**UNIVERSITY OF ST ANDREWS STUDENTS ASSOCIATION**

**TRAVEL CHECK LIST (TRIPS ABROAD)**

(Where controls are indicated they must be detailed in the risk assessment)

| THREAT & CONTROLS | **CONTROLS IN PLACE** | | | |
| --- | --- | --- | --- | --- |
| **Yes** |  | | **N/A** |
| **Personal safety and security** (risk from crime, political instability, terrorism etc) | | | | |
| * GOV.UK web site checked and this confirms low risk to personal safety and security. Follow GOV.UK advice regarding no go areas, carrying valuables, use of approved taxi companies etc. |  |  | |  |
| * Use a hotel safe for travel documents, passports and/or money. |  |  | |  |
| * Check whether there are any special occasions such as public holidays/local elections/political conferences/major sporting events in the destinations you are travelling to - security may be heightened with an increased likelihood of terrorist attacks. |  |  | |  |
| * Do not divulge personal details/room number to strangers or in the presence of strangers. |  |  | |  |
| * Avoid demonstrations/large gatherings. |  |  | |  |
| **Lack of travel insurance/documents, legal requirements for entry not met** – risk of being stranded, lost tickets, no help available, entry to country delayed or refused. | | | | |
| * Travel documents ordered/received. |  |  | |  |
| * Passport checked as valid (with up to 6 months validity left if required). |  |  | |  |
| * Traveller has a copy of/details of passport with them in an alternative location to their passport e.g. in hold luggage, in hotel safe, or stored on-line (safe on-line data storage). |  |  | |  |
| * Students Association has travel plans, contact details etc stored in a secure location. |  |  | |  |
| * Visa requirements checked and visa obtained if necessary. |  |  | |  |
| * Traveller can contact the travel agent in case travel arrangements need to be changed. |  |  | |  |
| * Traveller can readily obtain contact details for Embassy/High Commission/ Consulate in country to arrange replacement passport or other assistance if required. |  |  | |  |
| * If relevant, import/export regulations for the carriage and use of restricted or dangerous goods, samples, equipment etc. are checked and complied with. Traveller understands which items are prohibited (e.g. food products, drugs) and will comply with requirements. |  |  | |  |
| **Lack of insurance cover.** Individual or Students Association directly liable for claims of damage, negligence; injury. Traveller unable to claim for damage/injury in the event of an incident. | | | | |
| * Travel and other insurance policies provide an acceptable level of cover. |  |  | |  |
| * Any additional insurance requirements are understood and are addressed in programme and costs. |  |  | |  |
| **Risk of accident/injury/illness/ poor health requiring medical help.** | | | | |
| * Traveller is generally fit and health, no significant pre-existing medical conditions that could lead to illness while overseas. |  |  | |  |
| * Acceptable medical insurance cover is obtained. |  |  | |  |
| * Any costs for treatment can be met by the traveller or covered by insurance. Need for payment in advance will not delay emergency treatment if required. |  |  | |  |
| * Vaccinations/medication (e.g. anti-malarial) can be obtained on an appropriate timescale from GP. |  |  | |  |
| * Medical standards and provision of emergency assistance in country is acceptable. Traveller is aware of how to access services. |  |  | |  |
| * Country is not regarded as high risk for disease, epidemics etc. |  |  | |  |
| * Traveller has a European Health Insurance Card if appropriate. |  |  | |  |
| * Adequate supply of any essential prescription medication is carried, if necessary with a doctor’s letter justifying quantities carried. |  |  | |  |
| **Manual handling -** Lifting and carrying luggage and equipment with the potential to cause injury. | | | | |
| * Use trolleys, moving walkways, escalators and lifts where possible. |  |  | |  |
| * Use transport rather than carrying cases/bags long distances. |  |  | |  |
| **Accommodation** (hotel and place of work) not safe – risk of fire, attack etc. | | | | |
| * Hotel/accommodation is in safe location, of acceptable standard for fire, security and hygiene. Traveller checks the fire precautions and evacuation routes on arrival. |  |  | |  |
| * If there are concerns about the location of your room e.g. on a ground floor, request an alternative or transfer hotel. |  |  | |  |
| * Destination is in safe location. |  |  | |  |
| **Emergency communications –** loss of communications between traveller and UK, resulting in inability to obtain/provide assistance if required. | | | | |
| * Travel dates, itinerary and contact numbers provided to Students Association |  |  | |  |
| * Students Association has a system for obtaining/ keeping secure travel plans and contact details of travellers and being able to access them out of hours if required (and a copy retained at home if appropriate). |  |  | |  |
| * Partner/family has contact information for the Students Association in an emergency. |  |  | |  |
| * Traveller will be able to contact Students Association phone or email if they need assistance while overseas. |  |  | |  |
| * Mobile phone roaming set up (if appropriate). |  |  | |  |
| * Emergency telephone numbers (and email addresses) put into mobile phone. Group leader/person in charge has contact details of the rest of the group |  |  | |  |
| * If appropriate, laptop is enabled for internet communications and email overseas. |  |  | |  |
