Section 17

MANAGING THE HEALTH AND SAFETY RISKS OF WORKING OVERSEAS

1.0 Introduction

Although UK law on health and safety does not apply to some countries and university work overseas, local legislation will apply to the university and risk management systems still require that overseas activities are undertaken in accordance with best practice. Such practices require that overseas work is carried out in accordance with the standards that would be required had the work been undertaken in the United Kingdom. This policy outlines the necessary steps to be taken for the safe management of such activities.

Activities undertaken abroad generally fall into 3 categories.

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

The policy is based upon the Health and Safety guidelines published by UCEA/ USHA entitled "*Health and Safety Guidance When Working Overseas " & Guidance on Health & Safety in Fieldwork – Including offsite visits and travel in the UK and overseas 2011*".

The policy adopts the principles of planning; control and review included as required by the management of health and safety at work Regulations(reg4) and in the University's policy on the management of health and safety and specifies how these functions and duties should be carried out. It introduces a course of action, which enables those responsible for arranging work overseas to identify foreseeable problems, difficulties and events and take appropriate action.

2.0 Definitions

2.1 The Head

The Head is the manager with overall responsibility for the health and safety of the School or Support Department from which the individual(s) working overseas are drawn. This will normally be the Director; Heado of School or Head/Director of a Support Department.

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 charged with 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 charged with 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, but 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 (**category 2**); or the Placement Organiser (**category 3**) were 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, etc. role.

2.6 Work Overseas

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

3.0 Responsibilities

3.1 Heads of School / Departments will ensure:

- Competent staffs are appointed as Work Organiser and Travel Organiser to carry out the arrangements listed below. In some cases one person may be able to fulfil both roles.

- Adequate assessments of the risks associated with the travel and work overseas have been carried out. The Work and Travel organiser(s) will normally carry out the assessments in practice.

- 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.

- Local conditions have been explored sufficiently, commensurate with the likely risk.

- Any group is adequately prepared.

3.1 Work Organiser

The work organiser is responsible for the pre-planning,organisation,monitoring and review of the work project and all the associated arrangements. They are responsible for;

- The risk assessments are carried out in practice. This will include identification of hazards (a) prior to the project, and (b) discovered on arrival at the project location of during the project.
  The Risk Assessment must also take into account any additional risk due to disability; illness or incapacity. The assessment must identify the adjustments made to reduce these risks. Only when these risks cannot be reduced to a level so as not to pose a significant risk to the person, should the person be prevented from undertaking the activity.

- A clear command structure in any group is defined between Overseas Team Leaders, Group Leaders, and group members. The work organiser as appropriate should select team and Group Leaders.

- All persons involved with the project are adequately informed of the hazards identified and the precautions to be adopted. The delivery of the information should be in a form that is appropriate to the project taking into account the experience of team members and the nature of the hazards identified. This could be written information, formal training or a combination of both.

- Information regarding the itineraries, details of team members and how they can be contacted are communicated to an appropriate office within the host department.

- Contingency Emergency plans are in place an emergency occur.

The work organiser could be the appropriate head of department or a person nominated by the head of department. Were a person other then the head of department fulfils this role they will be required to assure the head of adequate control

3.3 Travel Organiser

Travel Organisers duties will involve the following

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, he/she must firstly be fully briefed by the Work Organiser. Based on that information the Travel Organiser is responsible for addressing a number of issues.

Supply the information required by the University's Insurance officer to obtain the necessary authorisation.

Obtain advice to determine necessary vaccinations, immunisations, first aid requirements, etc.

Information should be obtained on climatic extremes, and cultural and local information, as appropriate.

Obtain the tickets, visas and any other necessary documentation for travel.

Check that all participants have a valid passport which complies with the necessary entry criteria.

The Travel organiser is responsible for organising additional insurance cover, over and above the basic insurance cover provided by the University. Adequate insurance must be in place for all groups and / or individuals prior to their departure. Suitable insurance should typically include the following:

Medical Emergency and Travel Expenses

Personal Liability

Premature return, rearrangement and replacement

Baggage and personal effects (for journeys in excess of 6 months duration)

Money and credit cards

The Travel Organiser should discuss with all parties and the University's Finance Department to identify if further additional cover is requirted. Such as:

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 however, particularly in relation to 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.).

