

International Travel - Safety & Security

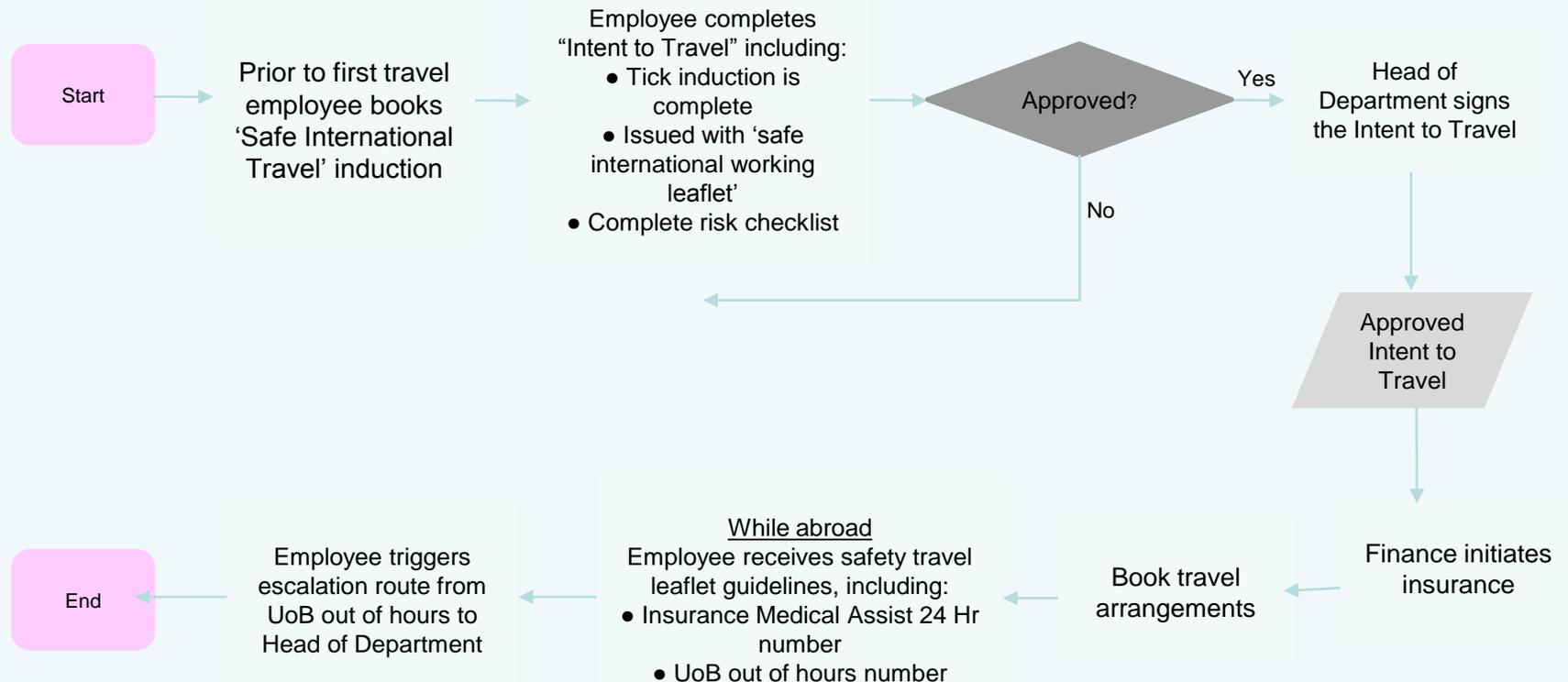


Key Points

- Documents, Procedures & Policies
- Risk Assessment
- Planning the trip
- Travel & Safety Advice

