[**Note to Risk Assessors**: This form should be used to record the risk assessment for any student placement trip, whether UK-based or overseas (that cannot be covered by the Low- Risk Placement Risk Assessment - see scope below). Only complete a risk assessment if you have a good understanding of the trip being assessed and you understand the principles of carrying out a risk assessment. This template must be amended to suit the specific trip and consider emergency and contingency arrangements.]

**In Scope:**

This form is to be applied for placement trips that are considered to be higher risk for the following:

* **Country** – involves travel through and/or in countries that are considered to be MODERATE, HIGH or SEVERE risk by Chubb World Aware (see below)
* **Student Profile** – where personal characteristics or health concerns could increase a student’s risk whilst on placement (e.g. religion, ethnicity, sexual orientation/LGBTQAI+ status, disabilities, any health issues that could impact upon the trip).

If the placement is in scope for either or both points above, it is necessary to complete the risk assessment table below, amending any set content as appropriate to the situation.

**Out of Scope:**

This form is not applicable for placement trips that are considered to be low risk in terms of:

* **Country** – within the UK, or to countries that are categorised as LOW or MINIMAL risk by [Chubb World Aware](https://my.worldaware.com/affiliates/chubbbusinessclass/?msg=logout).
* **Student profile** – where personal characteristics and/or health concerns are not considered to increase a student’s risk.

Where the above apply, the Generic Low-Risk Placement Assessment should be used. (Refer to placement organiser for form.)

**Placement Work/Activity**

The suitability of the placement activity/work with the provider in question is confirmed through the Student Placement Health and Safety Agreement. Assessment of placement activity/work is the responsibility of the employer/provider and is therefore not covered in this risk assessment.

**Insurance note:** The placement trip will NOT be covered by the university’s insurance therefore it is essential that the appropriate insurance is procured by the student. Speak to your placement organiser for more information.

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| **Business Unit:** | **Placement Details:** | | | **Date of Placement** | | **Business Unit (BU) RA Ref:** |
| **From:** |  |
| **To:** |  |
| **Part A: Location Risk** | | | | | | |
| **Location(s) of Trip /Expedition**  Insert one country per row | If your trip is in the **UK** this will be **minimal.** If your country of travel is **Overseas** this will be the [**CHUBB/Crisis24 Horizon Country Rating**](https://uniofnottm.sharepoint.com/sites/TravelStaffandPGR/SitePages/CHUBB-World.aspx)**\*** Register/login withWorldAware, (Details at end of form) check where you are going and any regions you are traveling through. Record the highest risk level (Severe, High, Moderate, Low or Minimal). Your placement organiser can help you with this if needed.  **Note**: The Chubb/WorldAware ratings take into account a combination of factors: Security, Personal Safety, Health and Medical, Environmental and Political. Each will need to be considered in the risk assessment table in Section D if applicable to the placement trip. | | | | | |
| **Severe** | **High** | **Moderate** | **Low** | | **Minimal** |
| *State Country Name 1* |  |  |  |  | |  |
| *Add additional rows as required* |  |  |  |  | |  |
| **Part B: Student’s Profile** | | | | | | |
| **Student(s) Name and UoN Email:** | | | | | | |
| Student profile is only for aspects/characteristics that may foreseeably put the student(s) at additional risk during this specific placement trip.  **Declaration**  Consideration has been given to all students covered by this risk assessment for the following factors:   * Any medical / health conditions that are relevant to an individual’s participation * Any protected characteristics (e.g. disability, ethnicity, religion, sexual identity) of the student’s that put them at increased risk for this specific trip.   See guidance section at the bottom of the form for more information and links to advice.  **It is confirmed that one of the following statements applies:**   * Either: none of the above are relevant to this trip/placement * Or: one or more factors are relevant and have been appropriately reviewed referencing the university’s information in the guidance section below and appropriate mitigations have been identified for implementation by the student/placement organiser.   *(The signature of the risk assessor in authorising this risk assessment is taken to include this declaration*.) | | | | | | |