Any extension of travel over and above the agreed trip will not automatically be insured. Individuals are required to organise their own insurance cover if they plan to extend the trip to include a holiday at the end of the organised work period or trip.

4.0 ARRANGEMENTS

4.1 Training and information

The Work Organiser must ensure that instruction and training is provided.

All staff involved in overseas work / activities must attend the "Safe Working Overseas" Induction Session prior to working abroad. It is the Directors / Head of School / Head of Services' responsibility to make sure that their staff attend the Induction session and 3 yearly refresher training.

Various skills may be required for work overseas; these may need to be tailored to take into account the local conditions, which are likely to be encountered. The training requirement 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, 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.

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.

Further advice on training is available from the University's S S & S Manager.

4.2 Supervision of Students

Levels of supervision required for students' activities will be dependent on the level risk. Were the student is undertaken a work placement abroad levels of supervision must be determined with the placement

4.3 Health Matters

Personal health is a major consideration particularly when travelling to areas where hygiene standards are lower than those to which individuals are accustomed. Immunisation must be considered; it is the responsibility of the Travel Organiser to ensure that appropriate immunisation is undertaken when necessary.

There are a number of other health matters, which must be considered by the Travel Organiser, these are listed in the attached appendix

The University provides personal accident and health insurance for staff involved in visits overseas. Students are required to take out their own personal accident insurance.

If first aid travel kits are required request should be made to the University's S S & S Manager.

5.0 Monitoring and Review

Effective management of overseas working requires review and feedback. Debriefing sessions should take place involving the Student, Work and Travel Organisers as soon as possible following each and every trip overseas.

Note: This Policy Statement forms part of the University's main Health and Safety Policy.

Additional Information – UMAL http://www.umal.co.uk/umal/travellers_tips.html

Tips for Travellers
The vast majority of all journeys are completed without incident but occasionally, regardless of how careful you are, things can go wrong. To help you make sure that you won't need a claim form when you get home, here are a few tips to raise your awareness and help you manage if the unexpected does happen to you.

Before you Travel
You may find the following check list useful to help ensure you are fully prepared for your journey.

Travellers Check List (Copy below included in this policy – Appendix 1)
Check with your doctor to see if you need any vaccinations, anti-malarial treatment etc. If you have to take any medication for any ongoing medical condition ensure that you have an ample supply for the entire duration of your trip. This should be split up between your hand luggage and checked-in luggage in case one of your bags is lost. If you are travelling within the EU get a European Health Insurance Card (EHIC). This will entitle you to free or low-cost treatment for medical problems. Details of how to apply for this can be found here: https://www.gov.uk/foreign-travel-advice

Be aware of local issues - visit the Travel Security Online section of the UMAL web site for information about the country and area that you are intending to visit. http://www.umal.co.uk/umal/travel/travel-security-online/

What if something goes wrong?
The most common problems encountered on journeys are accidents/illnesses and losses/thefts. You will find below some useful hints that may help to prevent you from becoming the victim of a theft or help you cope in the event of a medical problem.

Injury and Illness

- For serious injuries/illnesses remember that UMAL's chosen medical rescue provider Specialty Assist are there to help you 24 hours a day, 7 days a week. Medical costs can quickly rise beyond the ability of most travellers to meet, particularly in the USA and Canada. Specialty Assist can take care of this for you, providing guarantees of payment to hospitals, doctors etc.

- **Never** attempt to arrange your own repatriation. Quite apart from the expense and difficulty of booking travel arrangements in a foreign country, there may be medical implications of which you are not aware. Certain conditions can be complicated seriously, even fatally, by air travel. Specialty Assist can ensure that you are returned home safely and quickly if you need repatriation, and at no expense to you.

- For minor ailments remember that the local pharmacy will often be able to assist without the inconvenience of having to see a doctor. Of course, if the pharmacy cannot help, or the problem persists, then you should consult the local doctor immediately.