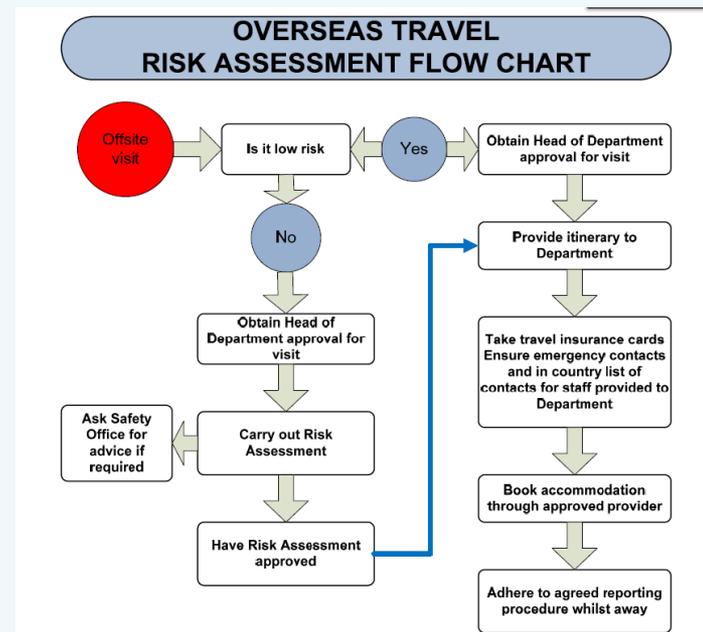


Off-Campus Process: Safe International Working



- Document – Notification of Intent to Travel
- Document - Safe International Working (guidance note)
- Document – Flow chart: Safe International Working
- H&S Policy – Section 17 Managing the H&S Risks of Field Trips and Working Overseas
- Document – Travel & Safety Information for Staff when working abroad
- Risk Assessments for international working

Check all documents to be latest version & updated.





Procedures

- Plan the trip with your line manager
- Taking care when travelling alone
- Agree check in & communications – emergency response contact names & colleagues at partner institute
- Consider airport safety & security issues
- Lock away or secure important information / passport. Use the hotel safe.
- Moving & travelling around can be risky

Travel Preparation...

Below are our articles on the subject of Travel Preparation. If you can't see what you are looking for our other categories are displayed on the left under 'Our Quick Links'...



[Air Travel: Inflight Safety and Security](#)

A few simple ideas can make your flight a lot easier and healthier - there are possible remedies for Jetlag, travel sickness, swollen feet, DVT prevention. Personal.....



[Cycle Safety for Children](#)

Child cyclists make up just 6.6 per cent of road cyclists, yet they account for a disproportionate number of accident deaths. What can you do to minimise the risks to.....

[Flight Delay Over 3 Hours](#)

Claim up to £540 per person for delays 3+ hours in the last 6 years. flightdelays.co.uk



[First Aid: What to Keep in Your Travel Kit](#)

Wherever you go, accidents can happen. By simply carrying a first aid kit, and keeping a cool head, you can take care of most emergencies that might occur....



[Gap Year Travel Safety](#)

The gap year has become a commonplace in recent years. You can use it to work and gain experience, or travel and see the world. If you choose to go abroad, it can be a.....



[How to Avoid and Beat Jet Lag](#)

What causes jetlag and how to avoid it...



[Questionnaire: Are You Prepared for an Emergency Abroad?](#)

Preparing for an emergency abroad requires careful planning and preparation before travelling. This questionnaire will help readers to determine if their travel habits.....



[Road Safety for Child Pedestrians](#)

Keep children safe from road traffic accidents on Britain's roads. Help children choose the best place to cross the road, wear reflective clothing, fluorescent badges.....

OVERSEAS TRAVEL RISK ASSESSMENT FORM

TEMPLATE ONLY – PLEASE EDIT FOR EACH SPECIFIC TRIP.

