



UNIVERSITY OF
BIRMINGHAM

Health and Safety Guidance

Travelling and Working Abroad

GUIDANCE/24/TWA/07

University Health and Safety Policy (UHSP/0/01) requires Head of Budget Centres to make arrangements for ensuring that risks to staff and students are properly identified and controlled. This requirement extends to staff and student whilst carrying out University work when abroad, including student placements.

This guidance is aimed at staff and students who either travel and work overseas or who manage, supervise or make arrangements for overseas travel and work.

Further information and advice may be obtained from the Health and Safety Unit.

January 2007

Amended February 2015

1.5: To and from the UK and/or place of domicile replaced with

1.5: To and from the UK and/or place of domicile

GUIDANCE/24/TWA/07

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Travelling and Working Abroad

1 INTRODUCTION

1.1 Scope

University Health and Safety Policy (UHSP/0/01) requires Head of Budget Centres to make arrangements for ensuring that risks to staff and students are properly identified and controlled. This requirement extends to staff and student whilst carrying out University activities when abroad on University business or University related activities.

It is accepted that there is a degree of risk travelling and working abroad as certain countries do not have such stringent health and safety standards as the UK. This guidance is designed to raise awareness of the risks that may be faced when abroad and give advice on steps that should be taken to minimise these risks. However some risks may have to be assessed by the individual as they arise when abroad and a measured judgement made as to whether they are acceptable or how to minimise them. Advice may be obtained from the Health & Safety Unit if necessary.

1.2 Who is the guidance aimed at?

This guidance is aimed at staff and students who either travel and work abroad or who manage, supervise or make arrangements for the travel and work.

1.3 Where does the guidance apply?

The guidance applies to all University related travel and work abroad.

1.4 What does 'Work' include?

As well as the normal meaning of work, the term 'work' includes:

- Study
- Research
- Expeditions
- Fieldwork
- Secondment
- Student placements including year abroad students
- Conferences and Seminars
- Events to promote/represent the University

1.4.1 Clinical work of Medical staff and students:

Most of this guidance applies to Medical staff and students. However it DOES NOT cover the clinical work that they will be undertaking, including the vaccinations and other precautions required. The School of Medicine is responsible for providing the guidance for clinical work.

1.5 What does 'Travel' include?

- To and from the UK and/or place of domicile
- From UK to destination
- From one country to another
- Travel when abroad –including internal flights abroad

1.6 Prohibited Countries/Parts of Countries

The Foreign Office gives advice on which countries or parts of countries should not be visited. The Foreign Office web site [<http://www.fco.gov.uk>] should be referred to prior to travelling for the most up to date information.

If the Foreign Office:

- Advises against all travel to a particular country, staff and students **must not** travel to that country.
- Advises against all travel to specific parts of a particular country staff and students **must not** travel to those parts.

The Foreign Office may advise against ***all but essential travel*** to particular countries or parts of countries. As a general rule staff and students **must not** travel to these countries or parts of countries. If travel is considered essential it must be sanctioned by the Head of Budget Centre in consultation with the University's Insurance Officer, (see Insurance Arrangements below).

Note: The Foreign Office does not consider commercial reasons ***essential travel***.

If travel is sanctioned to one of these countries the University Insurance Officer must be informed, who will then check if insurance cover is available. If insurance cover cannot be obtained then travel **must not** be undertaken.

1.7 Insurance Arrangements

University rules require that the University's business insurance policy **must be used** by staff and students travelling and working abroad on University business. It should be noted that this does not cover sporting activities, and other dangerous activities such as quad biking, paragliding etc. Additional insurance will be required. Advice on this should always be sought from the University Insurance Officer.

The University's policy **will not cover Prohibited Countries or Prohibited Parts of Countries**, and it is the responsibility of the person travelling to ensure that a country or part of a country is not prohibited and to monitor this during their travel.

Insurance cover may be available for countries the Foreign Office advises against ***all but essential travel***. Advice on this should always be sought from the University Insurance Officer.

More information can be found on the University's Insurance web site [<http://www.insurance.bham.ac.uk>]

1.8 Other documentation

If appropriate refer to the University's *Rules and Guidance for the Safe Conduct of Fieldwork, Expeditions and Outside Activities* (USP/90/FW/18).

