

## **Off-Campus Activity Health Declaration Form Guidance**

### **1. Introduction**

The University has a duty of care to staff and students and this extends to activity undertaken off-campus.

The health declaration form is part of the university risk assessment process for off-campus activities, including fieldwork, work placements and international travel. These can be found [here](#) for staff and [here](#) for students. For some fieldwork and off-campus activity taking place within FSE, the online health declaration process will be followed.

### **2. Roles and Responsibilities**

#### **2.1 Individual partaking in off-campus activity**

It is the responsibility of the individual to,

- declare honestly and accurately health conditions and/or physical or learning disability/neurodiversity that may affect their ability to partake in off-campus activity. Including,
  - identifying required reasonable adjustments and personal limitations, for discussion with the activity organiser and as required Occupational Health and Wellbeing and Disability Service.
  - if required, to attend /partake in referrals /assessments with Occupational Health and the Wellbeing and Disability Service.
- take responsibility for any medication that is required to manage a diagnosed condition or for immediate symptomatic control for the duration of the trip. This includes, ensuring that they have a sufficient supply, correct storage arrangements and as required, obtaining a GP letter to prove legitimate medical use in countries where the medication may be illegal (<https://www.nhs.uk/common-health-questions/medicines/can-i-take-my-medicine-abroad/>).
- discuss their health declaration with the activity organiser / leader and inform them immediately of any changes that may affect their ability to partake in the activity.
- arrange travel vaccinations via their GP. The Occupational Health Department does not provide travel vaccinations.
- ensure that they are not travelling against medical advice.
- ensure that they are familiar with the limitations of the university travel insurance cover and where appropriate that they declare health conditions to [insurance@swansea.ac.uk](mailto:insurance@swansea.ac.uk).

#### **2.2 Activity organiser (Fieldwork leader/ Module co-ordinator/Study abroad tutor)**

The activity organiser is required to ensure that relevant university processes and authorisations are followed i.e. Fieldwork, International travel, and Work placement and that all participants in off-campus activity are aware of the health declaration process.

Specifically, activity organisers will,

- receive and review health declarations related to the off-campus activity and discuss any identified declarations with the individual. This should be done as part of the activity risk assessment process.
- identify and implement agreed reasonable adjustments in advance of the activity. Where a reasonable adjustment may not be achievable, alternative solutions should be offered. An explanation must be provided to the individual.

- in accordance with the health declaration form, refer identified positive responses and details of the activity, including the activity risk assessment, via email to Occupational Health and or the Wellbeing and Disability Service for assessment.  
Note that if the health declaration form is completed via the FSE online database, the referral will be automatic and there is no requirement to send this via email.
- contact the Occupational Health, Wellbeing and Disability Service or Health, Safety and Resilience (HS&R) teams for advice and guidance.
- liaise with third parties and ensure that agreed reasonable adjustments are in place / organised in advance of the activity i.e. host organisations such as other universities, work placement providers, off-campus activity organisers, accommodation providers etc.

### **2.3 Occupational Health and Wellbeing and Disability Service**

The Occupational health and the Wellbeing and Disability Service work in an advisory capacity to both the individual and the activity organiser to ensure that appropriate and agreed arrangements and reasonable adjustments are in place prior to the activity.

As required the Occupational Health and Wellbeing and Disability Service will,

- arrange consultations with the individual to discuss their declaration and reasonable adjustments required.
- provide advice to the activity organiser on reasonable adjustments required.
- involve the HS&R team as required in matters relating to activity risk management.

The role of Occupational Health and the Wellbeing and Disability Service is not to declare individuals 'fit for travel' but to provide advice on adjustments which may assist them in enabling staff and students to partake in off-campus activity.

Advice to not partake in off-campus activity or travel will only be given in very exceptional circumstances.

### **3 Equality and Diversity**

Health declarations must be completed in accordance with the university Equality and Diversity arrangements and in a timely manner, to allow further discussion, assessment, and implementation of reasonable adjustments in advance of the activity taking place.

### **4 Data protection**

The purpose of collecting this sensitive information is to:

- proactively manage foreseeable medical emergencies and reduce the risk of any pre-existing medical conditions being exacerbated.
- provide adequate support and make reasonable adjustments to enable participation in off-campus activity, as required.
- gain assurance that all reasonable adjustments are in place to enable participants to take part in the off-campus activity and have made necessary arrangements relating to their medical / individual needs.

The information collected on this form is processed and stored in accordance with the principles of the General Data Protection Regulations 2016 and Data Protection Act 2018. Further information on the use of your personal data can be found on the Student Privacy Notice: <https://www.swansea.ac.uk/about-us/compliance/data-protection/student-privacy-notice/>.

## 5 Health Declaration Process

Please see the health declaration process flow chart below.

Failure to complete the declaration, or to complete it within the designated timescale, could affect an individual's ability to take part in activity or result in exclusion from the activity. Failure to declare relevant medical information may also invalidate Swansea University travel insurance cover. Travel insurance information can be found [here](#) for staff and [here](#) for students.

Individuals may be required to discuss (in person or by telephone) the information contained within their Health Declaration with the activity organiser, Occupational Health practitioner, or the Wellbeing and Disability Service. This could involve attendance at the Occupational Health Centre for a health assessment. Recommendations following the assessment will be communicated formally to the activity organiser.

When an individual declares '**NO**' to all of the questions on the health declaration, no further action is required, and the form should remain in the individual's personal file to attest that they do not have any known health condition, unmanaged allergy, disability or neurodiversity that could affect their ability to partake in off-campus activity. **Occupational Health and Wellbeing and Disability Service involvement is not required.**

When an individual answers '**YES**' to any of the questions on the health declaration, a discussion with the activity organiser should take place and include,

- Individual limitations and reasonable adjustments required.
- How the reasonable adjustments will be implemented and managed.
- An explanation of why a reasonable adjustment may not be achievable and alternative solutions.

**Advice on Health conditions, severe allergy /allergy that is not well-managed / requested reasonable adjustments:** The activity organiser can seek advice by contacting Occupational Health [Occupational-Health@Swansea.ac.uk](mailto:Occupational-Health@Swansea.ac.uk). The health declaration and activity risk assessment must be provided.

**Advice on Disability or Neurodivergence:** The activity organiser can seek advice or support to assist with a declared disability or neurodivergence or associated reasonable adjustment, by contacting either the Wellbeing and Disability Service for student queries [wellbeingdisability@swansea.ac.uk](mailto:wellbeingdisability@swansea.ac.uk) or Occupational Health [Occupational-Health@Swansea.ac.uk](mailto:Occupational-Health@Swansea.ac.uk) for staff queries. The health declaration and activity risk assessment must be provided.

**Please note that when using the FSE online health declaration process, answering YES to identified questions on the health declaration will result in automatic referral to Occupational Health and the Wellbeing and Disability Service, as applicable. Discussions between individuals and activity leaders / organisers must still take place allowing sufficient time prior to the activity.**

## The process - Off-campus activity Health Declaration Form

