Safety When Travelling Abroad & in the UK

Guidance for Staff
January 2010
12. UK Travel

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1. Introduction

There will be occasions when members of staff and students of the University may have to travel, either in this country or abroad in the course of University business. This may well take place in countries that are considered “safe for travellers”, but may well take place in countries (or parts of countries) where the Foreign and Commonwealth Office (FCO) may advise against travel. However, no member of staff or student should be expected to travel to a country where there are legitimate concerns about personal health or safety.

This document sets out the University procedure for UK and overseas travel undertaken on University business and research etc. Overseas travel will require additional advance planning, care and common sense. It should be noted that travel abroad may expose staff to a number of health and safety hazards arising specifically from the travel itself and/or the conditions within the country being visited, which may not necessarily be directly work-related.

2. Legal Requirements

The University has a common law ‘duty of care’ to protect the heath, safety and welfare of its staff and students, from reasonably foreseeable hazards while they are travelling abroad.

The Management of Health and Safety at Work Regulations 1999 state that the University must ensure that a suitable and sufficient Risk Assessment has been made to cover the hazards and associated risks to health from such travel and its related work activities.

The Risk Assessment should reflect specific legislation and customs of the country and any specific area to be visited, in relation to how it would potentially impact on the planned trip and work activity. The results of this assessment must be disseminated to all participants travelling to that particular location.

3. Risk Assessment

As with all work related UK based travel, all overseas work related travel and its associated work activity must be risk assessed in advance of travel commencing and approved by the relevant line manager. The Generic Risk Assessment form can be found in Annex 1 of this guidance document.

The University also has a duty in relation to the proposed travel to, ‘so far as reasonably practicable’, make an assessment of staff ‘fitness for travel’ and general capabilities prior to travel commencing. This is of particular importance as overseas travel may potentially impose additional health related risks. The assessment is crucial to ensure that any pre-existing health conditions are not compounded by the overseas travel or work related activity. Where a member of staff knows that they have a pre-existing medical condition or other related issue that may affect their ability to travel or work abroad, they should seek advice from the University’s Occupational Health Centre before travelling.
4. Insurance

The University holds insurance for standard work-related overseas activities carried out by its employees. To ensure that the University Travel Policy provides cover for the travel destination, please check Guide to University Insurance on the Business Support Services website.

You must obtain an Emergency Assistance card before you travel. This card is issued by the University insurers and can be downloaded from the Business Support Services website. The Emergency Assistance card provides travellers with cover for emergencies such as medical treatment, replacement of lost/stolen documents and cancelling credit cards. In the event of an emergency while overseas, ring the helpline on the Emergency Assistance card.

It is essential to ensure the adequacy of insurance arrangements well in advance of all overseas travel taking place. If travel is booked where there is full knowledge that there was FCO advice against travel to a particular country then insurance will be invalidated and therefore a claim for personal accident, medical expenses, loss of personal belonging, cancellation etc will not be considered by the insurers.

The University Travel Insurance is supported by 24 hour emergency assistance operated by AonProtect. **Helpline: +44 (0) 20 7173 7797**

5. Travel Itinerary and Contact details

Overseas travellers should file a copy of their travel itinerary with their department office prior to their departure. The travel itinerary should detail flight numbers, departure times, accommodation address, telephone number, and schedule of planned meetings, events etc with relevant contact details provided.

6. Travelling Alone

It is recognised that in some situations it is not reasonably practicable to avoid travelling alone when abroad on University business. It is important therefore that appropriate measures are taken to ensure that the traveller remains in control of their situation and feels able to make informed judgements in response to situations as they arise. The traveller should be able to make contact with the University at any time, should an emergency arise. Further advice on measures that can be taken to reduce the risks to those travelling can be found within Section 10. of this document.

7. General Health Advice

General advice on travel health related issues, including immunization & vaccinations for travel can be obtained via the Robens Centre (Ext: 6690) situated on the University’s Research Park. The centre provides a full Occupational Health service for staff members including immunisation / vaccination programmes for business travellers. Staff are reminded that certain vaccinations
are mandatory for entry into some countries and as such they should keep a record of all mandatory vaccinations with them when travelling.

8. Accident Reporting:

All accidents, near-miss incidents and diseases which occur during staff travel abroad must be reported via the University’s normal internal reporting system using the University Incident Report Form. It should be noted that even an injury which appears at first sight to be trivial should be reported, since 'trivial' injuries may occasionally develop into more serious situations. ‘Near miss’ incidents should also be reported to ensure, where possible, control measures, procedures etc, are put in place to ensure similar incidents are avoided. A downloadable accident report form can be found on the University Safety Office website.

