

Appendix 5 Bibliography and Information Sources for Overseas Travel

The relevant publications include:

- Successful Health & Safety Management, HSE, HS(G) 65, Fourth impression (Fifth impression imminent) 1993 ISBN 0-7176-0425-X.
- Code of Practice for Safety in Fieldwork, July 1995, CVCP, ISBN 0-948890-49-5.
- Guidelines from the Association of University and College Lecturers and the Institute of Biology.
- Living Safely, Personal Safety in Your Daily Life, a guide written and published by the Suzy Lamplugh Trust.
- Cranfield University guidance.
- McIntosh, I, Health, Hazard and the Higher Risk Traveller, Quay Publishing, 1993, Lancaster.
- MASTA Keppel Street London WC1E 7HT (24-hour advice line on 0891 224 100).
- Handbook of Travel Medicine, Yvonne Ganley of the Liverpool School of Tropical Medicine, Science Press Publication ISBN 1-85873-120-8.
- Foreign and Commonwealth Office Tel 020 7270 4129 Public "Advice to Travellers" enquiry line on safety abroad.
- Department of Health: Health Advice for Travellers, London: HMSO 1995. Free from Department of Health, Tel 0800 555 777. Free leaflet on basic health advice including avoiding insect bites, accidents, sun, food and water, and E111 form.
- British Diabetic Association 10 Queen Anne Street, London W1M 0BD, Tel 020 7323 1531. Specific information on diabetes and travel; country specific travel guides available

Foreword

The following guidelines on Health and Safety When Working Overseas were developed in response to concern expressed over the risks associated with teaching and research activities carried out overseas which, by its nature, is carried out in places remote from the institution and is consequently outside its direct control. The document is based on sound management principles and gives step by step practical guidance on how to plan and manage work if it is to be carried out overseas. The term 'university' used throughout the document refers to any institution of higher education.

This is the first publication to be issued jointly by the Universities and Colleges Employers Association (UCEA) and the Universities Safety Association (USA). The UCEA services the majority of institutions of higher education in the UK and, amongst its services, provides a national focus for health and safety matters with human resource implications. The USA has been actively involved in the promotion of health and safety throughout the higher education sector for many years, principally through the publication of guidance and information for the benefit of its member organisations. The partnership reflects a common endeavour of both organisations to ensure continual improvement in standards of health and safety in higher education and it is anticipated that these guidelines will be the first in a series of publications issued by the partnership.

On behalf of the UCEA and the USA, we would like to record our appreciation of the work put into compiling clear and concise guidelines on an extremely complex subject. We are indebted to the Topic Group that produced the guidelines.

We commend these guidelines to the Higher Education sector and would strongly encourage dissemination of these guidelines to all individuals who manage the arrangements for working overseas and to those who participate in overseas work activities.

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- Where there is a particular risk in a country of infection in the event of injury, a first aid bag with sterile cannulae and syringes should be available throughout the trip. These can be loaned from the Occupational Health or Safety Unit.
- When on a long-haul flight try not to remain static in the seat for long periods. Stretch the legs by taking short walks to maintain good circulation.

When using public transport on landing

- Have some small change ready for your fare.
- Know where you are going and which stop you need.
- When getting off public transport at night or in an unfamiliar area, attach yourself to groups of people and walk purposefully to your destination *or* arrange to meet someone.

- 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

Long-haul (e.g. outside Europe via air transport) travel

- Inform the university of any medical conditions that may affect your ability to travel - consult with your GP if you have any doubts. All travel companies will make arrangements for particular requirements if they are given adequate notice.
- Make sure that you have asked about and organised vaccinations well in advance (some need a few weeks to become effective). Vaccinations, etc. should be provided in accordance with advice from doctors, the Foreign Office, travel agents or other travel sources.
- The Foreign Office, Reuters or the travel agent dealing with the booking will be able to provide information on the necessary vaccinations, local politics, areas to avoid, etc. Travel agents are obliged to provide this information. The information will normally be obtained by the group or section arranging the travel and passed on in **writing** to the individual(s) concerned. However, it is advisable for individuals to check personally to verify the details, especially if there is a significant time lag between the booking and the travel or if the area is politically or geographically volatile.
- If access to the Internet is available, the following pages can provide some or all of this information:
 - <http://expedia.msn.com>
 - <http://www.yahoo.com/headlines/international/summary.html>
 - <http://www.overseastravel.com>
 - <http://www.lonelyplanet.com/dest/text.htm>
- Carry money and valuables safely.
- Carry the following items separately: number for cancelling credit cards, phonecard, travelcard or small change, keys.
- Obtain a copy of the university travel insurance document and medical emergency number - these should be provided by the Travel Organiser. Make sure that you understand what the insurance covers **before** you need to claim.

