
OVERSEAS TRAVEL POLICY

J & E Hall Limited

Policy Owner – Director of HR

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All reasonable steps will be taken by the Company to secure the health and safety of all employees involved in overseas travel on Company business.

General Advice on Travelling

This policy is here to help travellers make informed decisions, including about whether or not to travel to a particular country. Through this policy we want to provide the best information and advice we can.

There is a global risk of indiscriminate terrorist attacks. Attacks can take place in public areas, including those frequented by foreigners. In recent years, there has been an increase in attacks specifically against "Western" targets, including embassies, hotels, bars and businesses.

Therefore we would like to remind all travellers that no single region in the world can be regarded as totally safe from terrorist threats. The possible links between the attacks and the situation in the Middle East do make this region extra vulnerable as well as Northern and Eastern Africa.

The continuous attacks in Europe & Turkey are evidence of the fact that terrorist groups are not only active outside but also inside Europe. Nonetheless, it is important to remember that the overall risk of being involved in a terrorist attack is still low. However, the threat from terrorism is higher in some countries than others and you should read the Travel Advice for the country you are intending to visit.

You need to check if the location you are travelling to is an at risk destination and you can do so at both the "International SOS" website and the government's travel advice web site.

International SOS

<http://www.travelsecurity.com/headlines.aspx?MembershipNO=10AJGA000029>

Foreign travel advice GOV.UK

<https://www.gov.uk/foreign-travel-advice/>

Traveling to 'Risk' Countries

Our employees are rarely required to travel to countries where their security, safety, and health are at risk, but in these rare cases we have a clear responsibility to ensure they are as safe as possible in the course of their duties.

If travel is required to a risk country, this must be approved by the Senior Manager – HR, and depending on Risk Level the employee may be required to contact their line manager and HR at agreed timings to report their status. The employee is also responsible for monitoring the situation in the region and advising their line manager and HR of any changes.

What can you do to minimise risks when travelling?

Security

- Be security conscious and take sensible precautions
- Be alert to unattended baggage in public places
- Look out for people acting suspiciously near 'Western' institutions or gatherings
- Avoid political and other demonstrations or gatherings
- Avoid unlit streets at night
- Carry only the minimum amount of cash that you need for the day
- Leave your valuables and spare cash in the hotel safe or other secure place

- Do not flaunt your (relative) wealth
- Never resist violent theft
- Should you lose your Hotel Room Key Card, bear in mind that information stored on it may include your name, partial home address, hotel room number, check in and check out dates and credit card number and expiry date.
- Keep abreast of the local and regional political scene in the media & make sure you are aware of the situation in the country you are going to.
- Be aware that when travelling on behalf of the company you are still subject to its policy on alcohol and drugs: We do not allow the usage nor being under the influence of illegal drugs. Furthermore any employee needs to deal with alcoholic beverages in a responsible way, especially when consumed within his working hours. Never drink and drive.

Obey the law

- Find out about local laws and customs.
- Do not overstay your visa. You can extend your visa in most places; if you do not you can be imprisoned or fined.
- Be aware of the local laws and attitudes to alcohol.
- Do not try to import alcohol into a country where it is prohibited - penalties can be severe.
- Be aware that in many countries there are on-the-spot fines for traffic offences. Exceptions are not made for foreigners.

If there is a natural disaster or trouble flares up

- Contact your line manager and HR directly, or via your family, to let us know that you are safe and healthy.
- Do this even if you are not near the area – remember may not know exactly where you are but we will worry if we think you are in potential danger.

Money & Credit Cards

- Don't carry all your cards with you – leave at least one in the hotel safe. If you lose or have your credit card stolen cancel it immediately by phoning the relevant 24-hour emergency number.
- Change money in banks or legal foreign exchange dealers.
- Keep all exchange receipts, as you may have to prove you obtained your local currency legally.
- Ensure your credit card bills are paid and kept up-to-date whilst travelling.

Travel documents

- Keep your passport in the hotel safe and carry a photocopy with you.
- Keep your travel tickets in a safe place.

If you have anything stolen

- If your money, passport or anything else is stolen report it at once to the local police.
- Obtain a police statement about the loss: you will need one to claim against the insurance (as applicable).
- Theft of money – phone your bank at home to transfer money.
- Theft of tickets – see your tour representative or airline agent.

Cultural Awareness

- Respect local customs and dress codes. Think about what you wear and how you fit in. Ask your tour operator or guide if you are unsure.
- Be discreet about your views on cultural differences and behave and dress appropriately, particularly when visiting religious sites, markets and rural communities.
- Particular care should be taken not to offend Islamic codes of dress and behaviour with regard to sexual relations, alcohol and drugs.

