

OFF SITE WORK – Working Abroad Checklist



This checklist is intended to assist with the planning process for groups or individuals travelling abroad for one of the following reasons: to attend a Meeting/Conference; undertake Hosted Research; take up a Work Placement or participate in Fieldwork.

SECTION 1 GENERAL

- A copy of the itinerary has been given to the departmental Off-site Work Co-ordinator.
- A risk assessment has been carried out and authorised by the manager of the work.
- A travel insurance cover note has been issued by UCL Insurance Services.
- All participants have been provided with a copy of the itinerary.
- All participants have been provided with a list of essential items of packing e.g. wet weather clothing, sunscreen etc.
- Next of kin contact details for all participants are available to the Off-site Work Co-ordinator.
- The Off-site Work Co-ordinator has contact details for participants while abroad.

YES	N/A
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SECTION 2 TRAVEL

- Travel tickets have been purchased and checked.
- All participants have valid passports.
- Visa arrangements are in place.
- Vehicles have been hired from reputable (UCL preferred) supplier.
- Designated drivers are licensed for the vehicle(s) being used.
- Designated drivers are insured for the vehicle(s) being used.
- Drivers are aware of the 'Highway Code' of the country being visited.
- The hotel, hostel or campsite booking has been confirmed.

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SECTION 3 HEALTH

- Relevant immunisations have been administered to all participants and they have the relevant prophylactic medication e.g. anti-malarial.
- Participants with pre-existing health conditions have been advised to take sufficient prescription medication for the duration of the trip.
- Participants have been asked to notify any health condition that may impact on their ability to participate in some activities e.g. mobility issues on rough terrain.
- All participants must have individual medical insurance.

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SECTION 4 EMERGENCIES

- Repatriation arrangements are in place for individuals and/or the entire group if an event / incident warrants it.
- Emergency Services contact details for the country being visited have been given to participants e.g. ambulance, police.
- Participants have been advised to carry a mobile phone pre-programmed with emergency contact numbers e.g. emergency services, supervisor etc.
- An emergency medical kit has been packed (if travelling to an area with limited medical facilities).

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SECTION 5 LEISURE TIME

- Participants are aware of areas to be avoided during leisure time.
- Participants are aware of local customs and laws e.g. dress code.
- Participants have been instructed to provide details of their leisure time destination and when they will return with responsible person e.g. hotel reception, colleague or supervisor etc

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