Risk Assessment For Service / School: Location of Activity: <i>[insert location, country]</i> Activity: <i>Persons name</i> overseas travel to <i>(insert location, country, travel modes / dates and describe fully the activities to be undertaken date of travel, leisure activities with inherent risks, etc.)</i> REF:	Assessment Undertaken By Name: Date: Signed by Dean of School / equivalent or nominee: Date:	Assessment Reviewed Name: Date: <i>This section to be used if this risk assessment is to be used for further identical trips</i>
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Note: Not all of the hazards or controls listed below will be relevant to your intended travel - delete as appropriate

List significant hazards here:	List groups of people at risk:	List existing controls, or refer to safety procedures etc.	For risks, which are not adequately controlled, list actions needed.	Remaining level of risk: high, med or low
Personal 'fitness' to travel – disabilities, pre-existing medical conditions, country specific diseases, etc <i>(e.g. Malaria, Typhoid, Hepatitis A, Diphtheria, Yellow Fever).</i> Detail any relevant disabilities or pre-existing medical conditions that may require additional controls to be put in place:	<i>Persons name</i>	Procedural Guidance for H&S During Overseas Travel Traveller advised to see their GP and seek medical advice on their fitness to travel and vaccinations required for travel to <i>(Country)</i> . Regular travellers overseas to have medical examinations; Traveller must have had necessary vaccinations and purchased anti-malarial drugs prior to travel (where necessary); No member of staff or student is permitted to travel on University business against advice of their GP. Travel advice from FCO Travel health advice from NHS Fitfortravel	Ensure staff receive required vaccinations and health surveillance as appropriate via University Occupational Health Provider / GP Consult FCO: Your Trip Advice Consult Personal Accident & Travel Assistance Consult FCO: Disabled Travellers	<i>Insert level of risk for each hazard identified. after controls have been implemented</i>

THE UNIVERSITY OF BOLTON

1st August 2016 to 31st July 2017

TRAVEL COVER SUMMARY

When you travel outside the United Kingdom you are covered by our group Travel scheme administered by U. M. Association Ltd. A summary of benefits and the services available is shown below – please refer to your Insurance Officer or Administrator for the full terms and conditions of the cover.

MEDICAL EXPENSES – up to £10,000,000

Cover not applicable if travelling against medical advice

- * £25 Deductible (NB – for claimants using an EHIC to reduce the cost of treatment the £25 deductible will be waived)
- * Including Supplementary Travel Expenses up to £15,000
- * Including Funeral Expenses and repatriation of remains up to £20,000
- * Including Search and Rescue Expenses up to £20,000
- * In-patient supplementary benefit outside UK - £50 each 24 hours for up to 1 year
- * Medical Expenses in UK for necessary follow-up treatment up to £50,000 (maximum 3 months)

MEDICAL ASSISTANCE – SPECIALTY ASSIST

The medical expenses section of the cover is designed to provide you with advice and assistance should you become ill or sustain injury during your journey abroad. This service is operated by a team of multi-lingual coordinators at Specialty Assist in the UK, who can be contacted at any time of the day or night, 365 days of the year. Specialty Assist will decide the most appropriate course of action to help you through an emergency.

Contact Specialty Assist before incurring any substantial expenses or being admitted as an inpatient at any hospital, clinic or nursing home. Do not arrange repatriation without the prior approval of Specialty Assist. This Summary will not be recognised as a guarantee of cover or payment by any hospital.

The services available include:

- Advice over the telephone
- Medical repatriation to the most appropriate hospital or to your home address.
- Keeping your family and employer fully informed
- Arranging for up to two relatives or friends to travel out to you - if this is considered medically necessary
- Guaranteeing that your hospital bills will be met
- Arranging repatriation of remains in the event of death.

To ensure that the assistance services operate smoothly when you need them most, in the event of a medical emergency or if you require repatriation you must:

Hand Baggage

We would remind all passengers that each airline has their own policy regarding the amount of hand baggage allowed on their aircraft and we strongly recommend that information regarding this is sought directly from the Airline before travel. The current restrictions on the size of hand baggage taken into the restricted area of the airport remain in place with no bag larger than 56cm x 45cm x 25cm being permitted.



Liquids

If under 100ml and in a transparent re-sealable plastic bag, passengers are permitted to take liquids, gels and pastes through security separately from their hand baggage.

It is best to prepare your liquid bag no larger than 20cm x 20cm, not exceeding one litre, before arrival at Manchester Airport. They are however available if you forget to bring your own, although there is a limit of one liquid bag per passenger. The bag must be one litre, which is around half the size of a standard A4 piece of paper and it must be sealable.