Serious incidents must be reported immediately to the University Travel Insurance (AonProtect) 24 hour emergency assistance Helpline +44(0)2071737797 and also the University Safety Office by telephone on (+44) (1483 68) 9362. Additionally in the event of a serious injury or fatality the following University services must also notified:

- **Human Resources**: (+44) (1483 68) 9318
- **Out of Hours**: Security Office (+44) (1483 68) 2002 (24-hour security cover) holds a cascade contact list of senior staff in all areas of the University.

9. Information Provision

Travel abroad may expose staff to a variety of health and safety issues arising specifically from the travel itself and/or the conditions within the country being visited. It is essential therefore that travellers are provided with sufficient information to ensure, so far as reasonably practicable, their health, safety and welfare whilst abroad.

Personal safety information and advice for travellers is available via the Foreign & Commonwealth Office Website. Practical advice on travel to a specific country can also be gained by talking to other staff who have experience of the particular country to be visited.

10. Foreign and Commonwealth Office Advice for Travellers

Reference should be made to the FCO website [http://www.fco.gov.uk/](http://www.fco.gov.uk/)

10.1 General Travel Advice
- Keep abreast of the local and regional political scene in the media
- Try to avoid potentially risky situations - think about what you are doing at all times and trust your instincts. It is easy to let your guard slip when you are away from home. Try to be as careful as you would be at home
- Act confidently; plan your itinerary so you know where you are going and what you are doing. Try to avoid looking lost or confused, avoid unlit streets at night and vary your route if making regular journeys
- Report daily to a University contact
• Be wary of new ‘friends’. Don’t tell strangers where you are staying or give out too many
details about your travel plans
• Mobile phones should be checked with the network provider for compatible operation before
departure and ‘roaming’ enabled if available. Programme in useful numbers such as the
local police, the British Consulate and a trustworthy taxi company
• Always carry with you the telephone numbers of the nearest British Embassy or Consulate
for the Country/area to be visited (listed on the FCO web site)

10.2 Passports and Travel Documents
• Ensure you have a valid passport (minimum of six months at return date) along with any
necessary visas
• Write the full details of your next of kin in your passport
• Keep your passport in the hotel safe and carry a photocopy with you at all times, additionally
leave a copy at home and/or with your departmental office
• Take another form of ID with you (preferably with a photograph)
• Always keep your travel tickets and other important documents in a safe place

10.3 Accommodation
• When selecting accommodation choose a reputable hotel and wherever possible avoid a
ground floor room
• Confirm your accommodation reservation in advance of your arrival
• Do not leave your window open, especially if your room is on the ground floor or has a
balcony
• Never leave your key where someone can note your room number
• Remember to lock your room door even when you are inside the room
• Never open your room door to anyone without checking with reception first that they are
genuine

10.4 Transport
• Where possible, for high-risk countries, organise a named contact to meet you at the airport
with transport

10.5 Taxis
• Keep the phone number of a trustworthy taxi or minicab company with you at all
times. Hotels can give you details of a reputable company
• If possible book taxis through the hotel, the drivers name and approximate fare should be
verified beforehand
• Always keep some money for phone calls and a taxi journey home from your destination
separate from the spending money you take out with you
• If you are in a vehicle and you feel threatened, firmly ask the driver to stop and try to get out
in a busy public place. If the driver refuses to stop, try alerting other drivers by shouting or
waving out of the window

10.6 Driving Abroad
• Never drink and drive
• Ensure you understand the driving laws, licence requirements and driving conditions specific
to the country you are visiting
• Make sure your UK driving licence is current and valid. Some countries require you to hold an International Driving Permit (IDP) with your UK licence
• Be aware that in many countries there are on-the-spot fines for traffic offences - exceptions are not made for foreigners

10.7 Money & Credit Cards
• Use a money belt or secure inside pocket. Only carry the minimum amount of cash that you need for the day
• Never leave large amounts of cash in your room, always use the hotel safe
• Check local restriction on the use of credit cards. Don’t carry all of them with you – leave at least one in the hotel safe. If you lose or have your credit card stolen cancel it immediately by phoning the relevant 24-hour emergency number
• Only change money in banks or legal foreign exchange dealers. It may be illegal to change money with unauthorised persons and you run the risk of receiving fake currency and / or arrest
• Keep all exchange receipts, as you may have to prove you obtained your local currency legally
• Consider carrying ‘universal’ currency such as US dollars up to the value of approximately £50 for emergencies