- **Always** retain invoices/receipts for all expenditure incurred. You will need to produce these to support your claim.

Losses and Thefts

- Never leave your possessions unattended, even for a moment. Opportunist thieves thrive on such situations and it only takes a second to steal your property. Typical examples of this include leaving your property on the beach when you go into the water for a quick dip or leaving something on a table in a club or restaurant when you go to the bar. Ladies handbags have been particular targets for 'snatch' type thefts.
- **Never** pack money or valuables (cameras, watches, jewellery etc) in your checked-in suitcase when travelling. It is much safer to carry these items on your person or in hand luggage. Airlines do not accept **any** responsibility (and have no legal liability) for these items in your checked-in luggage. Remember that your luggage is in their control and out of your sight for the entire duration of your flight.
- If your accommodation has a safe, safety deposit box or similar, **always** use it to protect your cash and valuables. A burglar is usually looking for money and small, valuable items. The average burglar will be unable or unwilling to take the time and effort needed to break into the safe.
- If you are unfortunate enough to suffer a loss or theft **always** report it to the local police or other appropriate authority. Make sure you get a written report to confirm that you have done this; you will need to produce this to support your claim. If the police will not issue a report obtain the full postal address and telephone/fax number of the police station, the name of the officer and the crime reference number allocated to the incident.
- In the event of the loss or theft of your passport, you **must** contact the local police and the appropriate embassy/consulate. They will be able to assist you in obtaining the necessary documentation to enable you to return home.

Personal Liability

If you are responsible for injury to a third party or damage to a third party's property you **must not** admit any liability whatsoever without our prior written consent. If you do admit liability we may not be able to provide any cover for the expenses incurred.

If you are asked for payment by the third party, **do not** agree to any payment. This could constitute admission of liability and might mean that you end up paying much more. If you are under pressure to make a payment, contact us immediately.

Legal Expenses

If you are injured during the journey and its someone else's fault, the legal expenses section of the cover will provide for the cost of pursuing a claim

against the responsible party to a fixed amount of costs. Please note however that this cover does not apply in USA/Canada.

Serious Incidents

We are all aware that sometimes events occur that have a widespread effect, often reaching beyond those that are directly involved in the incident; The Indonesian tsunami, 9/11, Hurricane Katrina, the Madrid and London bombings. If you are directly involved in such an event, or if your trip is indirectly affected by it, you can access the manned 24 hours a day a dedicated emergency response - The Global Response Centre (GSC)

Recognising the risks staff and students may face when deployed overseas, Control Risks, the leading international security consultancy, provides security advice and support to travellers in addition to the online destination service Travel Security Online (see UMAL website for details).

This security advice and support is provided by the fully equipped Global Security Centre at Control Risks' Head Office in London. It is manned 24 hours a day by a dedicated team of experienced security consultants, providing assistance with any security and incident management situations that may arise. By registering your journey and contact information – mobile and e-mail, with your department relevant alerts will be communicated to you if they affect your travel. Should you become aware of, or are caught up in, an incident you may call the Global Security Centre for advice and support. The Global Security Centre's experienced consultants will be able to respond immediately and provide callers with all important reassurance and practical advice. Should you need to use this service whilst travelling, the contact details are:

Tel: +44 (0)20 7939 8658

Fax: +44 (0)20 7970 2234

E-mail: gsc@travelsecurity.com

UMAL's members may telephone for security advice (both non-urgent and urgent) at any time from anywhere in the world and be assured of an immediate response. Reasons for calling include: asking for security advice reference proposed travel, being a victim of crime (muggings theft etc), involvement in an incident, being caught-up in a terrorist attack etc.

In conclusion

Whilst all of this may seem rather worrying, statistically, it is actually very unlikely that you will suffer any problems on your journey. If you do however, we hope the above information will help you to cope.

