

Safe International Working

* Emergency out of hours contact see last section of this leaflet 9

submitted to finance (forms can be found in the academic admin office). This is vital, without it you are not insured, and the University does not have a central record of your whereabouts and local contact details.

2. Vaccinations – are you up to date for where you are going? First, phone or visit your GP or practice nurse to find out whether your existing jabs are up-to-date (they can tell from your notes). They will set up for you to have your vaccinations.

Introduction

The vast majority of international working trips are safe. They can be made even safer by observing a few simple precautions that are laid out in this leaflet. In the unlikely event you do have health problems, are injured or the victim of crime when you are abroad you need to know what to do to alleviate and minimise the effects. Find out more on the website.

Alternatively, visit a local private travel vaccination clinic. Not all vaccinations are available free on the NHS. The University will reimburse you for all necessary vaccinations.

7. Ensure that you know the contact details for the nearest British embassy, consulate or high commission look at the Foreign and Commonwealth Office (FCO) website to find out.
8. Make sure you have the local 'phone number of the person you are visiting (our contact), and have checked with them that it is ok to call them in emergency this is vital.
9. University mobile 'phones are available from the administration team for Off Campus
10. Try to prearrange airport pickup

Medical for anything other than minor 'phone Specialty Assist
(details on the University of Bolton Insurance summary)

Travel—look on your travel booking documentsour agents have
out of hours contact cover. This will help rebooking flights, missed
connections etc.

To access University out of hours advice, phone one of the
following named individuals who will be able to help you.

- 1) Mr. Yusuf Giga 0044(0) 7951 796841
- 2) Mrs Christine Hall
- 3) Ms Lynn Clark
- 4) Mrs. Chris Grant -