

Appendix 2 - CHECKLIST FOR OVERSEAS RISK ASSESSMENT

School/Centre/Unit.....

Place where work to be carried out.....

Description of Work Activity.....

Names of Staff/Students.....

Dates of Work Activity.....

HAZARD/FACTOR	YES	NO	N/A	COMMENT
Climatic extremes e.g. dry/desert, storms etc				
Contact with wild or domestic animals and insects				
Contaminated food and/or water				
Emergencies – arrangements for first aid and other assistance including contact numbers				
Local environment e.g. culture, customs, religion Local laws/other standards				
Transportation – competent drivers, suitable transport				
PERSONAL SAFETY <i>Out and About</i>				
If your travel plans change, have you told your supervisor or Placement/Work Organiser (in respect of students) or colleagues (in respect of staff)?				
Have you made sure you can be contacted?				
Have you asked hosts for help and information?				
<i>When driving a vehicle</i>				
Before setting off: Make sure vehicle is regularly serviced – check tyres, oil, fuel etc				
Plan route in advance Tell people at your destination what time you expect to				

<p>arrive</p> <p>Carry change and phone card for payphone in an emergency. Carry a mobile phone.</p> <p><i>When taking a taxi</i></p> <p>If you cannot hail a taxi carry the telephone number of a reputable company or ask hosts for a recommendation.</p> <p>Whenever possible book by telephone and ask for driver's name and make and colour of car. Do not get into any taxi you have not asked for.</p> <p><i>General Overseas travel</i></p> <p>Consult GP for advice on any personal medical conditions which may affect your ability to travel.</p> <p>Ensure appropriate vaccinations are organised well in advance</p> <p>Carry following items separately: number for cancelling credit cards, phone card, travel card or small change, keys</p> <p>Obtain copy of University corporate travel insurance policy and medical emergency number</p> <p>A first aid kit should be available throughout the trip</p> <p>When on a long haul flights stretch the legs by taking short walks to maintain good circulation.</p> <p>When using public transport on landing</p> <ul style="list-style-type: none"> -have small change ready for fare - know where you are going and which stop you need - arrange to meet someone 				
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