Responsibilities

When agreeing overseas travel the Company shall take into account;

- The importance of the trip
- The demands of travel and conditions in the parts of the world to be visited
- The physical and mental condition of the traveller
- Costs incurred for vaccinations and time taken to visit GP

The Employee shall;

- Inform their Manager and HR of destinations, dates, mode of travel and accommodation details
- Be aware of their current vaccination status
- Advise Manager of any significant reasons why travel may not be appropriate
- Advise Manager of any problems encountered

Arrangements

The Company will;

- Endeavour to provide accommodation to the standard requested by the employee
- Provide the opportunity to have a health assessment performed by a Doctor, for those undertaking regular and long haul travel
- Provide travel kits for employees to use, for the duration of their trip, with clear guidelines explaining the name, purpose and dosage of its contents
- Take steps to include the employee when planning the number and duration of meetings, whether the trip should be postponed or cancelled, and whether an assistant should accompany them
- Take all necessary measures to incorporate rest periods into the itinerary

Information and Training

The Company will give sufficient information, instruction and training as is necessary to ensure the health and safety of their employees involved in overseas travel.

Safe Systems of Work

If a visa and/or immunisation is needed to allow the employee to enter the country your Manager and HR must be informed to ensure appropriate measures can be taken (application of visa, vaccinations)

Travel can expose you to health hazards that can lead to serious or disabling illnesses or worse. Some of the most common hazards are described below.

Malaria

Despite decades of eradication efforts, malaria still remains the world's number one infectious disease, endemic in most tropical and subtropical regions of the world. Because it is so dangerous and debilitating protective measures should be taken, even if your exposure is brief (e.g. a stopover at an airport in a malaria area). Risk is highest between dusk and dawn because the mosquitoes feed at night. The disease is characterised by fever and flu-like symptoms that may come and go, including chills, headache, muscle ache and a vague feeling of illness. Vomiting, diarrhoea, anaemia and jaundice may also occur. Treatment should be started prior to entering the area and continued for some time after departure. Consult GP for up to date recommendations.

- Remain in air-conditioned or well-screened areas
- Use mosquito nets
- Wear clothes that cover most of your body
- Apply repellents clothing and exposed skin

Hepatitis A

Hepatitis A is a viral infection of the liver. Poor personal hygiene, poor sanitation and intimate contact all allow transmission of the virus, which is shed in the faeces of infected people. Most people acquire the disease by drinking faecal contaminated water, eating contaminated food (especially shellfish caught in contaminated water), or by ingesting the virus directly off their own hands after touching a contaminated object, or the hands of an infected person.

The sudden onset of symptoms includes fever, general physical discomfort, lack of appetite, nausea, abdominal discomfort, dark urine and jaundice. The potential severity of hepatitis A increases with the age of the infected individual, particularly for those over 50. Your risk of acquiring hepatitis A while travelling abroad depends on your living conditions, length of stay and the incidence of the disease in the area to be visited.

- Get vaccinated, speak to your own GP for advice
- Drink canned or bottled drinks and beverages made with boiled water
- Avoid ice cubes, alcohol will not make drinks made with tap water safe
- Consider non-disposable glasses and cups as unsafe, drink from the original container with a sanitary straw
- Boil your own safe water for hygiene purposes e.g. brushing your teeth
- Purify water if bottled carbonated water not available or boiling is not practical
- Avoid leafy and uncooked vegetables and salads
- Fruits, nuts and vegetables can be safe if they are well cleaned and have an intact skin you can remove yourself
- Order meats, fish and other seafood cooked well done and served piping hot
- Bread is safest when served fresh from the oven
- Avoid moist grain dishes (rice) that have been allowed to sit at room temperature for long periods
- Avoid cold meat platters, mayonnaise and creamy desserts as well as buffets and products from street vendors
- Don't eat or drink unpasteurised dairy products, including cheese and yoghurt and stick to canned milk
- Don't swim or fish in polluted waters, and don't eat fish caught in such waters
- When out and about keep your hands away from your face, always wash your hands when you return and before eating

Hepatitis B

Hepatitis B is an infection of the liver caused by the hepatitis B virus (HBV). It may occur in two phases. The acute phase occurs just after a person becomes infected, and can last from a few weeks to several months. Some people recover after the acute phase, but others remain infected for the rest of their lives. The virus remains in their liver and blood and they become 'chronic carriers'. Acute hepatitis B usually begins with symptoms such as loss of appetite, extreme tiredness, nausea, vomiting and stomach pain. Dark urine and jaundice are common and skin rashes and joint pain can occur.