1.0 Introduction

This code of practice outlines the necessary steps to be taken for the safe management of activities when working overseas. It applies to activities conducted by individuals falling into one of three categories. Namely:

Category 1 Staff on their own or with colleagues

Category 2 Students and staff in groups where the visit is part of a course of study

Category 3 Students on placement

It draws from a number of publications (see the Bibliography in Appendix 5), but in essence follows the format proposed in the HSE publication on "Successful Health and Safety Management", HS(G)65. The guidance therefore adopts the principles of planning, control and review promulgated in HS(G)65 and suggests how the associated functions and duties may be allocated. Individual universities may well find it necessary to deviate from these guidelines in order to accommodate their own administrative arrangements. This should not invalidate acceptance of the fundamental approach.

Most risks involved with work and travel overseas can be avoided. This may involve minor changes to practices and procedures which would normally be followed if the work were being conducted in the UK. The guidance proposes a course of action which enables the individual to identify foreseeable problems, difficulties and events and take evasive action.

It then suggests some strategies and checklists that can be employed to improve the safety and enjoyment of those working overseas.

By becoming familiar with the suggested checks for any travel overseas, staff and students will find that the issues being addressed can soon become second nature. However, it is important to recognise that such checks could and should, be modified and developed in the light of personal experiences.

Checklists and risk assessments relevant to the actual work to be performed overseas should, wherever practicable, be completed before the visit. Even so, such risk assessments should be reviewed upon arrival on site in case they need modification in the light of the particular circumstances and the Local Conditions found at the time.

However, it must be recognised that there will be occasions, especially in the case of some student placements, when work activities will be embarked upon without the prior knowledge of the university. A retrospective risk assessment will then need to be completed at the earliest convenient opportunity.

Some overseas work may not be dissimilar to fieldwork in the UK. In such instances, the CVCP "Code of Practice for Safety in Fieldwork" should be read in conjunction with this guidance.

Who does this booklet apply to?

- Staff on their own
- Staff with colleagues
- Students and staff in groups
- Students on placement

What steps should be taken to ensure the activities are safe?

- Planning
- Control
- Review

What do participants need to do?

- Use checklists
- Conduct risk assessments

2.0 Definition of Terms

2.1 Head of Department

The Head of Department is the manager with overall responsibility for the health and safety of the department, school, section or similar, from which the individual(s) working overseas are drawn.

2.2 Local Conditions

Local Conditions shall be interpreted as including all geographical, climatic, seasonal, political, cultural and social elements that may contribute to the safety or otherwise of travellers and workers in the country being visited.

2.3 Overseas Team Leader

The person responsible for *leading* the party when overseas - this may or may not be the Work Organiser. When the Work Organiser is not travelling overseas, the Overseas Team Leader must assume responsibility for some of the activities assigned to the Work Organiser.

2.4 Travel Organiser

This is the individual responsible for organising the *travel* aspects of the trip overseas on behalf of the participant(s). This may be the same person as the Work Organiser and some of the activity may be delegated to external agencies. However, it is important to recognise that someone within the group must take responsibility for the travel arrangements and associated matters.

2.5 Work Organiser

One individual must be made responsible for the *work* aspects of the trip overseas. In most cases the Work Organiser will be the individual (*Category 1*); or the most senior staff member (*Categories 1 and 2*); or the Placement Organiser (*Category 3*) as defined in the CVCP Management Document "*Health and Safety Guidance for the Placement of HE Students*". Where the work and travel are arranged separately, the Work Organiser will normally be considered as the prime organiser and should be responsible for ensuring adequate liaison with other key staff such as the Travel Organiser and those with a financial, occupational health, safety role, etc.

2.6 Work Overseas

Any practical work-type activity carried out by staff or students of the university for the purpose of teaching or research in places which are not under the direct control of the university and which are carried out beyond the territorial waters of the United Kingdom.