10.8 Theft
• Leave your valuables and spare cash in the hotel safe or other secure place;
• Consider carrying two wallets one should be prepared as a ‘dummy’ to be thrown down if threatened. It should contain around US $50, some local currency, a few old receipts, expired credit cards and a few UK notes
• Never resist violent theft
• If your money, passport or anything else is stolen report it immediately to the local police
• Obtain a police statement about the loss: you will need to claim on the University’s insurance policy
• Phone your bank at home to transfer money or to cancel your credit card using the relevant 24-hour emergency number
• Do not flaunt your (relative) wealth

10.9 Cultural Awareness
• Get a good guidebook, this will tell you about the country you are visiting and help you out about local laws, customs and culture
• Take a phrase book and try speaking the local language
• Respect local customs and dress codes, particularly if visiting religious sites, markets and rural communities - think about what you wear and how you fit in
• Particular care should be taken not to offend Islamic codes of dress and behaviour with regard to sexual relations, alcohol and drugs
• Be discreet about your views on cultural differences
• Always ask an individual’s permission before you take a photograph and respect their reply. In some cultures you should not attempt to photograph women
• Don’t haggle too aggressively. In most countries where haggling is the norm, it is done with good humour and not for too long. Although prices are usually inflated for tourists, it’s also
important to remember that the discount you are haggling over could be a few pence for you but a significant means of income for a seller

- It is always best to err on the side of caution. Behaviour that would be regarded as innocuous elsewhere can lead to serious trouble

10.10 Going out

- Always tell someone where you are going and when you expect to return
- Be aware of “no-go” areas and avoid them
- Make sure you know the address and phone number of where you are staying and how to get back
- Stay aware of what is going on around you and keep away from situations where you do not feel comfortable
- Be aware that alcohol can lead to you being less alert, less in control and less aware of your environment

- If you are going to drink alcohol, know your limit. Remember that drinks served in bars overseas are often stronger than those in the UK
- Be cautious of people who ignore your personal space, do not listen to you, and make you feel guilty if you resist their advances or appear to be very drunk

10.11 If you feel threatened

- Stay calm, and try to be firm and direct
- If you feel pressured, get out of the situation. Never assume that it won’t happen to you
- Get away from the person you are with and go to a safe place
- If you feel uncomfortable or in danger, do not be afraid to draw attention to yourself. Shout, make a fuss and make people aware that you feel threatened

11. Health Issues

The following advice is taken from the Department of Health’s Health Advice for Travellers (2002)

http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en

11.1 Pre-Travel Checkups
Travellers should ensure that they are up to date with medical and dental check ups before travelling. Ensure you have had all the necessary vaccinations and ensure a record of mandatory vaccinations is carried.

11.2 Food Safety
Wherever you travel overseas be careful of what you eat and drink as food and water may be contaminated in a variety of ways. Traveller’s illness such as diarrhoea can be largely avoided by taking a few simple precautions based upon good personal hygiene.
11.3 Personal Hygiene
- Always wash your hands after going to the lavatory, before handling food and before eating
- If you have any doubts about the water available for drinking, washing food or cleaning teeth, boil it, sterilise it with disinfectant tablets or use bottled water - preferably carbonated with gas - in sealed containers
- Avoid ice unless you are sure it is made from treated and chlorinated water. This includes ice used to keep food cool as well as ice in drinks
- It is usually safe to drink hot tea or coffee, wine, beer, carbonated water and soft drinks, and packaged or bottled fruit juices
- Eat freshly cooked food which is thoroughly cooked and still piping hot
- Avoid food which has been kept “warm”
- Avoid uncooked food, unless you can peel or shell it yourself
- Avoid food likely to have been exposed to flies
- Avoid ice cream from unreliable sources, such as kiosks or itinerant traders
- Avoid - or boil - unpasteurised milk
- Fish and shellfish can be suspect in some countries, uncooked shellfish, such as oysters, are a particular hazard.

