| **CHECKLIST FOR TRAVELLERS** |  |
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| **THREAT AND CONTROLS** | **CONTROLS IN PLACE** |
| **Yes** | **No** | **N/A** |
|  | **Basic travel precautions**  |
|  | All controls that apply to low risk travel covering contact details, insurance, communications, legal requirements, laws and culture, financial support, weather etc. will be adopted where appropriate and practical. |  |  |  |
|  | **Emergency communications** – failure to be able to contact the traveller in the event of accident, illness, loss of documentation, natural disaster etc. This may prejudice the traveller’s safety e.g. unable to render assistance.  |
|  | Upgrade the communications plan e.g. satellite phone, email enabled on laptop, agreed schedule of phone or email contact with the University or to a contact in country. Ideally, try to establish 3 means of communication, and test in country on arrival. Ensure that the communications plan is included in the itinerary/planning documentation and available to the School/Service and the Insurance Office (use [on-line staff (or student) travel form](https://www.reading.ac.uk/internal/staffportal/atoz/stafftravel/default.aspx?ReturnUrl=%2finternal%2fstaffportal%2fatoz%2fstafftravel%2fnewsubmission.aspx) and upload facility).  |  |  |  |
|  | Failure to make contact will initiate emergency procedures. |  |  |  |
|  | **Risk to personal safety -** Country politically unstable, likelihood of civil unrest, injury from indiscrimination or targeted attacks, mugging or kidnapping. |
|  | Check the FCO website for travel advice on your destination:<https://www.gov.uk/foreign-travel-advice>  |  |  |  |
|  | Get specific security advice from the University travel insurers. Check insurance cover and arrangements. |  |  |  |
|  | Determine if contacts in country have additional local knowledge to put UK Government advice in context. Avoid travel to/via high risk locations (if practicable). Determine if local contacts in country can provide additional security. |  |  |  |
|  | Ensure all travellers are fully aware and briefed about the risks, and how to stay safe. |  |  |  |
|  | Ensure travel arrangements provide flexibility and if practicable to do so, enable the traveller to leave the country at short notice if necessary (e.g. open ended airline ticket, sufficient funds to buy new ticket). Have alternative options if the situation deteriorates and the traveller is unable to leave the country (e.g. stay in secure hotel, do not venture out). |  |  |  |
|  | Have local contact meet traveller at airport, ensure that both parties know what the other looks like and have proof of identity, travel with a trusted local contact or trusted reputable travel company.  |  |  |  |
|  | Select recognised international hotel chain where practicable, with any necessary security e.g. secure compound, guards at entrances. |   |  |  |
|  | Check travel advice on a regular basis while in country. |  |  |  |
|  | **Problems with local authorities** due to loss of/inadequate documentation, carriage of illegal substances, goods or materials, leading to delay, arrest, imprisonment. |
|  | **Save scanned images of all important documents including your passport, to a secure on-line account or to your Administrator, for worldwide access in an emergency****Emergency medical and travel assistance 24/7 +44 (0) 2086084100** **The university policy number with RSA: RTT306251** |   |  |  |
|  | Keep a copy of your credit card details as well as the contact name of your bank in case you need to report loss of this card. |  |  |  |
|  | Have a letter of invitation from local institution/client. |  |  |  |
|  | Check visa and work permit requirements; ensure you are fully compliant. |  |  |  |
|  | Check import, export, carriage of dangerous goods, and/or illegal material requirements and ensure compliance. Avoid travelling with any information, equipment, supplies or samples that could cause potential problems with Customs or Immigration authorities. |  |  |  |
|  | **Local transport standards** are poor, present a high risk of injury or death to travellers |
|  | Follow GOV.UK/local advice on transport e.g. driving at night, use of local taxis or hire car companies, safety or otherwise of self-drive, safety of trains and buses, what to do in the event of a traffic accident. |  |  |  |
|  | Obtain Head of School approval for travel with carriers who are banned in the EC, or about whom there are substantial safety concerns – only use if alternatives cannot be identified. Do not select on lowest cost – consider safety implications. |  |  |   |
|  | **Health risks** - risk of poisoning and/or illness from contaminated food or water, infection and disease. Inadequate medical support in country, medical repatriation difficult.  |
|  | Ensure all staff/students obtain health advice well before travel. Plan immunisation/ inoculation requirements well in advance, or maintain full immunisation/inoculation at all times. |   |  |  |
|  | Take emergency first aid kit and other essential equipment e.g. mosquito net, water purification tablets etc. appropriate for the health risks faced in country. Follow food, water, hygiene safety advice. |   |  |  |
|  | Check if essential routine medical and toiletry items can be obtained in country – if not, take your own. Have a doctor’s letter for any prescription medication.  |   |  |  |
|  | Attend First Aid course for travellers if appropriate. |  |  |  |
|  | Consider carrying special emergency contact card translated into the local language – carry card at all times. |   |  |  |
|  | Please take your EHIC card with you to cover for medical treatment in Europe. <https://www.ehic.org.uk/Internet/home.do>  |   |  |  |
|  | Do not swim, wade or paddle in water that may be contaminated with parasites, leptospirosis etc. |   |  |  |
|  | For longer term postings, ensure that appropriate health cover and insurance is available and provided |   |  |  |
|  | **Other risks and associated controls – define here** |
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