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.
- Join one of the national breakdown organisations.
- Plan your route in advance.
- Tell people at your destination what time you expect to arrive.
- Carry change and a phonecard for a pay-phone in an emergency. Mobile telephones are useful.

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 that 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. 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.

Travel by train

- Wait where it is well-lit and there are other people.
- Stand well back on the platform.
- Avoid compartments which have no access to corridors or other parts of the train.

Appendix 4 A Personal Safety Check List for Travel on University Business

Arranging a trip (UK or Overseas)

The Department, School or Service arranging the travel should ensure, as far as is reasonably practicable, that sufficient information is provided to the traveller(s) that they may travel safely and in reasonable comfort. Where the travel is to a volatile area, the staff and students involved, their department(s) and the Organiser(s) should be aware of the current situation and have contingency plans should the trip need to be cancelled at the last minute (eg details of the full itinerary and arrangements for making contact with the group, even en route).

Particularly for long-haul flights and tropical countries it is reasonable for the university to request information on pre-existing medical conditions that may require particular attention during travel or on arrival. It is usually in the individual's interest to co-operate by providing any medical information which may be of relevance.

Travel checklist

The following checklist should be of some assistance to individuals involved in travel to distant locations.

Out and about

- Does anyone know where you are?
- If your travel plans change, have you told your supervisor or Placement / Work Organiser (in respect to students) or colleagues (in respect to staff)?
- Have you made sure that you can be contacted?
- 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 valuables, 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?

3.0 Planning and Organisation

The work, or related activity, is normally controlled by other employers in the country visited through co-operative ventures. These will be subject to the health and safety regulations of the country in question. Indeed, individual employers may have produced their own health and safety codes of practice to which UK staff and students are required to adhere. Where possible, any such codes of practice should be obtained in advance so that proper assessments and all necessary preparations can be made.

In planning an overseas visit, there are a number of issues which must be addressed by staff:

3.1 The Head of Department

The Head of Department must ensure that a number of important issues have received appropriate attention.

- An adequate assessment of the risks involved in both the travel and the Work Overseas has been made and that a safe system of operation is devised.

In some cases the Head of Department may simply be releasing staff to undertake work organised by other sections of the university or other employers. In these cases the responsibility for assessing the risks, etc. must rest with the Work and Travel Organiser(s). The traveller(s) concerned should ensure that full and appropriate assessments have been made and that they are provided with all essential information by the Work and Travel Organiser(s).

- Proper organisational arrangements have been established and both the conduct and role of all concerned is clearly understood.
- Individual members of staff and leaders of groups that are working overseas are authorised, competent and, where necessary, qualified.

They must be adequately trained in the basic work techniques, possess any necessary skills (such as basic first aid), be capable and competent in leading a party in the field (where appropriate) and appreciate the hazards and safety measures involved in the undertaking as a whole. Where groups of persons are involved, this appreciation should be communicated down the chain to all participants. This is particularly important in areas of high risk due to political unrest, isolation, geographical, environmental or other natural features (e.g. disease, natural predators, etc.).

- Local Conditions have been explored sufficiently, commensurate with the likely risk.
- Any group is as well prepared as is reasonably practicable.

What issues affect the planning and organisation of a visit overseas?

- *Local health and safety regulations*
- *Local codes of practice*

What are the responsibilities of the head of Department?

- *To ensure that adequate attention has been given to the assessment and control of risks*
- *To ensure that all parties involved understand their roles and are well briefed*
- *To ensure that local conditions have been taken into account*

What is required of a Team/Group Leader?

- *To be organised*
- *To be competent*
- *To be qualified where appropriate*

What are the responsibilities of the Work Organiser?

- To pre-plan, organise review and monitor the arrangements
- To implement the Head of Department's recommendations
 - To allocate responsibility and duties to individuals
- To clarify hazards and work procedures
- To register appropriate details with a base

3.2 The Work Organiser

The Work Organiser is responsible for the pre-planning, organisation, review and monitoring of the work project and all the associated arrangements. Work Organisers are responsible to their Head of Department for ensuring that adequate safety arrangements exist and are observed.