11.4 Pre-Existing Medical Conditions and Medication
If you have a pre-existing medical condition and need to take medication either prescribed or brought from a pharmacist with you when you travel you should ensure that you always carry the medication in a correctly labelled container issued by the pharmacist. Otherwise take a letter from your doctor or a personal health record card giving details of the drug prescribed in case you are questioned by Customs officials. You should be aware that some medication available over the counter in the UK may be controlled in other countries; likewise, if you were given any medication in another country, it may not be legal to bring it back into the UK. If in doubt, declare them at Customs when you return.

11.5 Reducing the Risk of Deep Vein Thrombosis (DVT) During Travel
Prolonged immobility on long journeys, whether by plane, train or car, can lead to 'Deep Vein Thrombosis' (DVT) - a blood clot in the leg. To help reduce the risk, move your feet around, or get up and walk around regularly if you can and avoid dehydration by taking regular non-alcoholic drinks.

If you have ever had a DVT or clots in your lungs, have a family history of clotting, have had major surgery especially a hip or knee replacement in the last 3 months or suffer from heart disease, cancer or ever had a stroke, you may be at increased risk. The University Occupational Health can provide further information (ext: 4670).

11.6 Malaria
Malaria is a parasitic disease, spread by the bites of infected mosquitoes. Malaria is a major health problem throughout the tropics (a country-by-country checklist is available at: http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/EssentialInformationOnMajorDiseases/MajorDiseasesArticle/fs/en?CONTENT_ID=4114858&chk=6%2BUNyc. Malaria produces fever and, in some cases, complications affecting the kidneys, liver, brain and blood, and it can be fatal.
If you are going to visit, travel through, or even just stop-over, in a malarial country, even if you have lived there before, take the following precautions:

- Inform your Doctor / University Occupational Health which countries you will be visiting. Many areas have malaria parasites which are resistant to anti-malaria medicines, professional sources of information may therefore need to be consulted. You should take the medication for a week before travelling, throughout your stay, and for a month after returning.
- Avoid mosquito bites, use insect repellent, preferably one containing DEET. Keep your arms and legs covered after sunset. Sleep in properly screened rooms and employ a 'knockdown' spray to kill any mosquitoes in the room. Use a mosquito net preferably impregnated with an insecticide around the bed at night. You should ensure that there are no holes in it and that it is well tucked in.

However, none of these precautions will give absolute protection. So if you develop a fever, or feel ill, while abroad or up to three months after returning, it is essential to seek medical attention immediately. If you develop these symptoms after you have left a malarial region, tell the doctor / Occupational Health that you have been to a country where malaria is a health risk.

### 11.7 Rabies

Rabies is an acute viral infection of the nervous system, its symptoms include delirium and painful muscle spasms in the throat. Once symptoms develop in human beings, the disease is usually fatal. Rabies can occur in animals in Europe and North America as well as in the less developed countries. You can contract the disease if any infected animal bites you. Avoid touching any animal, whether wild, stray or apparently 'tame'. If you are bitten, 'post-exposure' treatment - if given early enough - usually prevents the disease developing.

If you are bitten by an animal while overseas:

- Wash the wound immediately, using soap or detergent, or flush with clean water, apply alcohol if possible
- Get medical attention - IMMEDIATELY. Go to the nearest doctor or hospital. You may need a rabies vaccination and the course of injections must be started immediately. Ask for 'human diploid cell vaccine', if possible. In case of any difficulty, contact the nearest British Consular official
- Whether or not you receive treatment outside the UK, consult your doctor as soon as you return
- A rabies vaccine before travel is only recommended for those who may be exposed to a higher risk of infection or who are undertaking long journeys in remote areas where medical treatment may not be immediately available. **Even if you are immunised, however, this does not remove the need for urgent treatment if you are bitten by an infected animal.**

### 11.8 HIV / AIDS

HIV / AIDS (Acquired Immune Deficiency Syndrome) has now spread across the world. There is no vaccine or cure for AIDS. AIDS is caused by a virus known as HIV. Infection with HIV is more common than AIDS itself. People infected with HIV remain infected and infectious all their lives. There is no vaccine or cure for HIV infection.

**HIV / AIDS can be passed on in four main ways:**
Through unprotected sex with an infected person;
Through the use of infected syringes, medical and dental instruments, and anything else which punctures the skin, such as tattooing equipment;
By transfusions of HIV infected blood;

HIV / AIDS cannot be passed on through everyday social contact or through insect bites, dirty food or crockery, nor activities such as kissing, coughing or sneezing.