| * If a communications plan is appropriate, ensure it is in place and is adhered to – failure to make contact with Students Association or contacts in country on agreed timetable will trigger emergency response. |  |  | |  |
| **Transport** – Risk that road, aviation or marine safety standards are inadequate/unacceptable. Risk that legal requirements are not met (insurance, international car drivers licence, suitability of vehicle for passenger/goods transportation etc.) | | | | |
| * Availability and standards of transportation are acceptable (equivalent to UK), and are understood by the traveller. Unsafe means of transport will not be used. |  |  |  | |
| * Traveller has appropriate documentation e.g. valid driving licence, international driver’s licence if required. |  |  |  | |
| * Participate in pre-flight safety brief for air travel |  |  |  | |
| * Only use reputable transport providers |  |  |  | |
| * Perform frequent head counts to ensure all members of a group are present. |  |  |  | |
| * If hiring a car ensure you have the correct insurance, licence and permits and are fully aware of local driving conditions and have adequate directions. |  |  |  | |
| * Any travel costs associated with travel in-country, insurance costs etc. can be met. |  |  |  | |
| * Do not leave luggage unattended |  |  |  | |
| * Never carry packages through customs for other people and be cautious about accepting gifts. |  |  |  | |
| * Have maps and/or directions. Use experienced fieldtrip leaders or relevant agents. |  |  |  | |
| * When waiting for public transport after dark, stand in a well-lit place or near groups of people. Sit near the driver or conductor. |  |  |  | |
| **Laws and culture -** Risk of breaching local laws, arrest (e.g. health, safety, environmental, etc.). Local standards do not provide an acceptable level of safety, or adequate protection for the environment. Social structures – offence to hosts or to general population. |  |  | | |
| * Understood sufficiently. H&S&E standards checked as comparable to the UK, or any additional requirements are understood and addressed. |  |  |  | |
| * Cultural norms are understood and can be accommodated. |  |  |  | |
| * Care will be taken when taking photographs, videos or using binoculars. Such activities may be misunderstood, especially near military installations. |  |  |  | |
| **Lack of money** (due to theft/unforeseen travel disruption etc) | | | | |
| * Make advance travel claim for expenses if appropriate. |  |  | |  |
| * Obtain local currency sufficient for duration of stay and some reserve. Consider travellers’ cheques or other emergency currency e.g. dollars. |  |  | |  |
| * Make a note of credit/cash card numbers and related accounts. Keep information separate from the cards themselves. |  |  | |  |
| * Have emergency number for contacting bank/ credit card company. |  |  | |  |
| * Check that credit cards are generally accepted in country and that cash is available via ATMs etc. |  |  | |  |
| **Weather** (extreme heat, cold, extreme events) | | | | |
| * Traveller is medically fit for adverse weather conditions. |  |  |  | |
| * Conditions unlikely to lead to a medical or other emergency. |  |  |  | |
| * Pack appropriate clothing, footwear, sunscreen etc. |  |  |  | |
| **Loss of confidential data** – risk of prosecution, reputational damage | | | | |
| * Remove confidential data from laptops, or encrypt it. |  |  |  | |
| **Electricity** - Compatibility of equipment, different voltage, safety standards, power cuts - malfunction of, or damage to equipment, fire, burns, shock. | | | | |
| * Ensure you have the appropriate converters and adaptors. |  |  |  | |
| * Use battery operated equipment where possible. |  |  |  | |
| * Do not use wall sockets if they look damaged/scorched or placed near water. |  |  |  | |
| **Slip & trip hazards** - Uneven pavements, steps, stairs and escalators, getting on/off public or hired transport. | | | | |
| * Be aware of any unusual surroundings and take extra care in poor weather conditions and at night. |  |  |  | |
| * Wear suitable footwear and clothing. |  |  |  | |
| **Contact with Animals, Reptiles, Insects, Flora & Fauna, and Allergies -** Asthma, bites, stings, zoonoses, risk of rabies, malaria, yellow fever. Lack of medical support, shock | | | | |
| * Be aware of hotel medical provision and check the International SOS medical guidelines for the country you are travelling to |  |  |  | |
| * Ensure that you have the required inoculations before travelling and that your tetanus and polio are up to date. |  |  |  | |
| * Consult your GP for advice on Malaria and use insect repellents |  |  |  | |
| * Use antiseptic wipes and wash hands before eating. |  |  |  | |
| * Wear suitable footwear and clothing. |  |  |  | |
| * Take local advice prior to excursions. |  |  |  | |
| * Avoid markets and contact with animals - do not approach animals and reptiles even if they appear domesticated. |  |  |  | |
| **On return -** lessons learnt are not passed on to other travellers, DoSDA, Problems could re-occur for other travellers. Excessive tiredness on return to UK due to combination of long days, travel, jet lag – increased risk of driving accidents. | | | | |
| * Update the risk assessment. |  |  |  | |
| * Feed information into any project debrief. |  |  |  | |
| * Contact the DoSDA with useful information that could be shared. |  |  |  | |
| * Report any accidents, incidents or near misses using normal reporting procedures. |  |  |  | |
| **Other** - specify | | | | |
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