What is a liquid?

- Water and other drinks, soups, syrups.
- Pastes, including toothpaste.
- Creams, lotions and oils, including lip balm and moisturiser
- Perfumes.
- Make-up, including lipsticks and mascaras
- Sprays, including sun-tan lotion
- Inhalers
- Gels, including hair and shower gels
- Contents of pressurised containers, including: shaving foam, other foams and deodorants
- Liquid-solid mixtures
- Any other item of a similar consistency

Always check in any liquid over 100ml and if you're unsure whether an item will be allowed through, please always check it in with your hold luggage.

Please note - if you wish to bring your own containers to hold 100ml or less, the container must have printed on it the measurement that the container can hold. Travel sets of containers that do not have measurements on them will not be allowed through security. Handwritten measurements or stickers are also not acceptable.

Large Electrical Items / Laptops



Laptops and other electrical equipment (iPads, hairdryers, straighteners, large speakers, large cameras, docking stations, irons) have to be removed from hand luggage and screened separately.

If you're flying to the USA please ensure electrical devices are charged and capable of being switched on. Any passengers with specific queries about their individual flight should check with their airline for more detailed information.

Electronics Ban – Inbound Flights

In line with the Government announcement regarding all UK airports, electronic items larger than 16 x 9.3 x 1.5 cm will not be allowed into the cabin of flights coming into Manchester Airport from:

- Turkey
- Egypt
- Saudi Arabia

These items must go into the hold and passengers are advised to liaise with their airline on how to facilitate this.

This will only affect passengers flying into Manchester from these countries, and not any departing from here. It will however affect passengers' return journey, when they come back into Manchester Airport.

For more information, please visit <https://www.gov.uk/hand-luggage-restrictions/electronic-devices-and-electrical-items>

Airport Security Rules (extract from Manchester Airport)

Hold Luggage



Hold luggage (what you check in) and hand luggage (what you take on the plane) must be below a certain weight and size. Please check with your airline for more information.

- Do not pack sharp objects.
- Do not carry items for other people.
- Do not leave your baggage unattended at any time.

It is an offence to carry any of the following items into the aircraft cabin:

- Toy or replica guns (plastic or metal).
- Knives with blades more than 6cm.
- Lighter top-up fuel (passengers are allowed to carry one disposable lighter in a clear re-sealable plastic bag).
- Razor blades.
- Scissors - specifically, blades measuring greater than 6cm in length.
- Hypodermic syringes (unless supported by medical evidence).
- Builder's tools.
- Hammers, nails or screw-drivers.
- Darts.
- Sporting bats.
- Billiard, snooker or pool cues.
- Catapults and sling-shots.
- Umbrellas - unless foldable.
- Acid.
- Explosives
- Gas cartridges, or gas cartridge re-fills.
- Paint.
- Lighter fuel.
- Mercury.

IDENTIFYING SUSPICIOUS ITEMS

Hidden: has the item been hidden? Has any attempt been made to conceal the item from view or place it where accidental discovery is unlikely? Innocent items are not usually hidden deliberately.

Obvious: is the item obviously suspicious? Can wiring or batteries be seen? Is it taped or contains liquids or powders? Has it been found after seeing suspicious behaviour?

Typical: is the item typical of what you might reasonably expect to find in the location? Also consider the current threat? Ask has anyone left the item?



ACTIONS TO TAKE IF YOU BELIEVE THE ITEM TO BE SUSPICIOUS

- **Confirm** that the item is suspicious
- **Clear** the area to the best of your ability
Do not touch the item and leave it in place
- **Communicate** to your team and the police
Do not use radio handsets within 15 metres of the item
- **Control** access into the area



https://www.youtube.com/watch?v=f_VrwYJawxc

Run Hide Tell: Stay Safe in the event of a terrorist attack abroad

RESPONDING TO A FIREARMS OR WEAPONS ATTACK



RUN

- If there is a safe route, RUN, if not hide
- Insist others go with you
- Don't let them slow you down
- Leave your belongings behind



HIDE

- If you can't run, HIDE
- Find cover from gunfire
- Be aware of your exits
- Lock yourself in a room if you can
- Move away from the door
- Be very quiet, turn off your phone
- Barricade yourself in



TELL

- Call the police when you are safe
- Give your location
- Describe the attacker
- Can you safely stop others from entering the area

Local Information is KEY

Get local information from the Partner Institute. Ask for a brief & take advice.

