



UNIVERSITY OF
BIRMINGHAM

Health & Safety Guidance

Travel & Work Abroad



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Travel and Work Abroad Guidance

1. Introduction

The University Health and Safety Policy requires health and safety risks to be identified and assessed in advance of significant exposure to them, and effectively controlled, this requirement extends to staff and students when travelling and carrying out University work abroad, including student study.

This guidance is designed to raise awareness of the risks that may be faced when travelling and working abroad and gives advice on steps that should be taken to minimise those risks, taking into account the requirements of relevant legislation.

1.1 What is covered by the guidance?

This guidance covers travelling and working abroad whilst carrying out University activities. Travel includes both travel to and from the place of residence, to the destination, including land and air travel within countries and should be read in conjunction with the [Research Risk and Mitigation Plan Guidance](#) and [Rules and Guidance for Fieldwork, Expeditions and Outdoor Activities](#).

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

- Study
- Research
- Expeditions
- Fieldwork
- Secondment
- Student study and work abroad
- Conferences and Seminars
- Events to promote/represent the University

1.2 What is not covered?

This guidance DOES NOT cover:

- Clinical work that medical staff and students may be undertaking, including vaccinations and other precautions required, this is the responsibility of the Medical School.
- Travel to or through any country or area where the FCDO (Foreign, Commonwealth and Development Office) advise against all but essential travel. (See [RAMP process](#) for research work)

1.3 Who is the guidance aimed at?

This guidance follows the principles of responsibility as outlined within the University's Health & Safety Policy and is aimed at staff and students who either travel or work abroad or who manage, supervise, or make arrangements for the travel and work.

It is also aimed at those that authorise research work overseas as identified within the [RAMP process](#).



2. Definitions

2.1 Risk assessment

A risk assessment is the careful consideration of what may cause harm (potential hazards), the likelihood of the harm occurring and the result if it did occur. The assessment goes onto identify controls that are already in place or further ones that are needed, this will in turn formulate an action plan. ([See risk assessment guidance](#))

Dynamic risk assessment

A dynamic risk assessment is the process of carrying out a risk assessment in a changing environment, where the individual will make their own assessment of the situation and if necessary introduce additional control measures or cease the activity.

2.2 Research Risk and Mitigation Plan Process (RAMP)

A RAMP is the process of escalation for the approval of research related health and safety risk assessments. All travel must be risk assessed and follow the principal of escalation for authorisation as set out within the RAMP.

There are 3 levels of approval.

- **Level 1** – self-approval for low risk activities. (This is not appropriate for PGR students who will need to gain approval from their supervisor).
- **Level 2** - Chair of the College/Professional Services Health and Safety Management Committee approval for medium risk activities.
- **Level 3** - Chair of Health and Safety Management Committee refers to Head of College/Director of Professional Services for approval for high risk activities.

All travel must be risk assessed and follow the principal of escalation for authorisation as set out within the RAMP.

3. Responsibilities

3.1 Heads of College and Directors of Professional Services.

Heads of College and Directors of Professional Services are responsible for ensuring arrangements are in place for:

- Overseas delivery, international travel and other overseas working, partnership working, and work in shared premises. This should also include arrangements for low risk international travel, as described in 4.1.
- International working (for example an overseas campus, or similar partnership where there is a formal and legal relationship), in co-ordination with Project or Programme Boards, taking advice from University Legal Services to determine the health and safety responsibilities and where necessary ensure that a specific Implementation Statement and termly standard assurance reports are developed.
- Monitoring and reviewing the effectiveness of the arrangements (including accident data), and to provide periodic assurance reports to UHSEG via the College or Professional Services Department Health and Safety Management Committee.

3.2 Senior Managers (M3, Heads of school, Head of Institutes, and others)

Senior Managers are responsible for ensuring:



- There are arrangements to develop specific risk assessments or research risk assessments and mitigation plans (RAMPS) where the health and safety risks from international travel are significant, particularly regarding travel for research.
- All international travel is carried out in accordance with the relevant University travel policy including compliance with the rules relating to insurance and the RAMP Process.
- Details of travellers' itinerary and contact details are held with the relevant College/School/Professional Service and are accessible in an emergency (including next of kin details, personal contact details, the universities insurance reference number, a brief description of the work being undertaken and the dates of travel and expected return).
- Arrangements are in place for 24-hour contact and responsibilities for monitoring are clearly understood.