To protect yourself against HIV / AIDS:
- Do not have sex except with your usual partner. Casual sexual intercourse can be very risky. If you do have sex with a new partner, always use a condom. They are the most effective protection against HIV/AIDS and other sexually transmitted diseases
- Do not inject non-prescribed drugs. If you do, never share equipment
- Do not have a tattoo, acupuncture, or your ears pierced, unless you can be sure that the equipment is sterile
- Since some countries do not have the same standards of medical and dental hygiene as the UK, needles and other equipment may not be adequately sterilised, nor blood screened for the presence of HIV or hepatitis B or C
- Some countries have introduced HIV antibody testing for visitors, or require an HIV antibody test certificate. If in doubt, check with the Embassy or High Commission of the country concerned

11.9 Swine Flu
There are currently no restrictions on overseas travel relating to Pandemic Flu. However, if you are due to travel, check the UK Foreign and Commonwealth Office website regularly for advice as situations can change quickly.

If you have Pandemic Flu, do not travel until after your symptoms have stopped. If you need to cancel your trip and are going to claim on your travel insurance, keep all the original documentation you receive, including the label from your medication, as insurers will need to validate your claim.

If you have recently travelled from any infected area and are experiencing flu-like symptoms, you must isolate yourself and limit contact with others, and seek medical advice from the National Flu Helpline on 0800 1 513 513 or NHS Direct on 0845 46 47. You can also get more information on Pandemic Flu and travel, including advice for those entering the UK, by visiting the governments Pandemic Flu Travel Advice website.

11.10 Other Diseases
- Further information on a broad range of diseases can be found on the Department of Health Website www.dh.gov.uk

To help ensure you address all of the required areas of this guidance document a simple travel checklist has been produced (see Annex 3).
12. UK Travel Guidance

12.1 Introduction
The University has a statutory duty of care to protect, so far as reasonably practicable, the health, safety and welfare of its employees whilst travelling in the UK on University business.

Therefore, as with all work related overseas travel, all UK travel and its associated work activity must be risk assessed in advance of travel commencing and suitable control measures adopted (see Annex 1 for risk assessment). Likewise an assessment of staff ‘fitness for travel’ and general capabilities must be made prior to travel commencing, this is essential to help inform the risk assessment process. The University Driving at Work Policy (February 2009) can be found at http://portal.surrey.ac.uk/pls/portal/docs/PAGE/HSD/A_TO_Z_TOPICS/A_TO_D_TOPICS/DRIVER_VEH_SAF/DRIVING_AT_WORK_POLICY1_2009V2.PDF

12.2 Routes & Schedules
Travellers prior to departure should file with their relevant department office a route plan, together with date and time of departure, expected time of return, their contact information, details of any pre-arranged meetings and if applicable, address, telephone number of accommodation. This is particularly important for lone travellers.

12.3 When travelling by car:
Before you set off:

- If you are using your own car you must be insured to do so (i.e. you are insured for business use)
- Plan trips to minimise driver fatigue, it is recommended that a 45-minute break should be taken after any continuous driving period of 4.5 hours and a minimum break of 30 minutes is taken after any continuous driving period of 2.5 hours
- Drivers should conduct a pre-trip check of the vehicle e.g. tyres, lights breaks, windscreen wash and wipers function correctly and ensure defects are rectified before travelling
- A check should be made of weather conditions before travel commences, this is particularly important during winter months
- Ensure a breakdown service is available and you know how to contact them
- Plan your route in advance to reduce the likelihood of getting lost
- Tell people at your destination what time you expect to arrive
- Carry a mobile phone for use in an emergency

Mobile Phones
The use of hand-held mobile phones while driving was banned from the 1st of December 2003. Drivers still risk prosecution (for failure to have proper control) if they use hands-free phones when driving. Additionally employers will be found guilty of an offence if they cause or permit their staff who drive for work to use a hand-held mobile (or similar device) whilst driving.
• All University employees using hand-held and hands-free mobiles (or similar devices) whilst driving under the scope of their employment, should only do so when their vehicles are parked in a safe place and the engine is switched off.

• It should be considered a disciplinary offence if employees breach the Regulations during their normal working hours or outside of normal working hours when using their mobile phone for work purposes.