- The Work Organiser is responsible for ensuring that hazards have been identified and relevant risk assessments are made. On arrival at site, other hazards may be identified so the risk assessment should be reviewed and modified accordingly. This should be undertaken by the Work Organiser (if present) or by the Overseas Team Leader. All members of the group should then be informed of any significant amendments to the original briefing(s).
- The Work Organiser should define a clear command structure in any group (e.g. through Overseas Team Leaders to group leaders to individuals), and this should be clarified where (for example) command passes from a leader to a boat skipper. Team / group leaders should be selected by the Work Organiser to organise and direct small groups, where appropriate.
- Legal and authorised access to any site not owned by the university needs to be confirmed.
- The Work Organiser should inform all persons involved of the nature of the work, the anticipated hazards and the precautions that will be adopted. Where necessary, support training may need to be given (e.g. in mountain work).
- The Work Organiser should register all overseas work in the same way as fieldwork, at a base which has knowledge of all the work involved. This may include the itinerary and return times; likely deviations from the itinerary; the members constituting the party and their details; how they may be contacted, etc.
- All queries by press and public should be addressed through the Work Organiser.
- Departments must be kept aware of the activities of groups working overseas, including their itineraries.

A possible checklist for the use of Work Organisers is contained in Appendix 1.

Appendix 3 Health Information (Jet Lag)

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:

- Adopt the new local hours for sleeping, for being awake and for being active.
- 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 the adaptation process.
- Control carefully exposure to natural daylight immediately after the journey (see the table below).
- Eat the right meal at the right 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.
- Avoid driving cars or using dangerous machinery, if at all possible, whilst suffering from jet lag.

Combating Jet Lag

Good and bad local times for exposure to natural light in the first two / three days after a time zone transition are outlined in the table below:

	<i>Bad Local Times</i>	<i>Good Local Times</i>
<i>Time zones to the west</i>		
4 hours	01:00 - 07:00	17:00 - 23:00
8 hours	21:00 - 03:00	13:00 - 19:00
12 hours	17:00 - 23:00	09:00 - 15:00
<i>Time zones to the east</i>		
4 hours	01:00 - 07:00	09:00 - 15:00
8 hours	05:00 - 08:00	13:00 - 19:00
12 hours	17:00 - 23:00	09:00 - 15:00

Appendix 2 Hazard Checklist

Hazard	Associated problems pertinent to overseas working	Tick if appropriate	Comment
<i>Climatic extremes</i>	dry / desert (high humidity, hypothermia), monsoon / storms, oxygen deficiency / rarefied air, sunburn / skin cancer, tidal and other water considerations, unusual winds (eg tornado, hurricane)		
<i>Contact with animals (wild or domestic)</i>	allergies, asthma (bites and other physical contact, dermatitis, rabies, stings)		
<i>Contact with insects</i>	bites / stings (Lyme's disease, malaria, yellow fever, other)		
<i>Contact with reptiles (poisoning, snakes, scorpions etc remoteness, shock)</i>	availability of antidotes / medical back-up		
<i>Contaminated food</i>	allergies (food poisoning, Hepatitis A)		
<i>Contaminated water</i>	diarrhoea, legionella, leptospirosis		
<i>Contaminated (drinking) water</i>	cholera, polio, typhoid, other		
<i>Electricity</i>	compatibility of equipment and supply, safety standards (higher / lower / different)		
<i>Emergencies (including fire)</i>	arrangements and procedures (first aid provision, "Help" numbers / contacts, response expected)		
<i>Environment (local)</i>	culture (customs, dress, religion)		
<i>Excavations / confined spaces / tunnelling</i>	permits to work (risk appreciation, safe systems)		
<i>Hazardous substances / chemicals</i>	antidote availability (CHIP, spillage arrangements, transport requirements)		
<i>Legal differences</i>	local codes / guidance (local standards, local statute staff informed and trained)		
<i>Natural phenomenon</i>	avalanche, earthquake, volcano, other		
<i>Needles (contaminated) / sexual contact</i>	HIV, Hepatitis B		
<i>Stress</i>	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		
<i>Transportation</i>	competent driver(s), hazardous terrain, properly maintained vehicles, suitable transport		

What are the responsibilities of the Travel Organiser?

- To liaise with team members to ensure up-to-date information is available

- To ensure travel arrangements are suitable

- To ensure correct cover for insurance and medical attention is arranged

- To ensure all necessary documentation is in place

3.3 The Travel Organiser

The Travel Organiser will liaise with the Work Organiser and the Overseas Team Leader to ensure that adequate up-to-date information is available so that correct decisions on travel and work preparation can be made.