1.9 Further Information

- Control Risk Group Website which can be accessed via <http://www.insurance.bham.ac.uk/accident.htm>
- Foreign Office Travel Advice web site [<http://www.fco.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1007029390572>]

2 GUIDANCE

Risks to health and safety when abroad can be more difficult to control due to different acceptable health and safety standards and language and cultural differences. If an accident or incident occurs the impact can be much greater due to being far from home.

Good planning and sensible precautions are vital. This guidance should be read and acted on in advance of travel by staff and students whose work or study takes them abroad or those who send or arrange for others to go abroad.

2.1 Responsibilities

Certain people have responsibilities when arranging and carrying out work and travel abroad.

Head of Budget Centre

Due to the nature of academic freedom and the way academic work is arranged and carried out it is difficult for the Head of Budget Centre to have control of work abroad. However they should make arrangements to ensure risks are minimised and controlled. These should include:

- Bringing the guidance to the attention of those arranging and carrying out work abroad.
- Not allowing travel to 'Prohibited Countries' or 'Prohibited parts of countries'.
- Requiring those travelling and/or working abroad to use the University's insurance.
- Requiring those travelling and/or working abroad to deposit details of their itinerary and contact details with the Budget Centre.

Those arranging travel/work abroad

This duty may be carried out by:

- An individual who makes their own arrangements for the whole trip.
- More than one person; if this is the case close liaison will be required with all involved.

The member(s) of University staff who organises work and travel abroad (whether or not they go themselves) needs to make arrangements to ensure as far as possible that:

- Those participating in the travel and work and activity abroad are aware of their duties and responsibilities.
- University and Budget Centre policies, for such work/expeditions, are complied with.
- Duties and responsibilities are appropriately allocated to named individuals.
- Appropriate risk assessments are carried out and appropriate arrangements put in place to ensure the health and safety of those participating.
- Appropriate details about the journey and work activity and those participating are registered in the Budget Centre.
- Contingency plans and arrangements are in place in case of an emergency.

Those participating in the travel and work and activity abroad

The range of duties of these can be wide ranging:

- A person may be a junior member of a party and will only have the duty to follow instructions and behave responsibly.
- They may be the sole traveller or the leader of a party and will have the duty to ensure pre-planned health and safety arrangements are followed as far as is possible. (Arrangements may have to be changed if circumstances dictate it. This person needs to have the competence to assess a situation and take action.)

2.2 Risk Assessment

Before any travel and/or work abroad is undertaken a risk assessment must be carried out. The level of detail will depend on the places being visited and the work being undertaken. The main risks to health and safety are listed below.

Main risks to health and safety

- Travelling, (e.g. the condition of the mode of transport, the competency of the person in control, fatigue, weather etc.)
- Personal safety and security, (e.g. endemic crime, civil or political unrest etc.)
- Health issues related to the trip, (e.g. exposure to tropical or exotic diseases, jet lag, deep vein thrombosis, contaminated water, food poisoning etc.)
- Health issues that may be pre-existing may need treating when abroad.
- Certain circumstances or activities may present a greater risk to less able persons.
- Work related, (e.g. physical/health risks arising from the work or activity being carried out.)
- Poor standard of accommodation (particularly fire risk and evacuation arrangements).
- Lack of immediate back up in the event of an emergency.

- Language difficulties.
- Communication difficulties.
- Possibilities of causing offence because of culture difficulties.

UK health and safety legislation does not apply abroad. Activities will be subject to local health and safety legislation. As a minimum the University's standards of health and safety should be applied.

Staff and students may work abroad in organisations that have produced their own internal health and safety procedures. It would be prudent to see these in advance of the visit to see if they are acceptable.

The flow chart and check lists will help the risk assessment process. More advice on specific risks is given in the appendices.

An example of a risk assessment and procedures is shown in Appendix 6.