HBV is passed from one person to another in blood or certain body secretions (including wound-clotting fluids, semen, vaginal discharge, saliva, tears and urine).

Risk of infection occurs worldwide throughout the year, but varies significantly in various parts of the world. Areas of greatest risk are China, Southeast Asia, Africa, Pacific Islands, Haiti, parts of the Middle East and in the Amazon Basin.

- Get vaccinated, speak to your own GP for advice
- Practice good personal hygiene

Polio

Polio is a very dangerous viral disease. Serious cases of polio cause severe muscle pain and sometimes make the person unable to move one or both arms or legs and may make it difficult to breathe without the help of a machine. Mild cases may last only a few days and may cause the person to have a fever, sore throat, stomach ache and headache. There are no drugs or other special treatments that will cure polio. There are still thousands of polio cases in developing countries in Africa, Asia, the Middle East and Eastern Europe. It is spread by close contact with infected persons (by contact with mucus from the nose or throat, or by contaminated water or food).

- Get vaccinated, speak to your own GP for advice
- Follow standard precautions with food and beverages

Typhoid

Typhoid is a bacterial infection of the digestive tract caused by salmonella typhi. It is spread via food and water contaminated with faecal matter from an infected human carrier. Typhoid is often transmitted by person to person contact, especially through food handlers.

Symptoms usually appear over the course of a month beginning with fatigue, dull headache, intermittent fever, abdominal pain and constipation. At the end of the first week of infection, dark red 'rose spots' appear on the outer portion of the upper abdomen and lower chest. As the illness progresses, fever becomes continuous, an unproductive cough may develop and the infected person experiences mental and physical weariness, disorientation and sometimes delirium. Fever and symptoms gradually recede over the fourth week.

The risk of typhoid for international travellers is highest for those going to countries with warm climates and under developed sanitary facilities.

- Get vaccinated, speak to your own GP for advice

- Follow protection measures as for Hepatitis A

Rabies

Rabies is an acute viral infection resulting in encephalomyelitis (inflammation of the brain and spinal cord). The incubation period is generally between 2 and 8 weeks, but may range from 9 days to 2 years or more.

Early symptoms may include paraesthesia around the site of the wound, fever, headache and malaise. The disease may present with hydrophobia (an acute infectious disease), hallucinations and maniacal behaviour progressing to paralysis and coma. Infection is usually via the bite of a rabid animal.

- Get vaccinated, speak to your own GP for advice
- Avoid petting or handling any animals
- If exposure expected seek immediate medical advice

Japanese Encephalitis

A mosquito borne viral illness. Illness ranges from asymptomatic infection to severe encephalitis (inflammation of the brain) with a high mortality rate. It is endemic in rural areas especially where rice growing and pig farming coexist, and epidemics occur in rural and urban areas.

- Get vaccinated, speak to your own GP for advice
- Practice good personal hygiene
- Effective mosquito bite prevention

Yellow Fever

Yellow fever is a viral disease transmitted to humans by mosquitoes. The disease occurs in many countries in Africa and South America, and it is believed that the incidence of the disease is greatly under reported. The symptoms of the first stage appear 3-6 days after exposure and include fever, nausea, vomiting, flushed face, constipation, stomach discomfort, headache, muscle pains, restlessness and irritability. A remission period follows these symptoms and mild cases end here. In severe cases the fever drops at around 2-5 days after onset and a remission of several hours or days follows. The fever recurs, but the pulse remains slow and the patient develops the classic symptoms of yellow fever, including jaundice and black coffee ground type vomit.

- Take personal protective measures against mosquitoes
- Get vaccinated, speak to your own GP for advice
- Wear repellent on skin and clothes
- Stay in air-conditioned or well-screened rooms
- Reduce skin exposure by wearing socks, long trousers and long sleeved shirts

Air Travel

Long periods of confinement in narrow seats with insufficient legroom are not only uncomfortable but may precipitate attacks of phlebitis in the legs. Problems can be minimised by:

- Eating lightly and avoiding alcohol during the flight
- Drinking plenty of fluids to combat dehydration
- Walking about the cabin regularly or if this is not feasible performing stretching and relaxing exercises

Motion Sickness

Experienced during ground, air or water travel. Vague discomfort becomes nausea, your face pales and you begin to sweat. Vomiting may follow light-headedness and exhaustion.

