member must determine whether the travel activity is considered essential to the Universities business. Where it is deemed essential, they must liaise with the University Insurer to seek additional cover for the travel activity, before approving the submission.

3.5. System Administrator

The system administrator is responsible for ensuring that all users are allocated the correct permissions for their role and for trouble shooting any queries related to the use of the platform. Where the system administrator is not able to resolve an issue, they will raise a helpdesk ticket with the platform provider (Peregrine Risk Management)

4. Low Risk / Simple Off Campus Visits

Where the FORESIGHT system identifies that a trip is low risk / within risk tolerance levels, this will be indicated by the word "OK" against the tolerance column on the submissions home page. Only the 'low level contingency' fields will appear within the Contingency section and the 'risk assessment' section will be hidden. This is because the responses to the questions act as the risk assessment and no additional measures are required.

When reviewing a record the approver / account manager must consider whether the responses given are suitable and sufficient, as they would if reviewing / approving any other type of risk assessment. If they are not reassured, the relevant section of the submission should be 'flagged' and the 'Feedback required' status selected within the 'Evaluation' section. (see guidance notes 5.1 / 5.2 below)

5. Trips that have exceeded tolerance

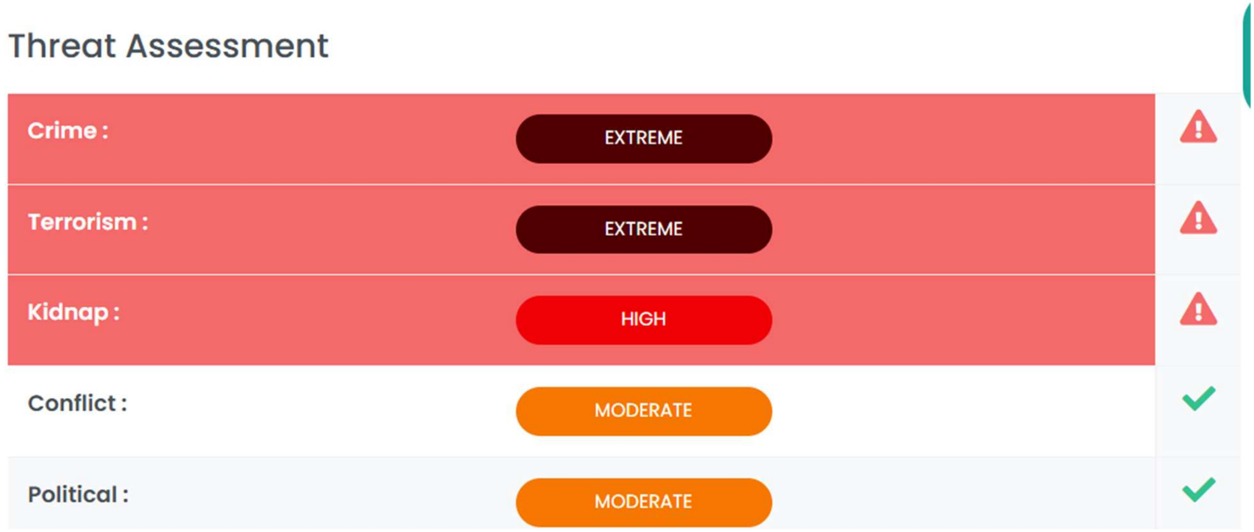
Where the FORESIGHT system identifies that a trip may be over University risk tolerance levels, this will be indicated by the word "Exceeded" against the tolerance column on the submissions home page. When clicking into the record, the specific section which is considered over tolerance will be flagged with a red warning triangle. The risk assessment section will be visible, and the high-level contingency questions will appear within the contingency section.

When reviewing the record the approver / account manager must consider whether the mitigations (control measures) described in the risk assessment are sufficient to mitigate the risk to as low as is reasonably practicable.