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| **Part C: Controls** (add, amend and delete as necessary to make this risk assessment specific to the placement trip) | | | | | |
| **Activity** | **List the hazards and associated harm** | **Risk Evaluation without controls** High/Med/Low | **Standard controls** | **Implementation of Control Measures** | **Risk Evaluation with controls in place**  High/Med/Low |
| **General Health Issues (individual fitness to travel)** | General injury or ill-health due to individual’s health status / profile |  | * Each student’s contact details and emergency contacts are captured on the student portal in Campus Solutions via Nottingham Hub or are held locally by the placement organiser. * In-country advice has been checked regarding individual health/medical issues and suitable measures to reduce the risk have been identified. * Student(s) are encouraged to obtain any recommended immunisations and prophylactics. * In cases of uncertainty around travel, the student(s) has/have been referred to Occupational Health and their advice acted upon. * The medical/first aid needs of the student(s) have been considered, the student(s) is/are deemed fit to undertake the trip. * Students have been advised they should carry sufficient personal medication as required or make arrangements to obtain medication in-country. They have also been advised to refrain from travelling or participating in placement activity if they are unwell or if health conditions make it unsafe for them to proceed/continue with the trip. * The students(s) have been advised they should comply with any Covid-19 requirements of the countries they are visiting / travelling through. | *State where contact details are kept*  *Confirm that any health issues declared can be suitably managed* |  |
| **International Trips** | Injury or ill-health related to in-country issues e.g terrorism, conflict civil/political unrest, crime. | Enter High / Medium or Low depending on country/ies being visited | * The current [CHUBB/Crisis24 Horizon](https://uniofnottm.sharepoint.com/sites/TravelStaffandPGR/SitePages/CHUBB-World.aspx) advice for the country being visited, and any passed through, has been checked and logged above in relation to the country’s general level of safety. * All measures advised for the country being visited will be complied with, e.g. immunisations, personal safety measures. * The situation is being monitored prior to departure and during travel and arrangements are in place to ensure the student(s) can comply with the advice. Student is encouraged to register for appropriate travel alert systems (e.g. mobile apps/FCDO). | *State any specific control measures and how they will be met* |  |
| **Infrastructure in-country** | Injury or ill health related Infrastructure issues e.g. poor standard of services and communications |  | * Check communication network prior to and during travel e.g. reliable phone, internet, use of Satellite phones for remote areas if applicable. (See comms and wellbeing entry below.) * Review information regarding utilities such as power, water, WiFi and sanitation in country, particularly for long placements. * Student will carry details regarding in-country emergency services numbers. | *State any specific infrastructure / comms measures and how they will be met* |  |
| **Knowledge/Experience of Student** | Injury or ill-health caused by lack of experience of destination country / activity being undertaken, particularly for single students |  | * Student has an appropriate level of knowledge and experience for the type of trip (e.g., has undertaken similar trips; is a national of the destination country and/or has completed relevant briefings or training) * Student has checked in-country political and religious status and understands any measures they need to take to remain safe. * Student has checked local laws and customs and will be respectful of these during the placement trip. | *Provide details of how student has been prepared / trained for the placement* |  |
| **Emergency/**  **Contingency Procedures during travel and trip for Medical Emergencies** (mandatory for overseas) | Injury or ill-health, including Covid-19 |  | * In conjunction with the placement organiser, the student has ensured that appropriate emergency and contingency procedures are in place and has considered this for * a) medical/first aid provision in case of injury or ill-health during the trip,   b) safety/security emergencies.   * Emergency and first aid arrangements are recorded and will be accessible to the student at all times. * The student carries their insurance details, including emergency numbers, relevant to the trip. * The student’s emergency contacts are captured on the student portal in Campus Solutions via Nottingham Hub) or held locally by the placement organiser. | *State what has been agreed or provide link to relevant file* |  |
| **Transportation** | Injury related to road traffic accidents, either driving self, being driven or using public transport |  | * Student is driving on placement and has familiarised themselves with in-country traffic regulations and know how to deal with an RTA. They have an emergency pack readily accessible. * They are to refrain from driving immediately following long haul flights. * Hired vehicles are booked through reputable suppliers * Student is aware of in-country advice regarding the safe use of public and/or private transport and road conditions | *State any specific control measures and how these will be met; or enter N/A* |  |
| **Accommodation** | Injury related to unsafe accommodation. E.g. poor fire safety provision |  | * General advice on accommodation provided in pre-departure briefing. * Student has been made aware of checks that they can carry out to ensure accommodation is suitable (e.g. fire safety, room location) and is empowered to relocate if considered unsafe and/or has local contacts for support. * Student is to inform placement organiser of any changes in location. | *State any specific control measures and how these will be met; or enter N/A* |  |
| **Food & Drink and Hospitality** | Ill-health related to poor food hygiene standards |  | * Advice on food and water safety has been checked for the countries being visited and students are aware of that advice * Individual allergies/dietary requirements can be accommodated to allow a balanced diet. | *State any specific control measures and how these will be met; or enter N/A* |  |
| **Down Time** | Injury or ill-health, due to no or poor controls |  | * Students will consider how general health and safety measures, might apply to activities that individuals may undertake that are not directly related to placement activity. * Students informed of [UoN Code of Discipline](https://www.nottingham.ac.uk/currentstudents/standards-of-behaviour/student-code-of-discipline.aspx). | *State what is place for this or enter N/A* |  |
| **Information, Training and Supervision** | Injury or Ill-health, due to absent or incorrect information / training |  | * Students provided with/have undertaken their own research to prepare for the trip and have completed/understood the risk assessment and controls in place prior to the trip. * The student will regularly monitor travel and in-country advice prior to departure and during the trip; arrangements are in place to ensure they can comply with the advice. The student has been directed to mobile alert options that are available for UoN students to download) * Student is briefed and aware of the measures and actions needed by them to comply with mitigations during the trip. * Student is made aware of relevant university codes of conduct for appropriate behaviour, [UoN Code of Discipline](https://www.nottingham.ac.uk/currentstudents/standards-of-behaviour/student-code-of-discipline.aspx). | *How have these points been managed and recorded?* |  |
| **Culture, Local Laws and Customs** | Incidents due to no or poor control |  | * Student has been provided with relevant information, or has carried out own research, on local laws, religious beliefs, dress codes and customs and will be respectful of these. * Student has been made aware of restrictions on imports and exports | *How have these points been managed and recorded?* |  |
| **Insurance arrangements** | Injury or ill health not covered for travel and non-placement activity |  | * The student has been advised (during pre-departure briefing) on purchasing suitable insurance cover for the trip * Students travelling overseas informed to take insurance details with them. | *Confirm student aware of insurance points* |  |
| **Communication and Wellbeing** | Injury or Ill-health, not appropriately managed due to absent or poor communication between student and UoN |  | * There are appropriate means of communication for keeping in touch with the student whilst they are away. Methods of contact and frequency have been agreed with the placement organiser and checked for operation, (e.g. mobile phone signal availability) prior to the trip*.* * Regular monitoring of the student’s wellbeing during the trip will be undertaken. * There are arrangements in place to support the student with any specific actions that become necessary (e.g. need to return to the UK at short notice or dealing with incidents. * Students have ensured a copy of their passport and other critical documents accessible to UoN contacts. | *State what means of communication, monitoring and reporting have been put in place or link to info* |  |

