



Our Top 10 Take Away Tips for Traveller Safety

Travelling to any destination can be a risk, regardless of how safe it is perceived to be. Below are some top tips for staying safe when travelling, no matter where you are going:

1. Share itineraries

Ensure that copies of traveller itineraries are circulated to all relevant colleagues so everyone is aware where the traveller should be and when, in case they need to be contacted whilst away.

2. Have a plan

Pre-determine a plan to follow should anything go wrong, that everyone in your organisation is familiar with. If an incident does occur, by already having a plan in place your emergency response process will be far more efficient, less stressful and more effective for all concerned.

3. Don't rely solely on technology

Technology is great, when it works, but what happens when it fails? Travellers should carry important contact details with them in paper format, just in case their mobile phone or laptop breaks, or gets lost or stolen. Insurance, travel, and relevant medical documents should also be easily accessible.

4. Check-in regularly

Travellers are advised to check-in with a colleague regularly. In this day and age it is usually easy to make a quick phone call, send a short email or even an instant message. There should be a plan in place to follow if a traveller fails to check in at any pre-arranged times.

5. Learn a little of the local culture and language

Travellers should be encouraged to learn a few basic phrases of the local language or have them written down in case they need to contact the police or seek medical help. It is also helpful to understand regional laws, cultures and customs, which can differ even within countries

6. Make a note of useful numbers

Advise your travellers to carry useful numbers with them; including those for local emergency services, hotels, airlines, embassies, cab companies, and colleagues' mobiles.



7. Don't keep all your valuables in one place

It is advisable that travellers hide some emergency cash close to their body i.e. in their bag, pocket or belt just in case their cards fail to work or their cash gets lost/stolen. Also keep ID separate and use the safety deposit box facilities at reputable hotels.

8. Pre-arrange airport transfers

In unfamiliar cities and especially if arriving late at night, it is advisable that travellers pre-arrange airport transfers or arrange to be met at the airport by a local, reputable representative.

9. Familiarise yourself with your destination

Travellers should invest time in preparing for their destination. It's a good idea to look at maps and understand key locations before departing, and check the most practical and safest ways of travelling locally.

10. Be discreet

Tell your staff to be aware of their surroundings and to not make it immediately obvious that they are a traveller – dress appropriately, don't display maps or guide books unless necessary, cover anything displaying your identity or nationality, and stay in populated areas.