1 Bolton Police Station ★

Crompton Way, Bolton, Lancashire BL1 8UN
Tel: 0161 872 5050

2 Bolton Divisional HQ ★

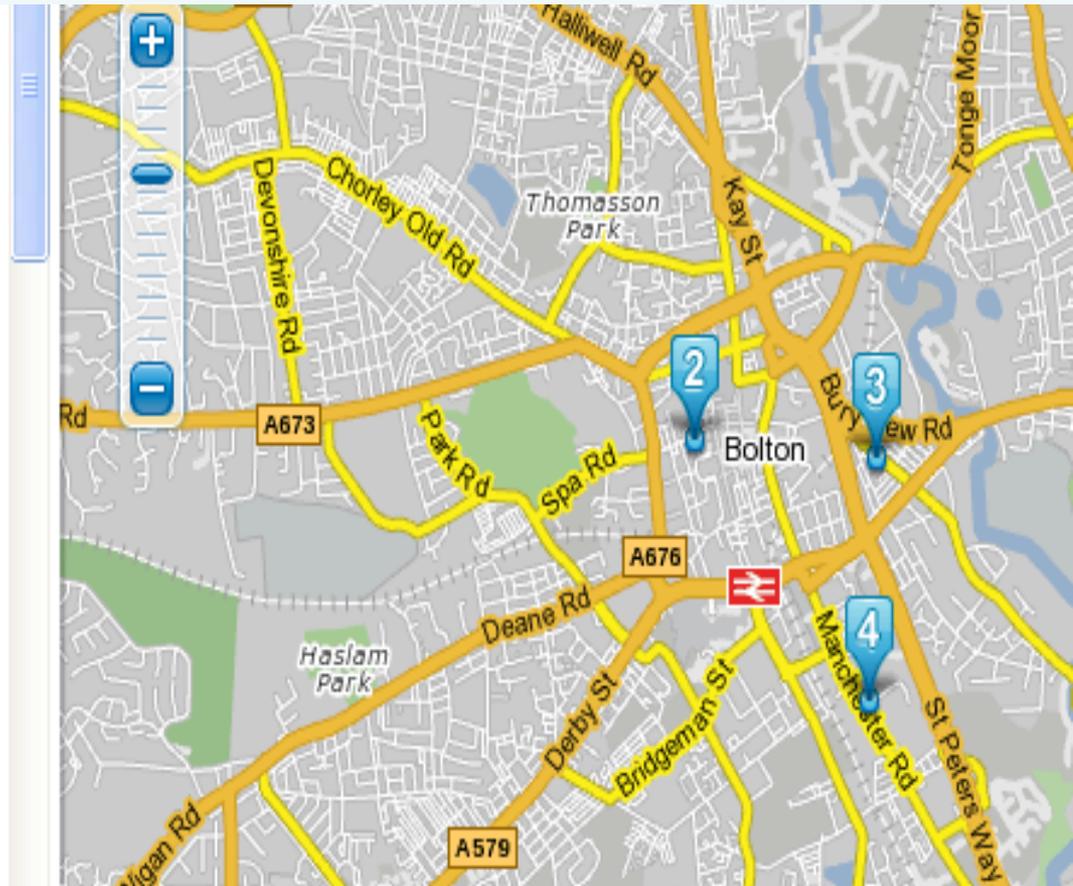
Howell Croft North, Bolton, Lancashire BL1 1QZ
Tel: 0161 872 5050