2.3 Notification

Budget Centres need to make arrangements to keep a record of any travel and work being undertaken overseas by members of staff or students that is associated with their Budget Centre. As a minimum this should include:

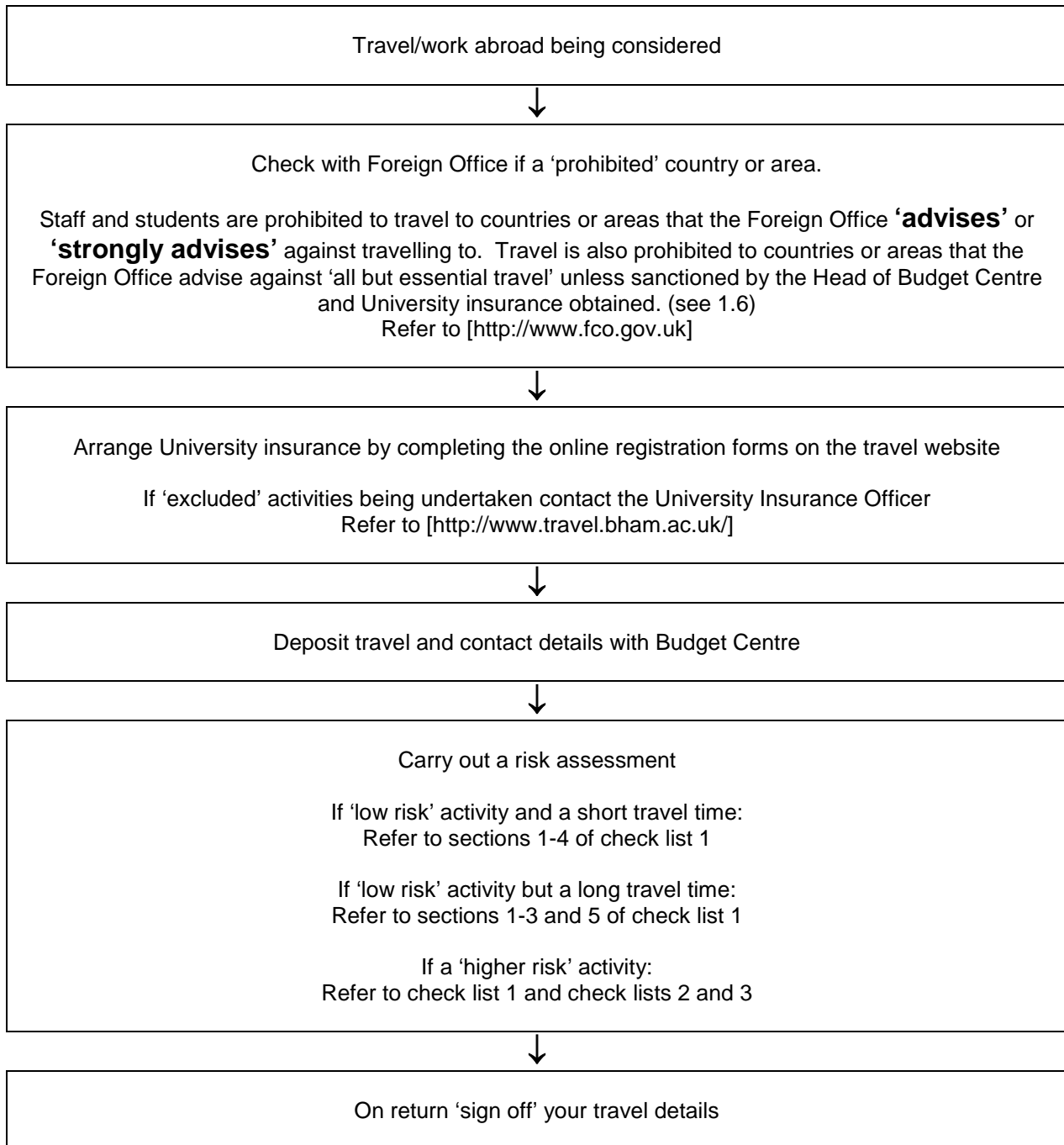
- The date of travel and expected return.
- Countries being visited.
- A brief description of the work being undertaken.
- The University's insurance reference number.
- Personal contact details.
- Contact details of next of kin.

If plans change the Budget Centre should be notified and the record amended. On return the record should be 'signed off'.

The onus is on the individual(s) who will be travelling to ensure that this information is registered with the budget centre before they undertake the period of travel. For Schools this will normally be the School Manager's Office. Regular checking to establish compliance should be conducted and non compliance brought to the attention of the Head of Budget Centre.

Travelling and Working Abroad Flowchart

This flow chart outlines the procedure to be followed.