Legislative guidance on mobile phones and driving is available from the Department for Transport at: http://www.dft.gov.uk/stellent/groups/dft_rdsafety/documents/page/dft_rdsafety_025216hcsp

On the road
• Keep bags, mobile phones and other valuables out of sight. These can be easy pickings for snatch thieves in traffic jams or at traffic lights;
• Keep doors locked, windows and sunroofs closed especially in stop/go traffic
• Do not pick up hitchhikers
• Keep an up to date map with you so there is no need to stop and ask for directions

Motorway driving – breakdown
• Drive or coast to an emergency phone if you can
• Park on the hard shoulder and leave the car by the passenger door;
• If you decide to wait on the verge, lock all doors except the front passenger door
• If a car stops while you are waiting, either use the emergency phone to tell the police the registration number or get into the passenger seat of your car and lock the door
• When breakdown assistance arrives, wind your window down slightly, ask the driver for identification and check that they know your name

Leaving the car
• Always lock your car and place all valuables out of sight in the boot
• After dark, park in a well lit place, as close to your destination as possible
• In a multi-storey car-park, reverse your car in, 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 the car and check the back seat for intruders before you get in

If you feel threatened
• If you think you are being followed, drive to a busy place;
• If the occupants of another vehicle try to attract your attention, simply ignore them;
• If a vehicle travels along side you at the same speed, slow down and let them pass. If the driver persists, drive to a busy place and call the police;
• If a car pulls up in front, forcing you to stop, leave the engine on. If the driver gets out and approaches you reverse and get away. Activate hazard lights and sound your horn continuously.
If you witness an incident
• If you see an incident or someone tries to flag you down think before leaving your car. The incident may not be genuine! It may be safer and more practical to use a mobile phone or the nearest payphone to report what you see.

12.4 When using taxis
The majority of taxi services are safe and reliable; nevertheless it is advisable to observe certain precautions.

• If you cannot hail a licensed cab, carry the phone number of a reputable car company, or ask a friend for a recommendation;
• Whenever possible, book by phone and ask for the driver’s name, make and colour of car. Do not get into any cab you have not asked for;
• Never give away any personal details to the driver;
• Before arriving at your destination, have your cash ready, leave the cab and then pay the driver.

12.5 When using public transport
Whilst the vast majority of public transport is in complete safety, taking simple precautions can give reassurance and help reduce risk:

• Have the right change ready for your fare;
• Know where you are going and which stop you need;
• When getting off a bus, train or tube at night or in an unfamiliar area, attach yourself to groups of people and walk purposefully to your destination. Alternatively, arrange for someone to meet you;
• When waiting for a bus after dark, stand in a well-lit place near groups of people;
• On an empty bus, or late at night, sit near the driver or conductor;
• On trains, sit with other people, try to avoid travelling in compartments with no access to corridors or other parts of the train;
• If you use the underground rail, wait in a well-lit place near groups of people and avoid empty carriages.

13. References/ Useful Contacts
http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en

Health Protection Agency (2009) Advice and Information for Travelling Abroad

Foreign and Commonwealth Office Publications:

Help for Britons Abroad
http://www.fco.gov.uk/Files/kfile/Help%20for%20Britons%20Abroad%20Leaflet%20FINAL,0.pdf

Security & General Tips
http://www.fco.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1007029390945
Travel Money

Rape and Sexual Assault Overseas: Advice on personal safety and information for victims - http://www.fco.gov.uk/Files/kfile/RapeSexualAssault,0.pdf


In Prison Abroad - http://www.fco.gov.uk/Files/kfile/InPrisonAbroad,0.pdf

Drugs Information for Travellers – http://www.fco.gov.uk/Files/kfile/Drugs%20Information%20for%20Travellers,0.pdf

University Health and Safety Office: http://portal.surrey.ac.uk/portal/page?_pageid=1418,1&_dad=portal&_schema=PORTAL

Foreign and Commonwealth Travel Site: http://www.fco.gov.uk/

World Health Organisation: http://www.who.int/en/

Health & Safety Executive: http://www.hse.gov.uk/

Travel Health Advice (detailed advice on various travel related issues): http://www.travelhealth.co.uk/advice/index.html

Department of Transport: Road Safety Advice http://www.thinkroadsafety.gov.uk/index.htm

The Institute of Advanced Motorists http://www.iam.org.uk/

DVLA http://www.dvla.gov.uk/welcome.htm
### Generic Risk Assessment for Travel Abroad

**Name of traveller:**

**Specific location of travel**

<table>
<thead>
<tr>
<th>Region of intend travel?</th>
<th>North and Western Europe, North America, Australia, New Zealand</th>
<th>Complete Parts A &amp; C</th>
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<tbody>
<tr>
<td></td>
<td>Asia, Africa, Central and South America, Eastern Europe</td>
<td>Complete Parts A, B &amp; C</td>
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</tbody>
</table>