The Travel Organiser is responsible for ensuring the travel arrangements are suitable and sufficient. In order to carry out the functions expected of a Travel Organiser, they must firstly be fully briefed by the Work Organiser. Based on that information, the Travel Organiser is responsible for addressing a number of issues:

- The Foreign Office should be contacted for any relevant travel advice.
- Medical advice should be sought to determine necessary vaccinations, immunisations, first aid requirements, etc.
- Information should be obtained on climatic extremes, and cultural and local information, as appropriate.
- The Travel Organiser will obtain the tickets, visas and any other necessary documentation for travel.
- The Travel Organiser will check that all participants have a valid passport which complies with the necessary entry criteria.
- Adequate insurance must be in place for all groups and/or individuals prior to their departure. In most cases the standard university insurance cover will suffice, sometimes with additional travel provision. Suitable insurance **will** cover the following situations:
 - Medical emergency and travel expenses
 - Personal liability
 - Premature return, rearrangement and replacement
 - Baggage and personal effects (for journeys in excess of six months duration)
 - Money and credit cards

and **may** include:

- Hijack or travel delay
- Additional cover for partners and dependants on long term overseas visits (subject to additional premium)
- Accident and illness insurance (in addition to the 'medical emergency' cover above) may be available for some overseas visits. There are often clear exclusions to this cover, for example, vaccinations taken before travel

All individuals should be provided with a copy of the relevant insurance information, (e.g. the range of cover, emergency numbers, etc.).

What should risk assessments include?*They should:*

- be commensurate with the actual risk
- take account of Local Conditions
- be amended in the light of knowledge and experience
- be relayed, together with the significant findings, to all participants.

4.0 Arrangements

4.1 Risk Assessment

Risk assessment(s) must be made for all work taking place overseas. However, the nature and complexity of the risk assessment will vary with the type of activity intended and should be commensurate with the actual risk that the identified hazards pose in the particular circumstances.

A checklist of additional hazards when travelling overseas is contained in Appendix 2. Individuals, departments and universities should be prepared to amend and add to this list in the light of their own knowledge and experiences. Where the travel is not by recognised passenger carrier, the risk assessment should also include the travel arrangements.

In many cases the work itself will not be unusually hazardous and consideration will only need to be given to Local Conditions. Where hazardous work is to be undertaken, some assumptions may need to be made based on the work as it would be undertaken in the UK and it may be possible to utilise a university's general risk assessment form when evaluating the risk. The assessment should be based on previous knowledge, information from the Foreign Office, travel agents, and contacts in the place being visited.

The findings and conclusions drawn from the risk assessment should be made familiar to all participants, any significant factors being relayed in writing whenever possible.

It is not considered sufficient for participants just to sign a declaration that they have read and understood this information. The Work Organiser should be satisfied that each individual appreciates the salient points and understands fully what is expected of them.

4.2 Training and Information (All Categories)

Various skills may be required for Work Overseas, and these may need to be tailored to take into account the Local Conditions which are likely to be encountered. The training requirements of those participating in the work activities should be clearly identified and the necessary instruction and information provided. Appropriate records should be maintained.

Where staff are supervising students (**Category 2**), it is especially important to ensure that they have the relevant skills, competency and knowledge to discharge fully the duties expected of them. Special training and instruction may be necessary and it is for the Work Organiser to see that this is provided.

What skills are needed for working abroad?

- Identify participants' requirements
- Provide special training and instruction
- Assert control over potential situations