- Eat lightly before and during travel and don't drink alcohol
- Sit in the most stable section of a moving vehicle - over the wings on an aircraft
- Face forward, fix eyes on a stationary point, stay still and avoid rapid head movements
- Sleep if you can, wear dark glasses or close your eyes to reduce visual stimulation

Antihistamines can prevent or relieve motion sickness. It is easier to prevent it than stop it; therefore medication should be taken 30 to 60 minutes before travel and continued during the trip. A chemist will advise available over the counter medications. Side effects may include drowsiness, dizziness or dry mouth. Antihistamines should not be used by anyone with asthma, glaucoma, or urinary difficulties caused by an enlarged prostate.

Altitude sickness

Travellers to mountainous regions may have difficulty with altitude, particularly those with heart and lung diseases. Mild altitude sickness may cause fatigue, headache, insomnia or nausea. Symptoms generally subside after a few days of reduced physical activity and rest. When more severe these symptoms may progress to respiratory distress, vomiting or blurred vision. When this occurs, medical attention should be sought immediately.

Jet Lag

Jet lag occurs almost exclusively during air travel, with rapid passage across multiple time zones, affecting the body's physiological and psychological rhythms. The problem starts when our normal day-to-night schedule changes suddenly along with our established patterns of eating, sleeping and other activities. It is usually more obvious when flying east and less so when flying west. Travelling to the north or south doesn't affect the sleep-wake cycle because time zones remain the same, but some symptoms may still occur as a result of the physical and emotional stress of travelling. Jet lag can cause sleep disturbances, malaise, irritability, reduced mental and physical performance, apathy, depression, fatigue, loss of appetite, gastric distress and altered bowel habits. It takes several days before a traveller will adapt to a new location, therefore flights should be arranged prior to meetings to allow a period of time to recover energy, alertness and work capacities (this also applies to the return flight). This is particularly important for older travellers, as the effects of jet lag seem to increase with age.

To minimise jet lag adequate rest and a relaxed schedule until readjusted are most reliable. A number of other steps can be taken:

- Keep any 'naps' to less than 45 minutes, this reduces the 'drugged' feeling you get from deep sleep and allows you to sleep more easily at nights
- Expose yourself to daylight as soon as you arrive at your destination to help your body systems adjust
- Adapt meal times and other activities to those of your destination as soon as possible after you arrive if possible adjust your schedule gradually in the days leading up to your trip

- If possible limit activities the first day after your arrival, focus your energies on adjusting to your new schedule
- Physical conditioning increases stamina and reduces travel-related stress and fatigue. If you currently exercise continue to do so while travelling, if you don't it may be helpful to learn a few stretching and relaxation techniques, on the plane take regular breaks to stretch, walk around the cabin and exercise while sitting
- It is common to become dehydrated, with the dry air, before you feel thirsty, drink plenty of water before, during and after your flight to lessen dizziness and fatigue
- Large meals and excessive caffeine can cause sleep and digestive problems eat lightly and avoid or reduce caffeine intake
- Don't smoke, drink large amounts of alcohol or take unnecessary medication while flying, high altitudes and dehydration can increase the effects of any drug

Fatigue

Fatigue is a frequent cause of discomfort and impaired performance. A good deal of the difficulty attributed to jet lag is often the result of the rigours of travel in planes, poor sleep in strange beds and strange surroundings, over eating and alcohol consumption and schedules of business and social engagements that are full and demanding.

Flying with a Head Cold

Travelling by plane when you have swollen mucous membranes can cause pain during ascent and descent or, in rare cases may result in permanent damage. If you are ill and have ear or sinus pain or a high fever, it may be best to postpone your flight until you have recovered. If you must travel with a cold drink plenty fluids and use a decongestant or nasal spray before take-off and landing. Cold remedies work effectively for most people but some contain antihistamines, which can make you drowsy.

Travellers' diarrhoea

Most cases are attributed to organisms in food and drink. Many are the result of strange foods and food preparation, dietary indiscretions and fatigue. Some cases may follow bathing or showering in unsafe water or swimming in contaminated lakes, streams or pools.

Most cases respond promptly to simple measures like maintaining a good fluid intake, a light bland diet and rest. However when the diarrhoea is severe, lasts more than three days or is accompanied by vomiting or fever medical attention should be sought and antibiotics may be advisable. In some cases diarrhoea may not occur until after the return home. This is suggestive of parasitic disease and laboratory tests should be made.