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| **Placement Work/Activity** | | | | | | |
| **Placement Work or Activity** | Placement provider to identify hazards in their risk assessments | | Dependent on hazard involved | The placement employer/provider is responsible for risk assessing the work/activities undertaken by the student. The placement organiser has ensured, through the university Student Placement Health and Safety Agreement, that the placement is deemed suitable, and health and safety is covered. | *Confirm placement provider checks undertaken and placement deemed suitable to proceed* | Dependent on controls in place |
|  | | | | | | |
| **Part D: Additional Requirements (if not recorded elsewhere)** | | | | | | |
| **Insurance** | | The placement trip will NOT be covered by the university’s insurance therefore it is essential that the appropriate insurance is procured by the student. Student aware of the requirement to procure suitable travel insurance. | | | | |
| **Contacts** | | **State your local contacts and university contacts that will be used for support:**   * UoN contact details – placement organiser or team / supervisor * In-country contacts (at placement and for accommodation) * Embassy location and contact details   **University of Nottingham Security team on +44(0)115 9518888 for support with significant issues/incidents (available 24/7/365)** | | | | |
| **Contingency and emergency arrangements** | | State arrangements in place for first aid, emergency procedures and contingency arrangements or link to separate document:   * Location of nearest A&E/Hospital/Doctor * In- country emergency services numbers   (On arrival for your placement, take note of their emergency procedures) | | | | |
| **Other requirements not already covered?** | | Related documents can be linked here, e.g. placement provider information | | | | |