Check List 1

To be completed by everyone who organises travel and work.

<p>1 The Foreign Office does not 'advise' or 'strongly advise' against travelling to the areas being visited. The Foreign Office does not advise against 'all but essential travel'. See [http://www.fco.gov.uk]</p>	<p>Staff and students are prohibited to travel to countries that the Foreign Office 'advise' or 'strongly advise' against travelling to. the Foreign Office advise against 'all but essential travel' unless sanctioned by the Head of Budget Centre and University insurance obtained. (see 1.7)</p>	<p>Travel allowed? Yes/No</p>
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If Yes continue

<p>2 The University's insurance has been taken out. Refer to [http://www.travel.bham.ac.uk/]</p>	<p>The University requires that the University's business insurance policy must be used by staff and students travelling and working abroad on University business.</p> <p>(It should be noted that this does not cover sporting activities, and other dangerous activities such as quad biking, paragliding etc. Additional insurance will be required, check with the Insurance Office [http://www.travel.bham.ac.uk/].)</p> <p>The University's policy will NOT cover Prohibited Countries or Prohibited Parts of Countries. (see 1.7)</p>	<p>Insurance cover provided? Yes/No</p> <p>Policy Number?</p>
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If Yes continue

<p>3 Details of travel and work should be deposited in Budget Centre.</p>	<p>Appropriate details about the journey and work activity and those participating are registered in the Budget Centre and online at travel website [http://www.travel.bham.ac.uk/]. (see 2.3)</p>	<p>Registered? Yes/No</p>
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If Yes continue

<p>4 Is the travel and activity 'low risk', e.g. short haul air travel to Europe for meetings, seminars, lectures etc.</p>	<p>Basic common sense precautions need to be taken. See 2.2, 'Main Risks to Health and Safety'</p>	<p>Basic precautions considered? Yes/No</p>
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If Yes normally the risk assessment will be complete

If No then continue

<p>5 Is the travel higher risk but activity 'low risk', e.g. long haul air travel outside Europe, long distance car or coach travel for meetings, seminars, lectures etc.</p>	<p>Basic common sense precautions need to be taken. See 2.2, 'Main Risks to Health and Safety' above. Additionally the risks associated with jet lag and deep vein thrombosis should be considered. (See Appendix 3)</p>	<p>Jet lag, DVT considered? Yes/No</p>
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If Yes normally the risk assessment will be complete

If No, i.e. a 'higher risk' activity then a more detailed risk assessment will have to be carried out, see checklists 2 and 3

Check List 2 – Management Check List

This check list should be used by those arranging travel/work abroad. Additionally, if appropriate, refer to the University's *Rules and Guidance for the Safe Conduct of Fieldwork, Expeditions and Outside Activities*: USP/90/FW/18.

Note for Medical Staff and Students. This does not cover the clinical work being undertaken, including the vaccinations and other precautions required. The School of Medicine is responsible for providing the guidance for clinical work.

		Check	Comment
Pre-planning	<ul style="list-style-type: none"> • Local conditions evaluated • Adequate local arrangements are in place • Risk assessments carried out • Health questionnaires completed and action taken • Next of kin and GP recorded • Medical problems noted • Vaccination (tetanus, plus any other suggested for the area to be visited) received by all participants (see Appendix 8) • Ensure that vaccinations or any other medication are started early enough to give protection, and continued if necessary after your return. • Recent dental check up carried out • Details of travel and work lodged with budget centre (see 2.3) • Fitness to work overseas under given conditions evaluated • Provision made for less able, if necessary • Appropriate skills (e.g. driving, boat handling, diving) 		
Health	<ul style="list-style-type: none"> • First-aid kit(s) including sterile syringes and cannulae obtained (see Appendix 9) • Sterile packs organised/received • Medical assistance arranged, if required • Special medical requirements met (e.g. need to keep medicines in a fridge) 		
Training	<ul style="list-style-type: none"> • First-aid cover appropriate for work • Hygiene/health education advice given to participants 		
Equipment taken	<ul style="list-style-type: none"> • Suitability and availability of equipment assessed and the security of that equipment 		
Accommodation/catering for fieldwork	<ul style="list-style-type: none"> • Reasonable living quarters available • Drinkable water or water purification tablets/sterilisation kits available • Ability to cater for special dietary needs actioned. • Availability of food provisions checked • Food preparation and storage facilities acceptable • Availability of fuel for cooking (remote fieldwork) checked and OK 		

Cont.

