Student Travel Handbook

Introduction
You are going on a placement overseas for E & E - education and enjoyment. You are not going for I & I - ill health or injury.

We hope that by reading and following the health and safety advice given in this short leaflet your placement will meet your expectations.

Before travelling
In some ways going on a placement overseas is like going on a holiday. So you will need to check you have:

- a passport that is valid for at least 6 months after the date of your return home, and a visa if needed
- an European Health Insurance Card (EHIC) for travel in the EU
- comprehensive health and travel insurance. Contact Finance Manager (Assets and Insurances) for details of University cover
- checked the FCO website (www.fco.gov.uk/travel) for travel advice
- have some knowledge about laws, customs and language
- checked the Department of Health’s website (http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/fs/en) for general medical advice for travellers
- visited your GP for health advice (and vaccinations and/or prophylactic drugs) if you are travelling outside EU, North America, Canada, Australia or New Zealand
- visited your GP if you have any health concerns about travelling and working overseas
- visited your dentist in the last few months
- travel tickets from a reputable organisation for correct destination and dates of travel
- some local currency, and a means of getting more locally (eg from ‘Hole in the Wall’ machines, Banks, travellers cheques) and have sufficient funds for your placement duration with a contingency fund
- checked your mobile phone works overseas, or consider buying a new one locally
- contact details of family and friends
- purchased any special clothing or equipment that is required
- given details of your travel arrangements to a family member or friend
- photocopies of important documents (eg. passport, visas, insurance, contact numbers) that you can leave in a different location to originals (eg. one copy kept in accommodation, other at workplace)

**During travel**
You should travel using a reputable company. If you are travelling on a long-haul flight walk up and down the gangway regularly and drink lots of water or soft drinks. If you are travelling by sleeper train take special care of your possessions.

**Upon arrival at accommodation**
The first thing to do when you arrive is to let a family member or friend know you’ve arrived safely. You should then familiarise yourself with the ways out of the building and how to raise the alarm in the event of a fire. Also check doors (and windows at ground floor level) lock securely.

**At your placement**
Well done, your planning has paid off - you have arrived! But don’t relax too much, and remember not to do anything foolhardy that could put your or other people’s health and safety at risk. Always follow the instructions or training you have been given - if you are in doubt at all about what to do then ask your placement supervisor. If you have severe misgivings about what you are expected to do then contact your University of Dundee tutor.

As part of your welcome, your placement tutor should run through health and safety basics such as what to do in the event of a fire, how to summon first aid assistance, how to contact Security or help if you feel your personal safety is threatened, and who to report accidents/near misses and safety concerns to.

When you start work, your supervisor should give you more specific information about risks to your health and safety, how these are overcome and what you have to do. If this involves the wearing of protective clothing (eg. gloves, overalls or boots) or equipment (eg. safety glasses, hard hat) then you must do so. You must also store the protective clothing and equipment as instructed so it does not get damaged. If it does get damaged then you should report this to your Placement Tutor.

*Remember-if in doubt ASK*
Personal safety

Think about your personal safety at all times. You should:

- carry personal ID at all times
- carry emergency contact numbers (family member etc, University number, host organisation, emergency services)
- behave reasonably at all times by respecting other people and their property
- observe local customs
- ask your placement provider for local information such as ‘No Go’ areas, as well as information about local shops, cafes, public transport etc.
- avoid situations that make you feel uncomfortable
- keep alert at all times, unless you are with trusted friends
- avoid going out alone, take a friend
- wear comfortable and practicable clothing and footwear for the climate and conditions
- don’t look wealthy; don’t flaunt valuables such as watches, jewellery, mobile phones, cameras, MP3 players
- keep both hands free
- keep your money, passport and credit cards locked away in a safe place if you are not carrying them on your person in a safe place - ideally in a money belt
- beware of pickpockets in busy places
- stay in contact with your luggage unless it is locked in your room or stowed safely in transit
- every time you stand up, look back to see what you have left behind
- carry your luggage onto the train, bus or taxi with you
- don't hire a room that is not secure. Lock your room every time you leave and when you are inside. Keep doors locked - do not let strangers in unless you are sure of their identity
- read the fire drill notice in your hotel bedroom/conference venue and familiarise yourself with the fire exits
- be aware of everyone around you. Not beware, just aware
- always plan your journey in advance. Learn where you are going from a map before you set off so that you do not have to consult it much on your way
- use reputable (licensed) taxi and bus companies
- don`t do anything that is possibly dangerous, just to avoid being considered rude
- if you are robbed, go straight to the police and report the theft
• keep to larger, more public roads rather than risking shortcuts through less well populated streets
• keep to open, well lit populated places
• trust your instincts and never assume it won't happen to you
• give up your wallet/purse/handbag if attacked
• if the worst happens, your first priority should be to get away from the situation as quickly as possible

Food safety and hygiene
Follow the advice below to avoid ‘travellers tum’:
• always wash your hands after going to the lavatory, before handling food and before eating. If you have any doubts about the water available for drinking, washing food or cleaning teeth, boil it or sterilise it with disinfectant tablets, or use bottled water in sealed containers (preferably carbonated)
• avoid ice unless you are sure it is made from treated or chlorinated water. This includes ice used to keep food cool as well as ice in drinks
• it is usually safe to drink hot tea or coffee, wine, beer, carbonated water, soft drinks, and packaged or bottled fruit juices
• eat fresh, thoroughly cooked food that is still piping hot. Avoid food that has been kept warm
• avoid uncooked fruit, vegetables and nuts, unless you can peel or shell it yourself
• avoid food likely to have been exposed to flies
• avoid ice cream from unreliable sources, such as kiosks or itinerant traders
• avoid non-pasteurised milk or milk products
• fish and shellfish can be unsafe in some countries. Uncooked shellfish, such as oysters, are a particular hazard
• beware of hospitality: if the food is not safe, refuse it politely. If unavoidable, eat a very small amount
• select food from a menu that is likely to be safe - not what you think will taste good
• son’t take chances - if unsure at all miss the meal

Back home
The fun’s over but by telling your Tutor of any difficulties or concerns you had you can help your successors have even more fun since your Tutor will address your concerns.