3 Castle Street Section Station ★

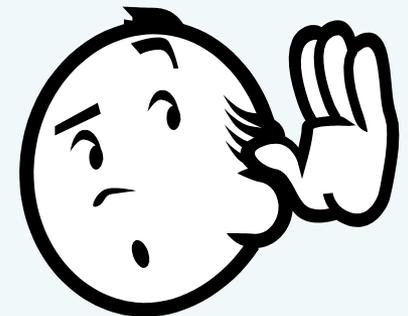
Castle St, Bolton, Lancashire BL2 1AE
Tel: 0161 872 5050

4 Bolton Central Police Station ★

Scholey St, Bolton, Lancashire BL2 1HD
Tel: 0161 872 5050

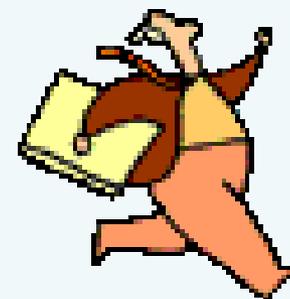


- Be aware of what is happening around you.
- You have to see danger to avoid it.
- Trust your instincts-if something feels wrong to you, then it is wrong.
- Don't be too trusting. It is easy to get complacent (most people are friendly) but be careful. A little paranoia can be a good thing.
- Listen - If you hear someone approaching you from behind, look around.



Using Common Sense

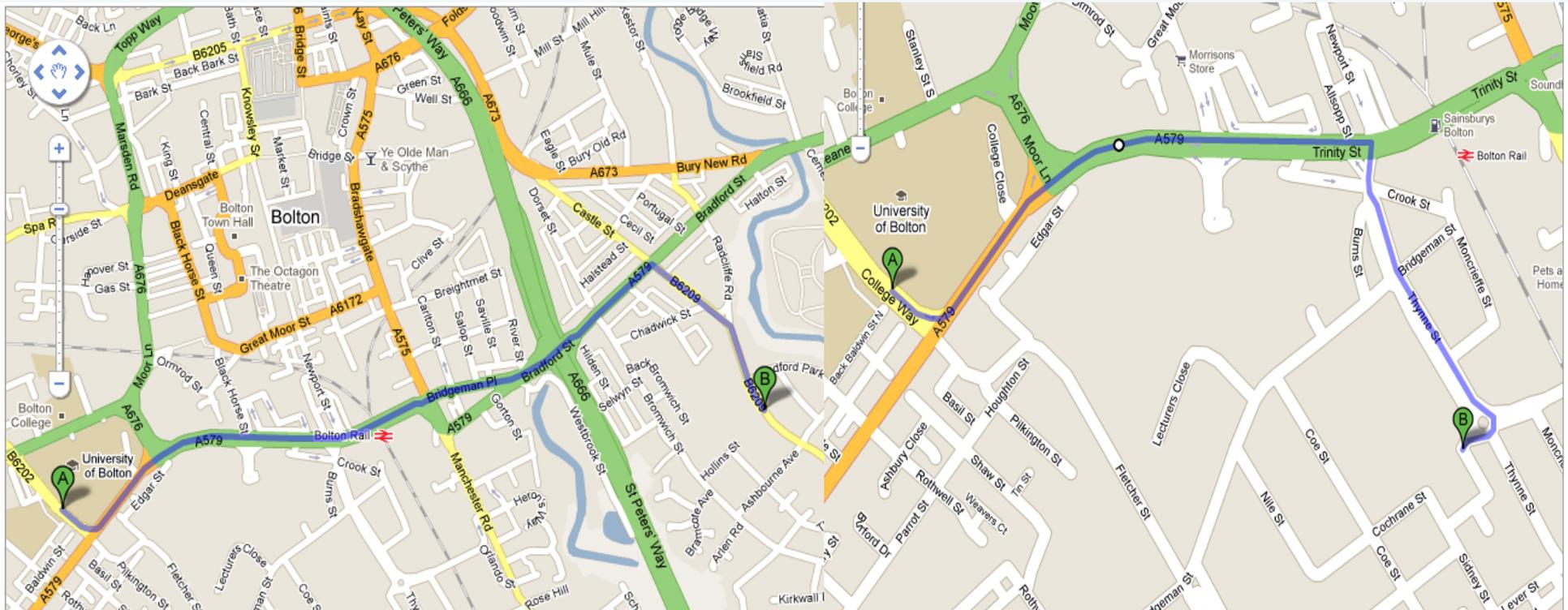
- Keep your distance from strangers.
- Maintain a safe distance from people to give yourself time to react or avoid an attack. Don't be tricked into giving up this safety cushion.
- Avoid using alcohol or illicit drugs. Their use can impair your judgment, slow reaction times, as well as expose you to some less than desirable social situations and people.
- Let someone know where you are going and when you expect to return.