		Check	Comment
Personal safety	<ul style="list-style-type: none">• Risk of attack/harassment assessed and provided for (if necessary)• Method of routine communication established• System for communication in an emergency in place• Reporting schedule established• Accident and emergency plans in place		
Hazards	<ul style="list-style-type: none">• Work through Hazard Check List 3		

Check List 3 –Hazards to be Considered

This check list should be used by those arranging travel/work abroad and follows on from Check List 2. Additionally, if appropriate, refer to the University's *Rules and Guidance for the Safe Conduct of Fieldwork, Expeditions and Outside Activities: USP/90/FW/18*.

Hazard	Associated problems pertinent to overseas working	Is there a risk?	Arrangements to manage the risk
Access equipment	May be of a lower standard than in UK		
Climatic extremes	Dry/desert, high humidity, hyperthermia, monsoon/storms, oxygen deficiency/rarefied air, sunburn/skin cancer, tidal and other water considerations, extreme cold, hypothermia		
Contact with animals (wild or domestic)	Allergies, asthma, bites and other physical contact, dermatitis, rabies		
Contact with insects	Bites/stings, lyme disease, malaria, yellow fever, dengue fever etc		
Contact with reptiles (poisoning, snakes, scorpions etc remoteness, shock)	Availability of antidotes/medical back-up		
Contaminated land	Exposure to hazardous substances natural or anthropogenic		
Contaminated water	Leptospirosis, bilharzias (sis) (schistosomiasis), onchocerciasis (river blindness) etc		
Contaminated (drinking) water	Cholera, polio, typhoid, diarrhoea, legionella etc		
Electricity	Compatibility of equipment and supply, safety standards (higher/lower/different)		
Emergencies (including fire)	Arrangements and procedures (first aid provision, "Help" numbers/contacts, response expected)		
Endemic diseases	TB, tropical diseases etc		
Environment (local)	Culture (customs, dress, religion, festivals)		
Excavations/ confined spaces/ tunnelling	Permits to work (risk appreciation, safe systems)		
General standard of workplace	May be of a lower standard than in UK		

Cont.

Hazard	Associated problems pertinent to overseas working	Is there a risk?	Arrangements to manage the risk
Hazardous substances/ chemicals	Antidote availability, CHIP, spillage arrangements, labelling of waste, transport requirements		
Legal differences	Local codes/guidance, local standards, local statutes – staff informed and trained		
Machinery	Safeguards/maintenance may be of a lower standard than in UK		
Natural phenomena	Avalanche, earthquake, volcano, severe winds (e.g. tornado, hurricane) etc		
Needles (contaminated)/ sexual contact	HIV, Hepatitis B etc		
Stress	Accommodation problems, civil unrest, crime, vandalism and violence, extremes of heat/cold, fatigue, language/communication problems, lack of support (especially family/peers), loads/expectations excessive, loneliness/remoteness, sickness, unfriendly environment		
Transportation	Competent driver(s), hazardous terrain, properly maintained vehicles, suitable transport, travel sickness		

APPENDIX 1

Travel Safety Advice

Arranging overseas travel and work

Provide sufficient information to enable staff to travel safely and in reasonable comfort. Where the travel is to a volatile area, make staff and their managers aware of the current situation and have contingency plans should the trip need to be cancelled at the last minute (e.g. details of the full itinerary and arrangements for making contact with the group, even en route). There should be a procedure for providing workable phones for use overseas.

Out and about

- Does anyone know where you are and what time you are due back?
- If your travel plans change, have you told your manager or colleagues?
- Have you made sure you can be contacted? Do you have a contact schedule or itinerary?
- Do you know exactly where you are going and how to get there? If you are returning home after dark, have you considered possible risks (e.g. where you parked the car, the availability of public transport, etc.)?
- Have you asked your hosts for help and information?
- Take note of advice from your hosts, especially when overseas.
- Are you likely to be carrying valuable items?
- Are valuable, easily stolen items too visible or accessible (e.g. laptop or portable computer, mobile telephone, tools, briefcase or handbag)?
- Do you carry a personal alarm?
- Small change available for fares?