3.3 Line Managers, Principal Investigators and Academic Supervisors

Line managers are responsible for ensuring:

- Those participating in the travel and work are aware of their duties and responsibilities.
- All international travel is carried out in accordance with the relevant University travel policy and guidance (including compliance with the rules relating to insurance, the RAMP process and this guidance).
- Employees undertaking travel as part of their work are suitably trained and supported.
- Appropriate risk assessments and emergency plans are in place to ensure the health & safety of those participating.
- Appropriate details about the journey and the work activity and those participating are registered with the College or Professional Service.
- Accidents/incidents are reported following the [University's Accident and Incident Reporting Procedure](#).
- Lessons learned are fed back through the Colleges' and Professional Services' accident/incident reporting system.

3.4 Employees

Employees are responsible for:

- Completing a risk assessment.
- Providing their line manager with an itinerary and contact details.
- Following the advice of the FCDO.
- Completing the [Travel Prepare](#) online training.
- Reporting any accident/incident in a timely manner.
- Complying with monitoring arrangements.
- Ensuring adequate insurance prior to travel.
- Seeking advice on the relevant vaccinations, medical precautions and prophylactics and following that advice.
- Gaining approval at the appropriate level.

A person may be a junior member of a party and will only have the duty to follow instructions and behave responsibly.



4. Guidance

4.1 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. This Guidance recognises that some overseas travel is low risk, for example travelling within the developed world to attend conferences, teach, or undertake other work that is not considered to be high risk. In these cases, it is not necessary to take anything other than sensible measures regarding travel safety and health. Where the risks are low, it is expected that a suitable risk assessment of appropriate formality will be developed.

In all circumstances the following should be considered:



Work Factors – Physical/health hazards that have the potential to cause permanent injury or fatalities. These could include mechanical, physical, chemical, biological, environmental & organisational risks presented by the work being carried out.

Travel & transportation - Significant travel to reach the destination i.e. more than 3 hours, the probability of jet lag, deep vein thrombosis, the use of local transport (poor driving or vehicle safety standards), demanding travel during project, driving an unfamiliar vehicle, driving in a new place, night travel on unfamiliar roads. Transport from the airport. Choosing an airline with a good safety record, especially for local flights in some countries.

General /environmental health factors - Regional/local health risks require specific health protection measures e.g. inoculations, very hot/cold working conditions, pollution, exposure to tropical diseases e.g. malaria, rabies, the standard of drinking water, likelihood of bites from snakes, insects, spiders etc.

Individual factors - Personal factors (e.g. health, disability, pregnancy, linguistic or cultural).

Travel Cover limitations - Locations, activities and/or circumstances that are excluded from the University's travel and other insurance cover.

Location and/or regional factors - Significant risk of civil disorder, political unrest, crime or similar danger, medical and rescue services not available quickly or locally, means of communication likely to be difficult or compromised.

Whilst activities are subject to health and safety legislation applicable to the country being visited, as a minimum the University's standards of health and safety and that of the UK should also be applied.



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

In circumstances where there are heightened levels of health and safety risk due to the work, or the region within which the travel is taking place, there will be a requirement to apply additional controls where that is appropriate. Requests for research-related travel where unusual or high residual risks remain must be referred for authorisation at the relevant level as identified within the RAMP process and to the relevant manager/senior manager for non-research related travel. The relevant authoriser will review the travel plan and decide if the residual risks are acceptable. See *UHSP Appendix R* of the Health and Safety Policy for specific guidance relating to overseas travel for the purposes of research including the process for travelling to regions where UK Foreign and Commonwealth Department Office (FCDO) advise against travel.

Note the FCDO does not consider commercial reasons as essential travel.

More advice on specific risks is given in the appendices. Further advice on the health and safety of international travel and overseas working is also available from Safety Services. Advice on services relating to travel health is available from Wellbeing Services.