APPENDIX 1

Health & Safety Preparation for Travelling Abroad - Things to consider

		check	Comment
Access	Travel arrangements to, from and at distant 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	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	First-aid kit(s) including sterile syringes and cannulae obtained. Sterile packs organised/received.		
Training	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	Staff to student ratios (if appropriate) acceptable. Leaders established Deputising arrangements, if necessary, understood. Competency of all leaders checked for specialist or hazardous activities.		

Equipment taken overseas	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	Potable 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	Risk of attack assessed and provided for (see www.fco.gov.uk). Method of routine communication established. System for communication in an emergency in place. Accident and emergency plans in place.		
Physical Hazards	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 & sunny (sun protection factor) recognised.		
Biological Hazards	Venomous, lively or aggressive animals considered. Plant risks assessed. Pathogenic micro-organisms (tetanus, leptospirosis, etc.) and similar risks evaluated.		
Final check	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).		

Appendix 2

Specific Hazard Checklist.

Hazard (and associated problems pertinent to overseas working)	indicate	Comment
Climatic extremes - dry/desert (high humidity, hypothermia, monsoon/storms, oxygen deficiency/rarefied air, sunburn/skin cancer, tidal (and other water) considerations, unusual winds (e.g. tornado, hurricane))		
Contact with animals (wild or domestic) - allergies, asthma (bites (and other physical contact), dermatitis, rabies, stings)		
Contact with insects - bites/stings (lyme's disease, malaria, yellow fever, other)		
Contact with reptiles (snakes, scorpions etc.) - availability of antidotes/medical back-up (poisoning, remoteness, shock)		
Contaminated food - allergies (food poisoning, Hepatitis A)		
Contaminated water - (diarrhoea legionella, leptospirosis)		
Contaminated (drinking) water (cholera, polio, typhoid, other)		
Electricity - compatibility of equipment and supply, safety standards (higher/lower/different)		
Emergencies (include fire) - arrangements and procedures (first aid provision, "Help" numbers/contacts, response (expected))		
Environment (local) - culture (customs, dress, religion)		
Excavations/confined spaces/tunnelling - permits to work (risk appreciation, safe systems)		
Hazardous substances/chemicals - antidote availability (CHIP, spillage arrangements, transport requirements)		
Legal differences - local codes/guidance (local standards, local statute (staff informed and trained))		
Natural phenomenon - avalanche (earthquake, volcanoes, other)		
Needles (contaminated)/sexual contact - HIV (Hepatitis B)		
Stress - accommodation problems (civil unrest, crime, vandalism and violence, extremes of heat/cold, fatigue, language/communication problems, lack of support (especially family/peers), loads/expectations excessive, loneliness/remoteness, sickness, unfriendly environment)		
Transportation - competent driver(s) (hazardous terrain, properly maintained vehicles, suitable transport)		

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 bed time, 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 2-3 days after a time zone transition are outlined in the table below:

	Bad Local Times	**Good Local Times**
Time zones to the west		
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
Time zones to the east		
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

A Personal Safety Check list for Travel on University Business

Arranging a Trip, (whether in the UK or Overseas)

The 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 Head(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 (e.g. 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. The check-boxes where appropriate should be ticked and, when they have been completed, the corresponding bulleted information should be read.

Out and about

- ☐ Does anyone know where you are?
- ☐ If your travel plans change, have you told your supervisor or colleagues?
- ☐ 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 valuable, easily stolen items too visible or accessible (e.g. laptop or portable computer, mobile telephone, tools, briefcase or handbag)?
- ☐ Do you carry a personal alarm?

When driving your car

Before setting off

- ☐ Make sure that your car (or rented car) is regularly serviced, and check tyres, oil, and 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 phone card 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 a 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.
- ☐ After dark, or 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 car 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.
- ☐ 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, British Council, 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:
- ☐ Carry money and valuables safely
- ☐ Carry the following items separately: number for cancelling credit cards, phone card, travel card or small change, keys.
- ☐ Obtain a copy of the University travel insurance document and medical emergency number - these should be provided by the Organiser. Make sure that you understand what the insurance covers **before** you need to claim.
- ☐ 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.
- ☐ When on a long haul flights 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 for someone to meet you.