When driving your car

Before setting off:

- Make sure that your car (or rented car) is regularly serviced, and check tyres, oil, petrol - especially before a long journey.
- Make yourself aware of breakdown/accident arrangements.
- Plan your route in advance.
- Tell people at your destination what time you expect to arrive.
- Take a workable phone, change and a phone card for a payphone in case of emergency.
- Familiarise yourself with the local rules of the road, road conditions, type of vehicle (4-wheel drive, left hand drive etc).
- Obtain a copy of the local version of the highway code.

On the road:

- Keep bags, mobile telephone, etc. out of sight.
- Keep the doors locked, windows and sunroof closed as far as possible, especially in stop/go traffic.
- Do not pick up hitchhikers.
- Keep an up-to-date map handy so you won't need to stop and ask for directions.

Leaving the car:

- Always lock your car and put anything valuable in the boot.
- If you will be returning to the car after dark, park in a well-lit place if possible.
- Park as close to your destination as possible.
- In a multi-storey car park, reverse your car, 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 your car.

- Check the back seat for intruders before getting in.

When taking taxis

- If you cannot hail a licensed cab, carry the telephone number of a reputable company, or ask a friend or your hosts for a recommendation.
- Whenever possible, book by telephone and ask for the driver's name and make and colour of car.
- Do not get into any cab that you have not asked for.
- If the taxi does not have a meter, agree the fare before starting the journey.

Travel by train

- Wait where it is well-lit and there are other people.
- Stand well back on the platform.
- Avoid compartments that have no access to corridors or other parts of the train.
- Try to sit with other people and avoid empty carriages.
- If you feel uneasy, don't be afraid to move to another seat or carriage or get off at the next stop.
- If the carriage is crowded and someone molests you, make a fuss straight away. Remember it's more embarrassing for them than for you.
- If you feel threatened or there is an incident, act immediately:
 - Alert the driver, guard or conductor by making as much noise as possible.
 - Pull the emergency alarm.
 - Look for station staff, Transport Police or a Help Point if there's an incident on the platform.

APPENDIX 2

Accommodation Advice

Fire Safety

- Many overseas properties do not meet the UK's high standards in terms of fire protection, means of escape and fire-fighting capability.
- Always make a point of checking out the fire precautions in any building you visit, particularly the means of escape.
- If you smoke - be careful!

Balconies

- Look critically and take care.

Glass Panels

- Toughened glass is a rarity! Take care to look for large glass panels which may be invisible in strong sunlight.

Lifts

- Some overseas properties do not have inside doors on lifts and thus as the lift moves, a "moving wall" is created. Stay clear of this area of the lift.

Swimming pools

- Lifeguards are rare at swimming pools overseas.
- Never swim immediately after eating – especially a heavy meal.
- Never swim after consuming alcohol.
- Never use a pool where you cannot see the bottom.
- Make sure you know the design and depth of a pool.
- Never swim alone.
- Never swim at night unless the pool is adequately lit for the purpose.
- Always wear adequate sun-block.

APPENDIX 3

Deep Vein Thrombosis (DVT) Advice

Immobility and lack of exercise are considered to be major underlying cause of DVT and is a particular risk to travellers who spend long periods of sitting down in any mode of transport.

Travellers can reduce the risks of being affected by DVT by following the advice below.

The risk of DVT and pulmonary embolus (PE) is greater in people:

- Over 40 years of age.
- Who have had blood clots already.
- With a family history of blood clots.
- Suffering from or who have had treatment for cancer.
- With certain blood diseases.
- Being treated for heart failure and circulation problems.
- Who have had recent surgery especially on the hips or knees.
- Who have an inherited clotting tendency.

DVT is also more common in women who:

- Are pregnant.
- Have recently had a baby.
- Are taking the contraceptive pill.
- Are on hormone replacement therapy or HRT.

The guidelines provide the following advice on how to reduce the possible risk of DVT on long haul flights and other journeys.

Before the trip

The traveller should consult their own General Practitioner if they have:

- Ever had a DVT or PE.
- Family history of clotting conditions.
- A inherited tendency to clot (thrombophilia).
- Cancer or had treatment for cancer in the past.
- Undergone major surgery in the last three months.
- Had a hip or knee replacement within the last three months.
- Ever suffered from a stroke.