4.2 Travel Cover

University rules require that the University's business travel cover must be used by staff and students travelling and working abroad on University business. The traveller must arrange separate insurance cover for any additional non-business travel, holiday days or activities which is combined with a business trip.

It should be noted that this does not cover sporting activities, and other dangerous activities such as quad biking, paragliding etc. Travellers must check any activities they undertake as part of the business trip as additional insurance will be required. 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>

Additional information and timely advice about travel overseas including the Global Risk Manager app can be found on the University's Insurers (UMAL) website: <https://umal.co.uk/travel/pre-travel-advice/>.

4.3 Training

Consideration must be given to the need for specific training related to the trip e.g. security briefings, hostile environment training, first aid training. These should be identified through the risk assessment process and provided before people travel.

Training on risk assessments, including dynamic risk assessing can be accessed via the following link [Safety Services training courses](#)

Online pre travel training is available through the UMAL website <https://travelprepare.drum-cussac.net/login/self-registration.php>



4.4 Lone Working

It is likely that there will be occasions when the travel or work abroad is undertaken by someone on their own. If this is the case then safety arrangements for anyone travelling or working abroad alone must be fully documented in the risk assessment to ensure that everyone is aware of them. It may be useful to consider the controls included in the Generic [Lone Working Risk Assessment](#) when considering the control measures required to reduce known lone working risks, such as personal safety and travel.

5. Further Information

[University Health & Safety Policy](#)

[University Guidance and Other Supporting Documents](#)

[University Lone Working Policy and Supporting Documents](#)

[Higher Education Guidance on Health & Safety in Fieldwork and Travel](#)

[PAS 3001:2016 Travelling for Work – Responsibilities of an organisation for health safety & Security - Code of Practice](#)

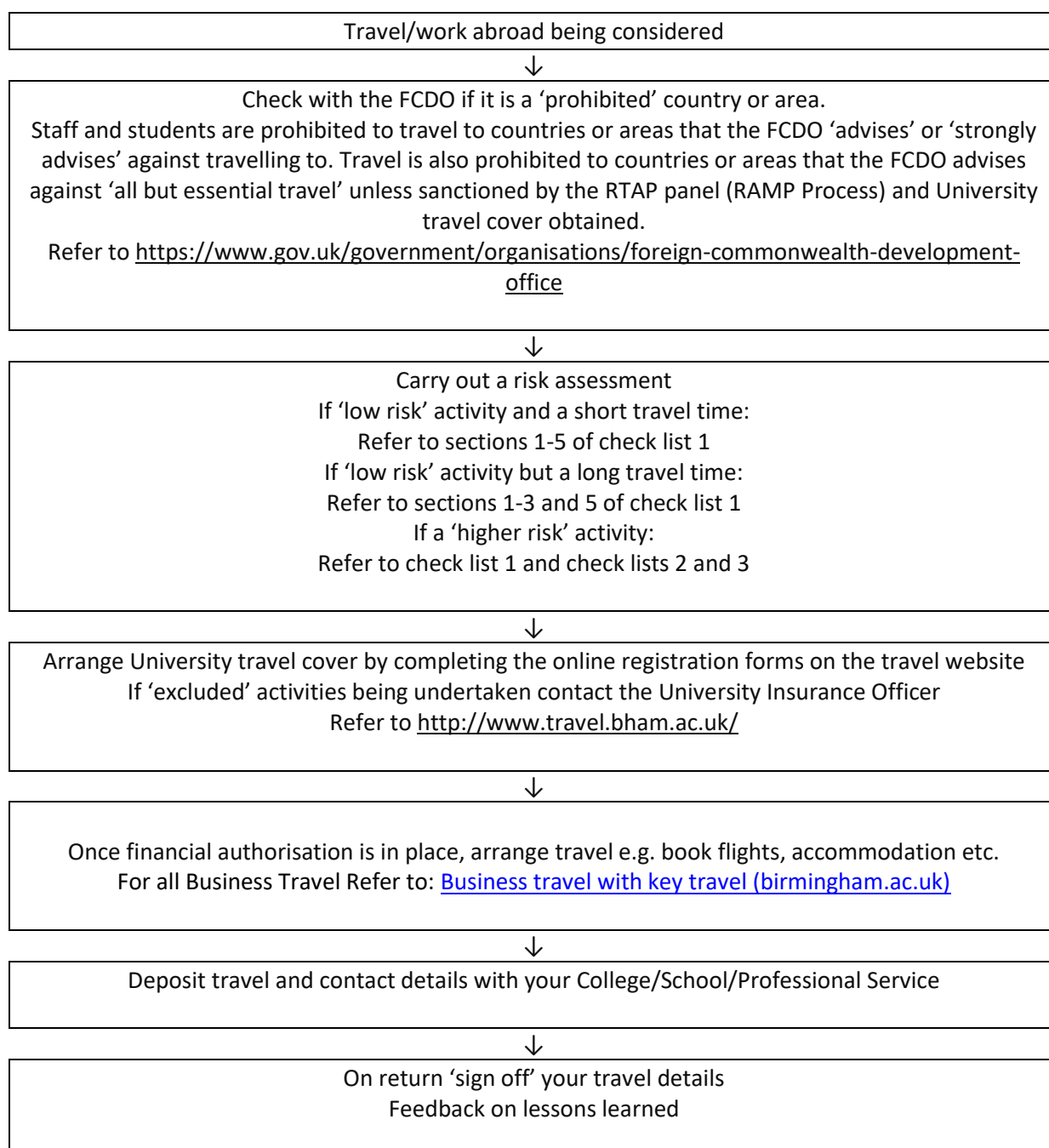
[Foreign, Commonwealth & Development Office](#)