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| **Part E: Justification and Approval** | | | |
| Where the country has been rated as High or Severe (Section A), explain why it is deemed essential for the placement to take place here | | | |
| **Author (Produced original master risk assessment)**  Name: A Smith/S Watson - H&S Department | | Signature: H&S Department | Date: Jan 2024 |
| **Risk Assessor** **(placement organiser, supervisor or student):**  I confirm I have reviewed this risk assessment and adapted to this placement trip and it has been confirmed that suitable insurance is in place**.** | | | |
| Name | Role: | Signature: | Date: |
| **Approver**  For school or faculty-led placement programmes – the Approver should be HoS or their appointed person  For university-led placement programmes – the Approver should be the relevant Placement Team manager | | | |
| Name: | Role: | Signature: | Date: |
| **Registrar Approval (if rating High/Severe has been selected for section A - Country)**  (email completed Risk Assessment to [BR-TravelRiskAssess@exmail.nottingham.ac.uk](mailto:BR-TravelRiskAssess@exmail.nottingham.ac.uk) for this approval) | | | |
| Name:  Dr Paul Greatrix | Role:  UoN Registrar | Signature: | Date: |

**Guidance on completing the form**

This form may be used to record the risk assessment for any University business-related trip, whether UK-based or overseas. Only complete a risk assessment if you have a good understanding of the trip being assessed and you understand the principles of carrying out a risk assessment (refer to UoN guidance and your Business Unit arrangements on risk assessments).

* **Location of trip**

There is a rating applied to countries for general health and safety issues such as Security, Personal Safety, Health and Medical, Environmental, Political. Each must be considered and relevant control measures put in place. If CHUBB Country Rating is Severe or High the trip should not proceed unless justified by the Business Unit and approved by the relevant Director and Registrar. For Covid-19, ensure that the relevant requirements have been noted and can be implemented (plus supported/budgeted for by the Business Unit). [Uk Government Guidance for international travel:](https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19)

**CHUBB Registration and Login Information**

**What is it for**?

CHUBB/Crisis24 Horizon provides information about the country status of the country you are intending to visit, guidance on which vaccinations you require for travel, comprehensive risk information and elearning modules

**How do I register?**

To register for an account please visit the [CHUBB/Crisis24 Horizon site](https://crisis24horizon.com/app/login), enter your email and then click on 'Create Account'. Then complete the required details, entering the last four digits of the Business Class Assistance telephone number (7796) in the 'Member ID' box. Complete the personal details on the next screen and save the form. Please note: when completing the phone numbers during the registration process, please ensure you drop the 0 (zero) from the front of the number.

**How do I login?**

Once you have a registered account, you can log into the CHUBB/Crisis24 Horizon site using the email and password you created when registering the account.

* **Responsible Person - Approver of the trip**

The relevant manager linked to the organisation of the placement, should approve the risk assessment. This confirms they agree the risk assessment is sufficiently detailed, they agree the control measures are appropriate and will be implemented and they authorise the placement to proceed.

