**Overseas Travel: Pre-Travel Checklist**

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|  | **Y/N** |
| Planned trip will be of less than 2 weeks duration excluding any personal travel |  |
| The trip does not include fieldwork |  |
| Appropriate travel insurance has been taken out and confirmed  (Note, it is highly recommended that the University Travel Insurance is used for travelling on University business. Alternative insurance may be taken out, provided that business travel is covered, however this is entirely at the individual’s own risk.) |  |
| All persons travelling within the EU/EEA have an EHIC Card with more than 6 months validity remaining |  |
| Photocopies of all documentation are being taken and kept separately from originals |  |
| Areas to be visited are developed towns and cities with good infrastructure, low risk to foreign visitors and are not subject to an FCO notice warning against “all travel” or “all but essential travel” |  |
| Persons travelling are medically capable of the trip and are not travelling against medical guidance |  |
| If applicable, Overseas travel has been noted as ‘Low Risk’ in applicable pregnancy or new mother’s risk assessments. |  |
| Appropriate vaccinations / prophylaxis have been completed / obtained and are within date |  |
| Persons travelling who take regular medication have a sufficient supply with them and medications are within their expiry date |  |
| Medications above are legal in the destination country |  |
| Persons travelling on long-haul flights who are at ‘substantial’ risk of DVT (according to the [University Guidance on DVT](http://www.docs.csg.ed.ac.uk/Safety/health/dvt.pdf)) have consulted their GP and are not travelling against medical advice |  |
| If required, persons travelling have means of protecting themselves against disease carrying insects (appropriate clothing / repellents) |  |
| Weather forecast for the destination has been checked and appropriate clothing for the hot/cold weather and sun protection is being taken |  |
| Risks posed by the consumption of food / water / alcohol have been assessed and appropriate precautions will be taken. |  |
| Standard of medical aid and means of summoning help have been identified and are of acceptable standard |  |
| Means of transport is low risk and drivers (if any) are [trained in defensive driving](http://www.ed.ac.uk/schools-departments/health-safety/training/general/defensive-driving) |  |
| Risk of crime against foreign visitors is low |  |
| Account has been taken of local laws and customs |  |
| Accommodation is of an acceptable standard of security and comfort |  |
| Consideration has been given to a contingency plan should any of the persons travelling have to leave due to adverse circumstances. Funds are available for this purpose. |  |

If the answer to any of the above questions is ‘No’ and steps cannot be taken to rectify this, a full overseas travel risk assessment must be completed.