- Eat well cooked piping hot foods, avoid cold platters, fish and seafood dishes
- Drink bottled carbonated water, avoid ice cubes and treat water yourself if bottled carbonated water is not available
- Eat only fresh fruit and vegetables that you can peel yourself
- Avoid milk and milk products unless you can boil it yourself
- Wash hands after each activity and especially before eating
- Ensure all utensils are washed thoroughly in bottled or treated water
- Drink plenty fluids even if you are not thirsty, avoid alcohol, coffee and strong tea
- Avoid eating if you aren't hungry

- Avoid spicy or greasy food in favour of starchy foods such as potatoes, rice and noodles and fruit such as bananas

Medical assistance should be sought if:

- The person becomes unable to drink
- The stool is bloody
- Diarrhoea persists more than 10 days

Contaminated Food

It is impossible to guarantee the safety of a country's food products. Food quality is a concern in countries without public health standards, where bacteria or parasites go undetected. Food may be contaminated in a number of ways:

- Local water supplies
- In passage by lack of refrigeration and exposure to flies and insects
- In preparation by the poor hygiene of cooks and food handlers

You can continue to enjoy local foods, but be sure to follow food and water precautions, and concentrate on eating the types of food that tend to be the safest such as;

- Well-cooked meats, vegetables and other food, served piping hot
- Freshly boiled foods such as beans, soups, rice and pasta served while still hot
- Bread, tortillas and other baked goods
- Fruit, nuts and vegetables with thick skins or shells you can remove yourself
- Canned foods

Avoid;

- Leafy or uncooked vegetables and salads
- Fruit and vegetables without a thick skin that you have removed yourself
- Undercooked or cold meat or fish
- Large carnivorous fish, especially from reef areas (many contain concentrated toxins)
- Unpasteurised cheese, yoghurt or dairy products, or drink unpasteurised milk
- Be wary of ice cream or other frozen confections that may have been made or stored in contaminated containers
- Food enhancers such as chutney or salsa, which are usually raw and made by hand
- Buffet food, unless you know they are fresh and have been kept hot
- Food from street vendors or restaurants that appear unclean

Water Precautions

This may be a problem all over the world. Drinking tap water in developing countries can be a big mistake, as they don't always have the resources to ensure a pure water supply. Even if the people who live there can drink the water don't assume you can, they have built up immunity to organisms in the water. Even in modern urban centres, defective pipes and faulty connections in older or poorly maintained buildings may allow the spread of infection. If you are travelling to areas with less than adequate sanitation follow these precautions.

- Drink beverages made with boiled water, boiling water kills the organisms that cause illnesses such as travellers' diarrhoea, if you cannot boil water, it is crucial to treat water before drinking, washing fresh foods, cleaning teeth etc.
- Drink canned or commercially bottled carbonated drinks, avoid ice or iced drinks and choose sealed well-known brands when possible as it is not unusual for bottles to be refilled and sold to tourists

Swimming and Walking

- Limit your swimming to chlorinated pools and unpolluted ocean beaches, avoid freshwater lakes and rivers
- Walking barefoot exposes you to poisonous plants and animals, parasite and fungal infections, puncture wounds and cuts and bruises, so wear sensible footwear at all times

Mosquitoes and other biting pests

Malaria, viral encephalitis, yellow fever and Lyme disease are just some of the diseases endemic in some parts of the world. Keeping from being bitten is the first line of defence against these diseases. Insect repellents may be used on the skin and clothing, but because they are absorbed by the skin and may cause neurological symptoms. Your disease risk will vary depending on many factors, including:

- The countries visited
- Climate and geography
- Time of year
- Whether you stay in cities or rural areas
- How long you stay
- Your general state of health
- Preventive behaviours

For areas where insect-borne diseases are endemic:

- Take advantage of preventive medicines and vaccinations
- Wear long sleeved shirts, long trousers, socks and shoes especially after dusk
- Dress in pale coloured, loose fitting, thin cotton or linen garments.
- Use unscented soaps, shampoos and deodorants
- Use repellents
- In rooms without air conditioning, make sure windows are screened and beds have netting, inspect netting to be sure it is free of rips and tears and keep it tucked in at all times.
- Perform a full body check daily for embedded insects
- Avoid wearing aftershaves or perfumes, dressing in bright colours or wearing jewellery that attracts insects and walking in bare feet

Weather

If you are visiting a country where temperatures or humidity exceed what you are used to, take extra precautions to protect against skin damage or heat related illnesses. Heat exhaustion results from raised body temperature and symptoms include dizziness, nausea, rapid pulse and headache. Treat immediately. Remove victim to a cool spot and give plenty of fluids.