Non-prescribed blood thinning medication should not be taken to reduce the risk of DVT.

During the trip:

- at least every 2-3 hours exercise the muscles of your lower legs (which act as a pump for the blood in the veins) while sitting - pull your toes towards your knees then relax, or press the balls of your feet down while raising your heel
- take regular breaks from driving.
- walk up and down the aisle of a coach, train or plane.
- Wear loose clothing.
- Be comfortable while seated.
- wear graduated compression stockings - this is particularly important for travellers who have other risk factors for DVT.
- Keep hydrated by drinking water rather than alcohol and caffeinated drinks (excess alcohol leads to dehydration and immobility).

- Avoid taking sleeping pills.

After the trip

Most air passengers will not experience any problems, however, should swollen, painful legs develop (especially where one is more affected than the other), passengers should see a local doctor urgently or go to hospital. Similarly, passengers should do the same if breathing becomes difficult.

APPENDIX 4

Jet Lag Advice

The symptoms of jet lag decline after a few days as the body clock synchronises with the new time clock.

The recommended ways of speeding this up are:

- Put sleep into a “sleep store” by going to bed earlier, or napping during the day, before the flight. Sleep on the flight.
- When you arrive, adopt the new local hours for sleeping, for being awake and for being active.
- Spend time outdoors in daylight, as this can help to reset your body clock.
- Rest in a quiet darkened room when it is bedtime, even if you do not feel tired.
- Start the new day with gentle exercise even if you feel sleepy.
- Avoid taking naps - they will mislead the body and delay adaptation process.
- Eat the appropriate meal at the appropriate local time.
- Beware of some drugs that are given for jet lag - they are usually linked to promoting sleep, but can prolong synchronisation if their effects are carried over into the next day.

DO NOT drive or use any dangerous machinery following a long haul flight.

APPENDIX 5

War/Hostage/Natural Disaster/Major Accident/Crime Situation etc.

In the event of a member of staff or a student finding themselves in a war, uprising, hostage, natural disaster, major accident or other situation the University will liaise and take advice from the Foreign Office.

More information from the Foreign Office here

[<http://www.fco.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1094234589922>]

On:

- Victims of crime (including loss of passports, money etc);
- Assault, sexual assault and rape.
- Kidnap/taken hostage.
- Arrest and detention.
- Death.
- Major catastrophes.

APPENDIX 6

Other Advice

Valuables

- Carry money and valuables safely.
- Change a small amount of money before leaving the UK to cover initial taxi rides, etc. This avoids your showing large amounts of local currency if you have to change money at the airport.
- Obtain details of the travel insurance and medical emergency number. Make sure that you understand what the insurance covers **before** you need to claim.
- Carry the following items separately: insurance details, hotel information, names and contact details of people you are meeting, number for cancelling credit cards, phonecard, travelcard or small change, keys.
- Where there is a particular risk in a country of infection in the event of injury, take a first aid bag with sterile cannulae and syringes – but be aware that in some countries this may be classed as “drug paraphernalia” and cause a problem in itself.

Sea and Beaches

- Always follow local rules and seek local advice.
- Use beaches with life-guards if possible.
- Swim parallel to the shore and always within your depth.
- Never swim immediately after eating – especially a heavy meal
- Never swim after consuming alcohol.
- Never swim alone.
- Beware of boats and jet skis – do not swim in areas designated for their use.

Effects of the Sun

- Always use a high-factor sun-block and good quality sun-glasses. A wide-brimmed hat is also sensible if you are working all day in the sun.
- Drink plenty of water, even if you are not thirsty. Avoid alcohol, especially when it is very hot.

Electrical Appliances

- Ensure any equipment is appropriate to the local voltage – it may not be.
- Look critically at plugs, wiring and installations – if in doubt avoid and/or demand repairs.

Upset Stomachs

- Always assume local water is unsafe to drink and clean teeth unless you receive sound advice to the contrary.
- Only drink bottled water (from a bottle with a sealed top).
- Avoid ice unless made from bottled water.
- Make sure food is piping hot or properly chilled. Beware of buffets which may have been left for hours in the sun.
- Avoid salads and fruit which you do not peel yourself.

