

## Guidance Note

### Travelling on University Business - Information for Staff

There are a number of health and safety issues to be considered before travelling on University business. Your business may involve working abroad, visiting other Institutions or attending a conference for example. The scope of the various issues detailed below will not necessarily apply to all groups however please give them due consideration.

- Does your Department have your contact details such as address, telephone number etc. and also an itinerary for your visit in case of emergency situations? Additionally make copies of your passport and ticket details and entrust them either to your Department or a specified individual. University Security Control can be contacted 24 hours on +44 (0) 141 548 2222.
- It is recommended that you note the address and telephone number of the local British Embassy, High Commission or Consulate before you go.
- 'Travellers' Tips' are provided by the Foreign Office. Written by UK Embassies and High Commissions overseas, it advises British travellers on what they should and should not do in each country. It includes such issues as local customs, travel and local transport safety, political situation, health, entry requirements, terrorism and security and crime. Below is the Foreign and Commonwealth Office web site where further information can be found.  
<http://www.fco.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1007029395231>
- If visiting more remote areas of the world, find out about local laws and customs. Are any specific vaccinations or extra health precautions recommended or required for the area or country being visited? Check this several months in advance of travel. Advice and travel packs can be obtained from the Occupational Health Service. Information can be sought from  
<http://www.dh.gov.uk/en/Policyandguidance/Healthadvicefortravellers/index.htm> or  
[www.fitfortravel.scot.nhs.uk](http://www.fitfortravel.scot.nhs.uk)
- If taking prescription medication with you, please ensure it is legal in the country you are visiting. It is advisable to pack in the medication in your hand luggage however in light of recent security measures this may not be possible therefore check with the airline you are travelling with and also the airport you are travelling from. Below are Glasgow Airport's requirements which can be viewed at their web site  
[http://www.glasgowairport.com/assets/B2CPortal/Static%20Files/medicine\\_checklist.pdf](http://www.glasgowairport.com/assets/B2CPortal/Static%20Files/medicine_checklist.pdf)
- Guidance is available on Deep Vein Thrombosis (DVT) which is associated with long distance travel (over 4 hours). Please read this before travelling to ensure you do not fall within any of the specified risk groups.  
<http://www.strath.ac.uk/safetyservices/guidancenotes/>
- For those working abroad are there risk assessments in place for the work being undertaken? If you are working in another Institution or establishment then your host should provide the necessary health and safety provision incorporating a safe working environment. Ensure this is in place and acknowledged before departure. Please contact Safety Services if you wish to receive further advice.  
<http://www.strath.ac.uk/safetyservices/>