**Dates of Travel:**

| Outbound: | Inbound: |

**Proposed activity(s):**

*Please read the notes overleaf before completing this form*

### PART A

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Risk (H/M/L)</th>
<th>Remedial Measures</th>
<th>Additional Comments</th>
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<tbody>
<tr>
<td>Existing medical conditions or disability</td>
<td></td>
<td>Consult GP or relevant support group for advice and precautions. Contact Business Support Services if you have any doubts about insurance cover.</td>
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<tr>
<td>(see Notes 1,5)</td>
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<tr>
<td>Deep-vein thrombosis</td>
<td></td>
<td>If it is suspected that the traveller may be at increased risk due to existing health conditions, his/her GP should be consulted for advice. The DoH Website gives detailed guidance on who may be at increased risk and precautions to take.</td>
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<tr>
<td>(see Note 2)</td>
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<tr>
<td>Hazards associated with work-related activities</td>
<td></td>
<td>Give details:</td>
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<tr>
<td>(not necessary for conference attendance): (see Note 7)</td>
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### PART B
For proposed travel to Asia, Africa, Central or South America or Eastern Europe

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Risk (H/M/L)</th>
<th>Remedial Measures</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposure to infection</td>
<td></td>
<td>Consult GP surgery or Occupational Health for advice on vaccination and other precautions. Also check the DoH Website.</td>
<td></td>
</tr>
<tr>
<td>Personal Attack / kidnap</td>
<td></td>
<td>Precautionary measures should be taken to protect personal safety and security. The FCO website provides country-specific advice. FCO Website checked</td>
<td></td>
</tr>
<tr>
<td>Social/Political unrest</td>
<td></td>
<td>Check the FCO website for up-to-date travel advice. The University’s insurers require prior notice of intended travel to higher risk locations. The FCO also does not recommend travel to certain locations. FCO Website checked</td>
<td></td>
</tr>
<tr>
<td>Does the FCO advise against travel to this location?</td>
<td>□YES □NO</td>
<td>If YES, Business Support Services MUST be consulted with regard to insurance provision FCO Website checked</td>
<td></td>
</tr>
</tbody>
</table>

**Department of Health Web Site:** [Guidance on vaccinations etc](#)  
**Foreign & Commonwealth Office Web Site:** [Country-specific advice on travel and personal security](#)  
**Business Support Services:** [Insurance information](#) and [Travel Policy](#)

### PART C
(see Note 8)

**Name of Assessor:**  
Signature: _____________________  
Date: _____________________  

**Name of Traveller:**  
Signature: _____________________  
Date: _____________________  

**Name of manager:**  
Signature: _____________________  
Date: _____________________
Notes:

1. If you have any medical conditions or concerns which may affect your fitness to travel or the activities to be undertaken overseas, you must consult your GP or relevant support group for advice and precautions. Contact Business Support Services if you have any doubts about insurance cover. If you are taking medication make sure that it is legal in the country to which you are travelling. Pack your medication in your hand luggage and also take the prescription and a letter from your GP.

2. Information regarding DVT can be obtained here http://www.fitfortravel.nhs.uk/advice/advice-for-travellers.aspx

3. The website to visit to gain vaccination and health information is http://www.fitfortravel.nhs.uk/destinations.aspx

   A consultation appointment for travel health advice, vaccinations etc. can be made with Occupational Health at the Robens Centre, tel 6690, or your GP.
   Check your vaccination needs at least six weeks before you are due to travel.

4. The website to visit to gain country specific safety information is http://www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country/ (Foreign & Commonwealth Office). The purpose of the above is to ensure you are adequately informed about the safety issues within the countries you are travelling to and are able to make your risk judgments and plan your activities accordingly. Other relevant information can also be entered into the "Additional Comments" section of the form e.g. If you are a citizen of the country being visited, or a frequent visitor particularly familiar with the area being visited.

5. Insurance

   All University staff and postgraduate students automatically receive insurance cover for work-related travel abroad.
   Note that this insurance does not cover travel contrary to medical advice, pregnancy/childbirth expenses incurred within one month of expected date of delivery or the cost of routine treatments for an existing medical condition. The medical cover provided is intended for emergency/unexpected treatments. Any queries should be raised with Business Support Services.
   Note that this insurance does not automatically cover travel to higher risk locations i.e. locations for which the FCO advise against travel. Business Support Services must be consulted in these circumstances.
   Travellers should notify their School/Department of their travel arrangements and collect an ACE Rescue card which details the 24-hour emergency telephone number and the policy reference.