APPENDIX 7

Example of a Risk Assessment and Procedures

Visit to Port Harcourt, Nigeria

This is a brief assessment of the risks and the procedures in place to minimise risks involved in a University visit to a region in Nigeria that has been a point of hostility between local residents and oil staff operating in the area.

Travel plans

XXXXX, YYYYY and ZZZZZ (University staff names) will be travelling to Port Harcourt, Nigeria from 9 – 12 May 2006 to represent the University of Birmingham at a higher education exhibition organised by our educational representatives, Lawrie Green Education (LGE).

We will also be visiting two other Nigerian cities- Abuja and Lagos. We will be in Nigeria from 7 May and YYYYY will leave for the UK on 16 May, and XXXXX and ZZZZZZ will leave for the UK on 18 May.

Crime/Security

The travel advice section on the Foreign and Commonwealth Office (FCO) website advises "against all but essential travel to... the Delta and River States". Port Harcourt is the capital of Rivers State.

However, the recent trouble in the Niger Delta area has only occurred in the Riverine areas of the region and not on the mainland and hostility has only been directed at employees in the oil industry.

Members of staff have travelled to Port Harcourt in the past and there is no record of any problems experienced during those visits.

Health

All travellers have been advised to take suitable preventative measures against health hazards. These will include anti-malarials and vaccinations for yellow fever, cholera, typhoid and polio.

Transportation

We will be flying from Heathrow Airport to Port Harcourt airport. Travel to and from Heathrow will be by public transport.

We will all be escorted from the airport in Port Harcourt and transferred back for our departure flight. Arrangements for accommodation and internal flights to and from Port Harcourt will be arranged by our representatives, LGE. LGE have been operating throughout Nigeria for a number of years and have a wealth of experience in the region.

We will be part of a large group involving delegates from 21 – 25 British universities and it is unlikely that any of us will be travelling alone for the duration of our time in Nigeria.

Further action

FCO website will be monitored for any security alerts. We will also be seeking local advice prior to travel.

APPENDIX 8

Infectious Diseases and Protection Abroad

Disease	Number of Doses (injections)	Interval Between 1st & 2nd Dose	Interval Between 2nd & 3rd Dose	Onset of Protection (time to elapse prior to travel)	Duration of Protection
BCG ⁺	1	---	---	6 weeks or more	lifetime
Cholera	2	7 to 28 days	---	7 days after last dose	3 months
Diphtheria*	1	---	---	Immediate	10 years
Hepatitis A	2	3 to 6 months	---	After 14 days	10 years
Hepatitis B	3	28 days	2 or 5 months	4 – 6 weeks after last dose	5 years
Japanese B Encephalitis	3	7 to 14 days	28 to 30 days	4 weeks after last dose	3 years
Malaria	---	---	---	Commence prophylaxis 1 week prior to travel	Continue prophylaxis until four weeks after return
Meningitis	1	---	---	After 14 to 21 days	3 to 5 years
Polio**	1	---	---	Immediate	10 years
Rabies	3	7 days	21 days	2 days after last dose	2 years
Tetanus*	1	---	---	Immediate	10 years
Tick Borne Encephalitis	3	7 days	21 days	2 days after last dose	2 years
Typhoid ⁺	1	---	---	After 10 to 14 days	3 years
Yellow Fever ⁺	1	---	---	After 10 to 14 days	10 years

* Primary immunisation is required beforehand. Primary immunization consists of a course of three injections given over 8 weeks.

⁺ Live vaccines should be given at least three weeks apart or on the same day at different sites.

APPENDIX 9

First Aid Kits

First Aid kit (Basic Individual Travel Kit)

- Antiseptic wipes
- Selection plasters
- Bandages – 5cm & 6cm
- Adhesive tape
- Support bandage
- Triangular sling
- Gloves
- Suture strips

First Aid kit (Individual Travel Medical Kit)

As above plus:

- Mouth to mouth mask
- Disposable syringes – 2ml & 5ml
- Disposable needles – 21G & 23G
- Suture needle
- Infusion needle
- Scalpel
- Blood lancet

Travel Health kit

- Mosquito / insect bite protection spray
- Water purifying tablets
- Electrolyte replacement sachets
- Sun Protection cream / lotion
- First Aid System Emergency Blanket

These lists are provided as examples only, additional specific equipment may be indicated by the area visited.