[HM Government Travel Aware Campaign](#)



Appendix A - Travelling and working abroad flowchart & checklists

This flow chart outlines the procedure to be followed.



Check List 1 - To be completed by everyone who organises travel and work

This check list should be completed by everyone who organise travel and work abroad

1.	The FCDO does not 'advise' or 'strongly advise' against travelling to the areas being visited. The FCDO does not advise against 'all but essential travel'. See the FCDO website	Staff and students are prohibited to travel to countries or areas that the FCDO 'advise' or 'strongly advise' against travelling to. Travel is also prohibited to countries or areas that the FCDO advises against 'all but essential travel' unless sanctioned by the RTAP panel (RAMP Process) and University travel cover obtained.	Travel allowed? Yes/No
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If Yes continue

2.	Is the travel and activity 'low risk', e.g. short haul air travel to Europe for meetings, seminars, lectures etc.?	Basic sensible measures need to be taken See ' <i>Guidance Risk Assessment</i> ' above (<i>Section 4.1</i>)	Basic precautions considered? Yes/No
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If Yes continue

3.	The University's travel cover has been taken out. Refer to http://www.travel.bham.ac.uk/	The University requires that the University's travel cover 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 cover will be required, check with the Insurance Office http://www.travel.bham.ac.uk/	Travel cover provided? Yes/No
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If Yes continue

4.	Have finances been approved	Travel or accommodation must not be booked unless financial approval has been received.	Basic precautions considered? Yes/No
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If Yes continue

5.	Details of travel and work should be deposited in College/School/Professional Service.	Appropriate details about the journey and work activity and those participating are registered in the College/School/Professional Service and logged via the online travel booking form http://www.travel.bham.ac.uk/	Registered? Yes/No
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If No go to question 2 then continue

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



Checklist 2 - Management

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*.

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.

	Confirmed	Not confirmed	Comments and further action needed	Actions to be completed by
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 - 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 College/School/Professional Service - 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 - Sterile packs organised/received - Medical assistance arranged, if required 				
Training				
<ul style="list-style-type: none"> - First-aid cover appropriate for work - Hygiene/health education advice - Risk assessment training - Online pre travel training is available through the UMAL website https://travelprepare.drum-cussac.net/login/self-registration.php - Training identified in the risk assessment arranged and completed 				



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*.

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.

	Confirmed	Not confirmed	Comments and further action needed	Actions to be completed by
Equipment				
– 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 				
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				
– Work through Hazard Check List 3				
Other				



Checklist 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.