		Check	Comment
Equipment taken overseas	<ul style="list-style-type: none"> ■ Equipment fit for purpose and suitable for transport. ■ Instructions for proper use available. ■ Equipment well maintained. ■ Equipment capable of repair on site. ■ Is there a need to duplicate equipment? 		
Catering	<ul style="list-style-type: none"> ■ Drinkable water or water purification tablets 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 assessed and provided for (if necessary). ■ Method of routine communication established. ■ System for communication in an emergency in place. ■ Accident and emergency plans in place. 		
Physical hazards	<ul style="list-style-type: none"> ■ Extreme weather (if outdoor work involved) considered. ■ Severe terrain exposure, e.g. mountains, cliffs, glaciers, crevasses, ice falls, caves, mines, quarries, forests (fire hazards), fresh water, sea and seashore (tides, currents, etc.), marshes and quicksand taken into account. ■ Normal weather for the area, e.g. hot and sunny (sun protection factor) recognised. 		
Biological hazards	<ul style="list-style-type: none"> ■ Venomous, lively or aggressive animals considered. ■ Plant risks assessed. ■ Pathogenic micro-organisms (tetanus, leptospirosis, etc.) and similar risks evaluated. 		
Final check	<ul style="list-style-type: none"> ■ All travel documents ready. ■ Insurance information given to individuals. ■ Itinerary checked and up-to-date. ■ Trip registered and authorised to proceed. ■ Copy of itinerary lodged with university "base". ■ Emergency contact arrangements valid and operational. ■ Special and / or individual requirements provided for. ■ All necessary training completed. ■ First aid materials provided (if necessary). 		

7.0 APPENDICES

Appendix 1 Work Organiser Checklist

		Check	Comment
Access	<ul style="list-style-type: none"> ■ Travel arrangements to, from and at location arranged. ■ Permission to work on site, if needed, obtained. ■ Provision made for disabled, if necessary. ■ Assistance (medical, legal, consular, local, etc) lined up. ■ Accommodation for whole of itinerary organised. ■ Additional insurance, if necessary, arranged. 		
Pre-planning	<ul style="list-style-type: none"> ■ Travel documents ordered / received. ■ Local Conditions evaluated. ■ Risk assessments made. ■ 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. ■ Draft itinerary available and updated as necessary. ■ "Base" contact in UK informed of all necessary details. 		
Health	<ul style="list-style-type: none"> ■ First-aid kit(s) including sterile syringes and cannulae obtained. ■ Sterile packs organised / received. 		
Training	<ul style="list-style-type: none"> ■ First-aid cover appropriate for work. ■ Language differences catered for. ■ Hygiene / health education advice given to participants. ■ Navigation matters addressed. ■ Interpersonal skills OK. ■ Participants told what is expected of them. ■ Specific skills, e.g. diving, chain saws, use of ropes, etc., met by members of the group. 		
Staffing	<ul style="list-style-type: none"> ■ Staff to student ratios (if appropriate) acceptable. ■ Leaders established. ■ Deputising arrangements, if necessary, understood. ■ Competency of all leaders checked for specialist or hazardous activities. 		

The information and instruction given to all participants needs to cover other areas than those concerned directly with the work activity itself. Thus there is the necessity to:

- maintain security of personnel, materials and equipment.
- minimise intestinal upsets due to dietary changes or because food hygiene standards differ from those in the UK.
- exercise some control over leisure time pursuits.

The above points need to be considered by the Work Organiser / Overseas Team Leader and adequate controls put in place. These need to be conveyed to those going overseas. For example, exercising some control over the drinking of alcohol prior to the operation of hazardous machinery (or driving) is obvious, but alcohol excesses could also lead to confrontation with the local population, bad public relations and / or dangerous pranks. Students should be issued with a written code of conduct before an overseas trip begins, reminding them of their responsibilities to the university, its staff and their fellow students.

Attention is drawn to the checklists in Appendix C of the CVCP document "*Code of Practice for Safety in Fieldwork*" which also have relevance to the pre-planning arrangements for overseas workers.

The Head of Department, the Work Organiser, the Overseas Team Leader and the Travel Organiser each have a part to play in ensuring, as far as reasonably practicable, that sufficient information, instruction and guidance is provided to every individual going overseas. This is to ensure that they can travel, carry out their work activities and return to the UK, safely and in reasonable comfort.

4.3 Supervision of Students (Category 2 only)

Supervision levels for **Category 2** activities can be divided into two groups:

Fully supervised courses

These are normally of comparatively short duration in low hazard environments. Safety instruction must be provided to the students. Independent working is not permissible. It is recommended that supervision levels should require one staff member per ten students, with a minimum of two members of staff on any one course. Maximum and minimum party sizes may be set dependant upon the environment, the activity or the logistics of foreseeable emergencies.

Expeditions

These may be prolonged and in environments which are remote and potentially hazardous. Participants (either staff or student) will normally be experienced but should still receive reminders of safety practices and procedures. The Overseas Team Leader should have experience of local hazards and conditions and, as appropriate, sufficient knowledge of survival, communication and navigation

What level of supervision needs to be implemented?

