

# Safe International Working

\*Emergency out of hours contact – see last section of this leaflet



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## Introduction

The vast majority of international working trips are safe. They can be made even safer by observing a few simple precautions that are laid out in this leaflet. In the unlikely event you do have health problems, are injured or the victim of crime when you are abroad, you need to know what to do to alleviate and minimise the effects.

## Before you go

1. Ensure you complete an **Intent to Travel Form** and have it signed-off and submitted to finance (forms can be found in the academic admin office). This is vital, without it you are not insured, and the University don't have a central record of your whereabouts and local contact details.
2. **Vaccinations** – are you up to date for where you are going? – First, phone or visit your GP or practice nurse to find out whether your existing jabs are up-to-date (they can tell from your notes). They will set up for you to have your vaccinations. Alternatively, visit a local private travel vaccination clinic. Not all vaccinations are available free on the NHS. The University will reimburse you for all necessary vaccinations. Remember that some vaccinations need time to be effective and so the earlier you contact your GP or Practice Nurse the better.
3. **Known health conditions** – if you suffer from conditions which mean that you may not be fit for travel, check with your GP or practice nurse. The following NHS link is useful <http://www.fitfortravel.nhs.uk/home.aspx>
4. **Insurance** – your intent to travel form initiates the insurance and you will be issued **emergency 24 hr telephone medical assistance numbers**. Take this with you and familiarise yourself with the process – ask Finance to explain any queries you might have.
5. It's good practice to **scan and email** all travel documents to yourself (Passport, e-tickets, insurance document, hotel voucher)
6. **Read** the advice at <https://www.gov.uk/foreign-travel-advice> for your *destination* – discuss any concerns with your line manager. Also look at [www.travelsecurity.com](http://www.travelsecurity.com). Your intent to travel form will trigger an automatic check on your destination to set-up travel insurance. You will be questioned if there are known safety issues, and sign-off at executive level may be required for certain destinations. If your destination becomes unsafe whilst you are there, refer to the above websites, and heed all communications and instructions from the University regarding your safe return.

7. Ensure that you know the contact details for the nearest **British embassy, consulate or high commission** – look at the Foreign and Commonwealth Office (FCO) website to find out.
8. Make sure you have the **local 'phone number** of the person you are visiting (your contact), and have checked with them that it is ok to call them in emergency – this is vital.
9. **University mobile 'phones** are available from the administration team for Off-Campus.
10. Try to **pre-arrange airport pick-up** with the contact person you are visiting, or at least ask for their advice on travel from the airport

Advice for the countries in which we have collaborative partnerships is available from the **Academic Partnership Manager** in the **Off-Campus Division**.

## While you are there – general

The world isn't dangerous or unsafe. Quite the opposite. There are some desperate places and people, even in your home town, but these are a minority. In fact, you're more likely to get into trouble at home than travelling if you follow these common sense tips on your trips.

1. Purchase a local SIM card (widely available in most countries), let people know your number – try 'phoning or texting your local contact so that they know your number
2. Keep one credit/debit card separate from the rest of them Have at least one credit card with you even if you do not intend to use it. A credit card will be accepted in more locations than a debit card.
3. Keep your wallet in a buttoned pocket or bag
4. Don't leave your belongings unattended in public places – at a restaurant don't leave you bag by your feet or on the back of a chair, try to have it on a chair next to you or even on the table – in your eyesight.
5. Very unlikely, but if you are mugged – give over your wallet, watch etc. It will be reimbursed – it is simply not worth the risk.
6. Be wary of using your credit card in an internet café
7. Be careful of public displays of affluence – large amounts of banknotes when you are paying etc.

8. Don't give to beggars – there are other ways of giving safely, to charities or funding local entrepreneurs etc. In general don't give money away to people on the street.
9. Read through your hotel information in the room – it often says what to do in a medical emergency. Be aware of evacuation routes.
10. Ask the hotel or your local contact about plans to walk/visit 'off the beaten track', or if you are worried about visiting somewhere at night.

## What if something happens?

In the unlikely event that you are ill, injured, or the victim of crime, follow these guidelines

1. For minor injuries or illness your hotel or your local contact can advise you on pharmacies and/or local doctors
2. For more major illness and injury you **MUST** 'phone your local contact as soon as possible
3. Try also to let your Hotel know, and let them know your local contact name and telephone number
4. Inform the **MEDICAL ASSISTANCE** team linked to the insurance company immediately – the numbers are on the insurance documents given out with your intent to travel – **THIS IS A 24 HOUR SERVICE**
5. Crime must be reported to the local police, and to the insurance company
6. Inform your line manager at the University of the situation
7. If your line manager is not available – phone the **emergency manager-on-call** number \*\*\*\*\*
8. The University also have a subscription to an emergency evacuation service if there is a sudden change in the political situation affecting you. The finance office can provide details of this.

**Note** – If you have agreed with your line manager to take annual leave to remain in country at your expense, you **MUST** arrange travel insurance.

## Have a safe trip

## Out of Hours Contacts

**Medical** for anything other than minor 'phone Specialty Assist  
(details on the University of Bolton Insurance summary)

**Travel** – look on your travel booking documents, our agents have  
out of hours contact cover. This will help rebooking flights, missed  
connections etc.

**To access University out of hours advice 'phone one of the  
following named individuals who will be able to help you.**

- 1) Mr. Yusuf Giga – 0044 (0) 7951 796841
- 2) Mrs Christine Hall -
- 3) Ms Lynn Clark -
- 4) Mrs. Chris Grant -