Hazards	Associated Problems	Risk? (Y/N)	Arrangements to manage the risk	Hazard Category
Access to Equipment	May be to a lower standard than in the UK			WF
Climate Extreme	Dry desert, high humidity, hyperthermia, monsoon/storms, oxygen deficiency/rarefied air, sunburn/skin cancer, tidal and other water considerations, extreme cold, hypothermia			GE
Contact with animals (wild or domestic)	Allergies, asthma, bites and other physical contact, dermatitis, rabies			GE
Contact with insects	Bites/stings, Lyme disease, malaria, yellow fever, dengue fever etc			GE
Contact with reptiles (poisoning, snakes, scorpions etc remoteness, shock)	Availability of antidotes/medical back-up			GE
Contaminated land	Exposure to hazardous substances natural or anthropogenic			GE
Contaminated water	Leptospirosis, bilharzias (sis) (schistosomiasis), onchocerciasis (river blindness) etc			GE
Contaminated (drinking) water	Cholera, polio, typhoid, diarrhoea, legionella etc.			GE
Electricity	Compatibility of equipment and supply, safety standards (higher/lower/different)			WF
Emergencies (including fire)	Arrangements and procedures (first aid provision, "Help" numbers/contacts, response expected)			GE
Endemic diseases	TB, tropical diseases, Covid 19 etc			GE
Environment (local)	Culture (customs, dress, religion, festivals)			LR
Excavations/confined spaces/tunnelling	Permits to work (risk appreciation, safe systems)			WF
General standard of workplace	May be of a lower standard than in UK			WF
Hazardous substances/chemicals	Antidote availability, CHIP, spillage arrangements, labelling			WF



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*.

Hazards	Associated Problems	Risk? (Y/N)	Arrangements to manage the risk	Hazard Category
	of waste, transport requirements			
Legal differences	Local codes/guidance, local standards, local statutes – staff informed and trained			RF
Machinery	Safeguards/maintenance may be of a lower standard than in UK			LR
Natural phenomena	Avalanche, earthquake, volcano, severe winds (e.g. tornado, hurricane) etc			GE
Needles (contaminated)/ sexual contact	HIV, Hepatitis B etc			IF
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			IF
Transportation	Competent driver(s), hazardous terrain, properly maintained vehicles, suitable transport, travel sickness			TT
*HC=Hazard Categories i.e. WF=Work factors, GE=General and Environmental factors, IF=Individual factors, IL=Insurance Limitations, LR=Local and regional factors, TT=Travel & transportation				



Appendix B – Travel Advice

Arranging overseas travel and work

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?
- 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.
- 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.
- 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:
 - o Alert the driver, guard or conductor by making as much noise as possible.
 - o Pull the emergency alarm.



Appendix C – Accommodation Advice

Fire safety <ul style="list-style-type: none">– 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 <ul style="list-style-type: none">– Look critically and take care.
Glass panels <ul style="list-style-type: none">– Toughened glass is a rarity! Take care to look for large glass panels which may be invisible in strong sunlight.
Lifts <ul style="list-style-type: none">– 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 <ul style="list-style-type: none">– 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 D - 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 time 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.
- An 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 E – 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 F - 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 FCDO.

More information can be sourced from the [FCDO](#) 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 G – Other Advice

Medicines
<ul style="list-style-type: none">– Always check the rules for the country that you are visiting and passing through. International rules vary and can be quite severe; contact the embassy for the country you are visiting for information. GOV.UK has a full list of foreign embassies in the UK– Carry your medicine in your hand luggage along with a copy of your prescription (check airlines rules before travelling)– For controlled medicines, see the GOV.UK website travelling with controlled drugs
Valuables
<ul style="list-style-type: none">– Carry money and valuables safely.– Lock your passport in a safe if you have one unless local law requires you to keep it with you– 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 cover and medical emergency number. Make sure that you understand what the travel cover does cover before you need to claim.– Carry the following items separately: travel cover details, hotel information, names and contact details of people you are meeting, number for cancelling credit cards, phone card, travel card 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 cannula 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
<ul style="list-style-type: none">– 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
<ul style="list-style-type: none">– 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
<ul style="list-style-type: none">– 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
<ul style="list-style-type: none">– 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.