- Wear pale, lightweight, loose fitting clothing, which covers as much skin as possible
- Wear sunscreen (SPF 15 or above) every day to prevent skin damage

- Check labels on your medications as some can increase photosensitivity and your risk of burning
- Decrease your alcohol intake and increase your intake of other fluids
- Stay in air-conditioned rooms where possible
- Relieve mild sunburn by bathing in cool water or applying cool compresses and taking anti-inflammatory drugs such as aspirin or ibuprofen.
- Heat rash can appear as an area of raised spots or as reddened sensitive skin, cool baths or compresses can soothe irritated skin and hydrocortisone will decrease itching

Medications

Depending on where you travel, familiar medications and health related products may not be available, or they may be marketed under different names. Some may not meet the standards for safety and quality found at home. Take an adequate supply of all over the counter and prescription medicines you will need. Keep in original containers and a record of their generic names. Prepare for emergencies before leaving.

- If you have any medical conditions wear medical alert tags and carry a list of foreign words related to your condition
- Avoid injections, manicures, shaves at public barbers, skin piercing and any dental procedures while travelling, all can expose you to HIV and other blood borne diseases
- If you have a condition requiring injections, take your own, ensure needles are individually wrapped and disposable and carry a letter from your doctor explaining your medical need, ask if there is an oral formulation you can take instead
- All travellers are provided with a card stating telephone numbers to use in a medical emergency, these are available on Cascade

Passports and Visas

Once you arrive at your destination carry a photocopy of your passport and keep the original in a safe place.

A visa is an endorsement or stamp entered into your passport by a foreign government. It allows you to enter that country for a specific reason and period of time. To receive a visa you need to send your passport to an embassy or consulate of the country you want to visit. This can take some time, so remember to plan accordingly.

Deep Vein Thrombosis

Commonly referred to as DVT, is a disease of the circulation. It is the formation of a blood clot in one of the deep veins of the body, usually in the leg. Blood passing through the deepest veins in the calf or thigh flows relatively slowly. When a DVT occurs it moves so slowly that it forms a solid clot, which becomes wedged in the vein. It can either partially or completely block the flow of blood in the vein.

You are more at risk if you spend more than five hours travelling;

- You've suffered an injury (such as a sharp blow to the leg)
- You've recently had surgery or radiation therapy
- You suffer from poor circulation from inactivity or prolonged bedrest due to conditions such as heart disease
- You've recently or are pregnant
- You've had a severe infection, liver disease and some cancers
- You're taking medication e.g. the contraceptive pill and hormone replacement therapy

- You're overweight
- You have varicose veins
- You have a family history of DVT

DVT is more common in the elderly, but healthy young people can develop it as well. Some people are not born with vital 'blood thinning' substances and are therefore always susceptible to clots.

Symptoms include;

- Tenderness and redness in the affected area
- Pain and swelling in areas drained by the vein where the blood clot is located
- Fever
- Rapid heart beat
- Sudden unexplained cough
- Joint pain and soreness

You seek medical attention immediately if you experience any of the above symptoms.

Self Care Action Plan

In general terms, people who are going to travel by air or coach for any length of time should adopt sensible general measures.

- Wearing loose fitting clothing
- Avoiding alcohol before and during the journey
- Drinking large amounts of non-alcoholic fluids for rehydration
- Taking as much foot and leg exercise as is compatible with the limited space, wiggle your toes and flex your ankles to keep circulation going, where possible perform leg stretching exercises and stand up occasionally and walk up and down the aisle
- Try to raise ankles above your thighs as much as you can
- Wearing of support/compression stockings may be helpful and some authorities have recommended that ladies on Hormone Replacement Therapy or the Combined Contraceptive Pill should take a low dose Aspirin before a long journey
- Stop smoking as smoking dramatically increases the risk of DVT
- Don't cross your ankles or feet while sitting or lying
- Avoid knee socks or hosiery that might limit the flow of blood
- Raise the foot of your bed at night to lift the legs
- Advise the airline if you have recently had an operation or radiation therapy - you are much more at risk from developing DVT

It should be emphasised that there is no clear scientific evidence to link deep vein thrombosis and prolonged travelling and at the present time the advice that is listed above is for general health measures only rather than reflecting authoritative and scientific opinion.

Status of this policy

This policy does not give contractual rights to individual employees. The company reserves the right to alter any of its terms at any time although we will notify you of any changes.