- Fully supervised courses
- Expeditions
- Placement supervision
- Lone working

techniques. Another member of the group should be given the responsibility to take over should the Overseas Team Leader become incapacitated.

4.4 Placement Supervision (Category 3 only)

As far as practicable, placement organisers should be following the CVCP guidance on this matter. It is appreciated that the student supervisor will not visit the site, but regular communication should be maintained (e.g. by form, fax or e-mail) and “distance” checks made on the practices on site.

4.5 Lone Working (Categories 1, 2 and 3)

Universities should discourage, as far as possible, staff and students from working alone or remote from their colleagues. Where it is not practicable to avoid it, lone working should only be sanctioned after a thorough assessment of the risks has been carried out. A safe system of work must be devised.

Where the Lone Worker is a postgraduate or final year student, they should be involved in the risk assessment process. Every Lone Worker must keep others involved in and fully informed of the details of each journey and of the planned work programme.

Emergency plans should be devised and these must be initiated should the worker fail to keep to the agreed schedule. An effective means of communication should be available. Regular checks must be made on any Lone Worker, by personal contact, by telephone or by radio. Communication must be maintained on a planned basis and appropriate action taken by the responsible person in the event of a failure to establish contact.

4.6 Local Transport and Expeditions

When travelling on foot, suitable clothing must be worn and adequate rest periods provided. When using private transport (as opposed to public transport), ensure that it is suitable for the purpose, properly maintained and that the driver(s), etc. is licensed, insured and adequately trained. If the use of a vehicle, boat, etc. is necessary for the safety of an expedition, at least **two** members of the party must be able to drive or pilot it.

On public transport, university staff and students must conduct themselves in a safe manner so as not to endanger themselves or other people. Appropriate regulations and legitimate instructions of the operator must be complied with. Dangerous items must not be carried on public transport.

4.7 Equipment

Careful checks must be made of all equipment provided by the university for off-campus use. Equipment, etc. should be able to withstand the rigors of travel and must be suitable for the Local Conditions under which it is to be used.

6.0 Monitoring and Review

Effective management of overseas working requires review and feedback. It is important to learn from experiences, and a debriefing session should follow each and every trip overseas. The information learned can then be used to improve arrangements for future trips.

Students should be encouraged to use log books in which they can record all their observations using the maxim, “*write what you do and do what you write.*”

Certain matters should be given consideration during the debriefing:

- Would the work have progressed more smoothly
 - At a different time of year?
 - In a different location?
 - With different personnel?
 - With better preparation, etc?
- Were anticipated hazards encountered?
- Were adequate precautions adopted to counter associated risks?
- In hindsight could they have been improved upon?
- Would the department repeat the exercise?
- Would changes be needed for any future Work Overseas?

5.1 Travel Kits

A first aid travel kit should be provided for all such trips, and where appropriate the kit should include a Sterile Medical Pack. These should be to hand and not packed somewhere in amongst other luggage.

Universities might wish to make arrangements for the loan of travel kits which can be returned on completion of the overseas work. If unused, they can be made available for other travellers. Typical contents of a Sterile Medical Pack might include:

- 3 syringes
- 5 needles
- 1 dental needle
- 6 injection swabs
- 1 drip needle for transfusions
- 1 cutting needle and silk (for stitching)
- 1 packet of skin closure strips
- Melonin dressings
- 1 pair of disposable protective gloves
- Emergency advice in several languages

5.2 Personal Safety

It is in the interests of every individual proposing to Work Overseas, whether alone or as part of a group, that they should give serious thought to their own health and safety and the likely Local Conditions that they will encounter. Although the university has a responsibility to ensure it has in place management arrangements designed to protect the health and safety of its staff and students, every person has a responsibility to conduct themselves in a reasonable and proper manner and to co-operate with the university in the execution of its responsibilities.

All individuals embarking on an overseas trip should therefore take heed of the advice, training, instruction and guidance given to them and act upon it.

As an aid to staff and students travelling and working overseas, a checklist for their own personal safety is contained in Appendix 4.

Protective clothing requirements, availability of appropriate storage and the transport and use of dangerous substances, etc. are further issues to be considered when assessing the risks, considering suitable control provisions and making travel arrangements. For example, excavation work and manual and mechanical handling, can only be undertaken after proper training and with suitable precautions. If the equipment is not being taken from the UK, arrangements for the local procurement and the safe use of all necessary equipment must be made. Appropriate training or instruction should then be given locally prior to it being brought into use.