6. You are advised to leave photocopies of your passport and any necessary visas with a contact at the university. Also leave a copy of your ticket details, your itinerary and a means of contacting you.

7. If you are undertaking any work activities abroad that may present a significant health or safety risk these must be assessed beforehand to ensure that all necessary remedial measures are employed. You can attach or reference a separate risk assessment if required.

8. The assessor is the person completing this risk assessment, and will normally be the traveller, but may be the traveller’s manager, or the organiser of the overseas work. In some instances the input of a specialist with detailed local knowledge may be required. The person completing the risk assessment needs to have knowledge of the intended trip, i.e. travel arrangements, accommodation, intended activities, security arrangements (if applicable), in order to be able to make reasonable judgments of the risks concerned.
Appendix 2.  

**Travel Abroad Personal Details Form**

University policy requires this form is to be completed by all staff prior to the commencement of overseas travel.

Overseas Destination/s: 

Date/s of Travel:

Faculty/Department/Service:

<table>
<thead>
<tr>
<th>Surname</th>
<th>Forename</th>
</tr>
</thead>
</table>

Please ensure that details are either updated on Peoplesoft or below

Date of Birth

Home Address:

<table>
<thead>
<tr>
<th>Post Code</th>
<th>Tel No</th>
</tr>
</thead>
</table>

Please give details of next of kin or person who can be contacted in an emergency:

Name: 

Relationship: 

Address: 

Telephone/Text Phone Number: Home: 

Work: 

Mobile:  

Phone:

Insurance cover is excluded whilst travelling against medical advice or for the purpose of obtaining treatment or medical advice

Signed: 

Date:

This form will be used/kept in a confidential manner by the relevant Faculty/Department/Service and Occupational Health if required. Information will only be used to for health and safety purposes.
# Travel Abroad Checklist

<table>
<thead>
<tr>
<th>Pre-Planning Issues</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Have you contacted the Foreign &amp; Commonwealth Office for any relevant travel advice on the country you are visiting?</td>
<td></td>
<td></td>
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<tr>
<td>b) Has the Purchasing Office been contacted to ensure adequate insurance coverage is in place for the destination/activity to be undertaken overseas?</td>
<td></td>
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<tr>
<td><strong>2.</strong></td>
<td></td>
<td></td>
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<tr>
<td>Have you sought advice from Occupational Health / your GP on:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>a) Any necessary and advised vaccinations you may require?</td>
<td></td>
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<tr>
<td>b) Personal health needs, if applicable, in relation to e.g.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>i) climatic extremes?</td>
<td></td>
<td></td>
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<tr>
<td>ii) allergies?</td>
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<td></td>
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<tr>
<td>iii) mobility - exposure to difficult terrain e.g. mountains, cliffs, fresh water, seashore marshes etc?</td>
<td></td>
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<td></td>
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<tr>
<td>iv) medications?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>v) special dietary requirements?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>vi) long haul flights?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) contact with venomous, poisons or aggressive animal or any plant that may pose health risk?</td>
<td></td>
<td></td>
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<tr>
<td><strong>4.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Has a Travel Abroad Confidential Personal Details Form been completed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Has a risk assessment of travel and work activities been completed?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>c) If applicable, have lone worker issues been adequately addressed?</td>
<td></td>
<td></td>
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<tr>
<td><strong>5.</strong></td>
<td></td>
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</tr>
<tr>
<td>Has information been obtained on what you can / cannot take on flights and import into the country of destination?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If driving abroad, have you checked your driving license is valid in the country to be visited? Are you aware of driving patterns in that country?</td>
<td></td>
<td></td>
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<tr>
<td>---</td>
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</tr>
<tr>
<td>7.</td>
<td>Do you know whom to contact to receive medical, legal, consular, local, and assistance while abroad?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Have you asked your hosts for local advice on personal safety e.g. going out after dark, using public transport, areas to avoid etc?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Has a copy of the University’s travel insurance and medical emergency number been obtained? Do you understand what the insurance covers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Has an up-to-date itinerary of your trip been lodged with your department?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Have you a complete Emergency Contact List?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Have next of kin and GP contact details been lodged with your department?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>