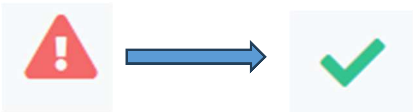
5.1. Accepting the risk

If the control measures described in the risk assessment adequately mitigate the risk to as low as is reasonably practicable, the relevant system warning flag(s) should be accepted by toggling them to a green tick, before changing the status of the record to 'approved'

To accept the warning flags, navigate to the relevant section and / or statement, from the left-hand menu. This will open the section contents, where the specific line(s) / statement(s) flagged as over tolerance will be highlighted red. There will also be a red warning triangle on the right-hand side of the screen against the relevant line(s) / section(s). For example:



To indicate your acceptance of the proposed control measures, click on the red warning triangle(s) to toggle to a green tick.

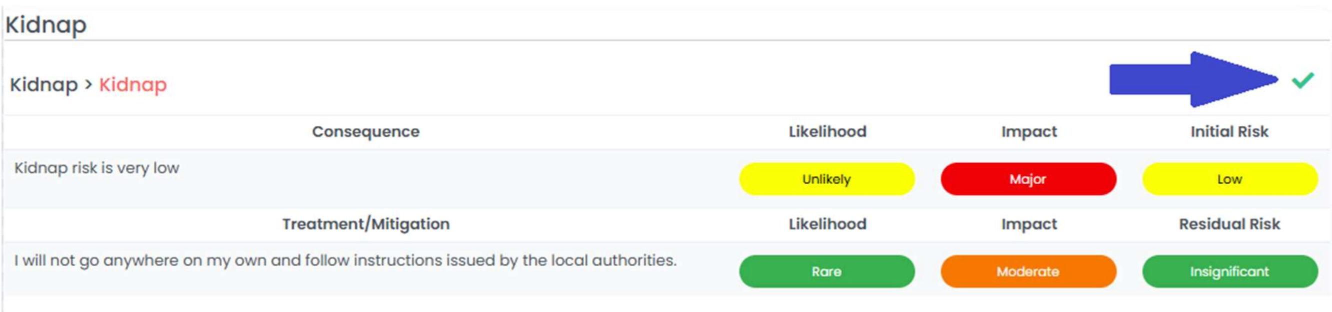


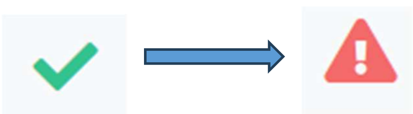
Once the green tick toggles have been applied to all sections / statements, use the left-hand menu to navigate to the 'Evaluation' tab and select the 'Approved' option from the drop-down list. You will then be presented with a messaging box where you can add any relevant comments, before clicking 'submit evaluation'.

5.2. Requesting Feedback / more information from the traveller

If the control measures do not adequately mitigate the risk, and more could be done to reduce the risk, the record should be sent back to the traveller via the 'feedback required' status option.

To help the traveller understand where additional information is required, the approver should navigate to the risk assessment and flag the relevant section(s) / statement(s) requiring review, by toggling the green tick to a red flag. For example:





Once the red flag toggles have been applied to all relevant sections / statements, use the left-hand menu to navigate to the 'Evaluation' tab and select the 'requires feedback' option from the drop-down list. You will then be presented with a messaging box where you can add any relevant comments / questions for the traveller, before clicking 'submit evaluation'.

5.3. Requesting Review by an Account Manager

If you are not sure whether the control measures adequately mitigate the risk, and would like your H&S Manager (Account Manager) to review the record, use the left-hand menu to navigate to the 'Evaluation' tab and select the 'Escalate' option from the drop-down list. You will then be asked to select the name of the account manager you'd like the record escalated to and be presented with a messaging box, where you can add any relevant comments / questions, before clicking 'submit evaluation'.

5.4. Escalating for Board Review

If the control measures do not mitigate the risk to within tolerable levels and no further reasonably practicable controls are possible, the record should be escalated for Board Review. Use the left-hand menu to navigate to the 'Evaluation' tab and select the 'Requires Board Review' option from the drop-down list. You will then be presented with a messaging box, where you can add any relevant comments / questions, before clicking 'submit evaluation'.

6. Document History

Details of previous reviews are as follows:

Review Date	Reviewer	Summary of Review
20-May-25	V.Wood AD H&S Services	First revision (V.25.1)

This document will be reviewed at least annually.