Work Organisers should ensure that full instruction and training are available for all equipment to be used whether it has been provided by the university or not, and that proper visual safety inspections are performed before every period of use. Calibration and test certificates should be available for inspection if required.

What health precautions should be taken?

- Vaccinations
- OH advice
 - Health questionnaires
- Medical examinations
- First aid

5.0 Health Matters and Emergency Action

Most universities provide the traveller with ticket, foreign currency and medical insurance cover. Responsibility for obtaining relevant immunisation and personal documentation usually rests with the individual. Whilst all information can be provided it cannot be guaranteed that the individual is protected adequately against all risks.

Immunisation must be considered where foreign travel is planned or where other infections may occur (e.g. tetanus). The advice of an Occupational Health Physician should be sought where there is any doubt as to the precautionary action prior to travelling. Travel Organisers should consider obtaining health advice in the following areas:

Vaccination : the risk must be weighed against efficacy.

Malaria prophylaxis : the importance of taking a full course cannot be emphasised enough.

Diarrhoea : only two per cent of travellers follow proper advice. Many suffer as a result of not taking adequate precautions. Diarrhoea is particularly prevalent where hygiene standards are lower than those to which individuals are accustomed.

Accidents : traffic accidents are the main cause of death among travellers and can lead to life-threatening situations. In countries where health services are inadequate, sterile packs should be made available.

Psychological aspects: travel advice encompasses the prevention of both emotional and physical stressors.

Jet lag : crossing time zones disrupts sleeping and waking cycles (see Appendix 3). Symptoms which include fatigue, disorientation, reduced physical and mental ability, are worse after flying east.

Heat and humidity : over-exposure to sun, sunburn, heat stroke and dehydration are threats in many parts of the world. Special care needs to be taken.

HIV : the risk of acquiring HIV, Hepatitis B and other infections from needles and blood may come from countries where disposable medical equipment is not available and re-use of needles and syringes is commonplace.

Toothache : dental check-ups are advisable before travelling.

Access to travel advice is essential. MASTA (Medical Advisory Service to Travelers Abroad) provides a service which gives a comprehensive databank of health information from around the world and is approved by hygienists from the London School of Hygiene and Tropical Medicine.

Where a university has an Occupational Health Unit (OHU) it is suggested that all health advice and health questionnaires are channelled through that Unit. A record of all personnel working overseas and their health assessments need to be maintained and the OHU would provide an ideal location. It is essential that a close working relationship is maintained between the OHU, the Work Organiser and the Overseas Team Leader.

There is an option in working overseas to exclude members of the party from some or all activities on health grounds. Some basic information on the health and fitness of persons undertaking extensive travel or Work Overseas is essential. This allows Work Organisers to be properly prepared and for adequate insurance to be put in place to cater for all foreseeable incidents. For example, long-haul flights and work in tropical countries can pose additional risks to those with certain pre-existing medical conditions and if forewarned, the Work Organiser can make appropriate allowance.

Some countries also demand "Fit to Travel" medicals and the requirements vary from completing a simple questionnaire to undergoing a full medical including a chest X-ray. Health and fitness information (other than that required for insurance purposes) which is provided to the Work Organiser is confidential and must be regarded as voluntary. If individuals refuse to supply information on their health, this must be respected, but a record should be made of their refusal.

Individuals wishing to Work Overseas should be encouraged to fill in a medical questionnaire which is designed to elicit information of specific relevance to the activity being planned. This should be returned to the Work Organiser. Alternatively, it may be more appropriate to use the normal medical questionnaire a university uses for general health surveillance or pre-employment purposes.

Consideration must be given to the provision of adequate first aid coverage and to the implementation of accident and emergency procedures (including accident reporting). Any incident should be reported to the "home" university / Head of Department as soon as possible (given the circumstances prevailing at the time).

The standard of health care in the country being visited may not be as high as in this country. It is strongly recommended that at least one member of staff attending an overseas trip involving five or more persons is formally trained and holds a valid certificate in first aid, the minimum requirement being that of the Approved First Aid at Work Certificate. It is recommended that others, such as group leaders should be trained in emergency first aid.