Pay attention to your surroundings



Plan the Safest Route to Your Destination



Get to know the route and look for safe options

Getting around

Taxis – Be wary. Choose wisely. Avoid if you can. Arrange chaperone with local partner institute. Check in – before & after.

Walking - Avoid walking close to bushes and structures that could offer concealment to an attacker. If someone is following you or you even think someone is following you, go immediately to a house or phone and contact the police. Check in – before & after.

Bars & Clubs – Don't go alone. Be aware of your surroundings. Prepare an escape plan.



Using ATM machines

- Try to avoid using an ATM by yourself. Either take someone with you or only use an ATM when others are around.
- If possible, avoid using an ATM after dark.
- If you must, choose one that is well lit and does not have tall bushes nearby.
- When you arrive at an ATM, look around. If you are uncomfortable, do not stop.
- Have everything you need ready when you approach
- Stay alert to your surroundings. Look up and around every few seconds while transacting your business.



Using ATM machines

- Stay alert to your surroundings. Look up and around every few seconds while transacting your business



- Protect your personal identification number (PIN). Do not enter your PIN if anyone else can see you enter it. Shield your PIN from onlookers by using your body.
 - When your transaction is finished, be sure you have your card and your receipt and leave immediately. Do not count your money at the machine.
 - Watch out for scams!
- <https://www.youtube.com/watch?v=yvQOaOUSInI>

Emergency contact Checks - Yes or No

1. Do you have a list of all emergency contact numbers from the University and the Partner Institution?
2. Have you arranged regular phone/text/email message times with your line manager or work colleague?
3. Have you left a copy of your itinerary with your line manager, work colleague, friend or relative?
4. Have you checked with the Foreign & Commonwealth Office for travel advisories before you make plans?
5. Do you have a photocopy of your passport identification page in a separate location from your passport?
6. Do you have details of the nearest UK embassies or consulates?
7. Do you know the telephone number for a country's emergency services while abroad?
8. Do you keep your passport, computer, cash and credit cards in a safe when you travel?
9. Do you keep up with local weather forecasts while you travel abroad?
10. Do you have at least two forms of photo identification?
11. Do you travel with city maps so that you can locate hospitals and police stations if needed?
12. Have you registered with the Foreign & Commonwealth Office before travelling abroad?

Key Personal Safety Concerns

Plan your movements

Look after your belongings

Keep things safe and out of view

Don't leave things lying around

Use mobile phones wisely

Be safe on the street

Look around when using cash machines

Be wary of public transport and taxis

Check in regularly



EMERGENCY CONTACT NUMBERS	NÚMEROS DE CONTACTO DE EMERGENCIA
911 IN CASE OF AN EMERGENCY CALL 911	911 EN CASO DE UNA EMERGENCIA MARQUE EL 911
★ POLICE DEPARTMENT	★ PARA COMUNICARSE CON EL DEPARTAMENTO DE POLICIA
P POLICIA CONTROL	P CENTRO DE CONTROL DE VEHICULOS
H HOSPITAL	H HOSPITAL
1 CUSTOMER CONTACT	1 PERSONALIZADO CONTACTO
2 CUSTOMER CONTACT	2 PERSONALIZADO CONTACTO



Summary

We are all responsible for health, safety and well being!

Report any incidents / hazards

Help us to make international travel a safe option

Take care & stay safe!

If you have any queries please contact Graham
Kearsley on 01204903577

Or (+44)7736073047