* **Those at risk / affected parties**

For placements, this will generally be the student(s) but could be others involved in the trip, depending on the nature of the activities involved.

* **Individual Risk – for students to note**

As a student it is essential that you actively manage your own safety. You must take the time to research the country or countries you are travelling to and understand how to keep yourself safe.

You are not expected to travel if you have any doubts or if your safety is at risk.

## **How do I check for risk?**

### **Health and Medication**

Consider your health and medication. Risks may not be obvious, for example, some over the counter medications freely available in the UK are not available overseas or could even result in your arrest overseas. Also consider your overall health in relation to the travel and the activities you'll be undertaking as part of the trip. Think about your mental health as well as your physical health and discuss any concerns with an appropriate person. You can be referred to Occupational Health if necessary but there is also good general advice available, for example:

* [Travelhealth.co.uk](https://www.travelhealth.co.uk/)
* [Taking medicine abroad](https://www.nhs.uk/common-health-questions/medicines/can-i-take-my-medicine-abroad/)
* [National Travel Health Network and Centre (NaTHNaC)](https://travelhealthpro.org.uk/about)
* Your own GP/Travel Clinic

### **Protected characteristics**

The University does not require you to disclose any personal details relating to your [protected characteristics](https://www.nottingham.ac.uk/edi/characteristics/characteristics.aspx) however, this assessment assumes that you have considered any additional risks associated with your personal identify and protected characteristics and that you have put in place appropriate mitigations and controls.

You must research the country/countries you are travelling to using these general links

* [CHUBB/Crisis24 Horizon](https://uniofnottm.sharepoint.com/sites/TravelStaffandPGR/SitePages/CHUBB-World.aspx)
* [GOV.UK advice](https://www.gov.uk/foreign-travel-advice)

Or you can access more specific advice below

* Women students [GOV.UK Women travelling abroad](https://www.gov.uk/guidance/advice-for-women-travelling-abroad)
* Disability [Scope UK](https://www.scope.org.uk/advice-and-support/holiday-tips/)

[Tourism for All](https://www.tourismforall.co.uk/)

* LGBTQIA+ status [International LGBTQ+ Travel Association](https://www.iglta.org/)

[GOV.UK LGBTQ+ Advice](https://www.gov.uk/guidance/lesbian-gay-bisexual-and-transgender-foreign-travel-advice)

[Stonewall](https://www.stonewall.org.uk/global-workplace-briefings)

Consider how you will mitigate or control these additional risks. If you are unsure of travelling or have concerns, please talk to your placement organiser.

If you are still unsure how to proceed after reviewing the links above and talking to your placement organiser, specific advice on Protected Characteristics whilst travelling abroad can be sought from Disability Support Services [Disability-supportservices@nottingham.ac.uk](mailto:Disability-supportservices@nottingham.ac.uk) Phone: +44(0)115 82 32070

* **What are the hazards?**

The definition of a Hazard is the potential for something to cause harm, e.g. dangerous transport, adverse weather conditions. In the Hazards column, list the hazards which could reasonably be expected to result in significant harm. This Master risk assessment aims to include most of the common types of hazard but additional can be added as required.

* **List the harm associated with the hazard**

For each hazard, list the typical harm that might result if the hazard came to pass.

* **Risk Evaluation – High (H), Medium (M) or Low (L)**

Decide whether the hazard presents a high, medium or low risk, based upon your knowledge of the severity of harm, frequency of activity and number and nature of the people involved. This is subjective which is why you must have good knowledge of the trip in order to undertake the risk assessment. Hazards that remain high risk once evaluated after control measures are put in place, must not proceed without further consideration.

* **What control measures are, or will be put, in place:**

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. They should also take into account the hierarchy of control and favour elimination, substitution, engineering methods over administrative controls. Fundamentally, ensure the risks are reduced so far as is reasonably practicable.

* **Review Period:**

The university advises that all risk assessments are revised every two years to ensure validity. This applies to trips that are routinely repeated.

* **Additional Requirements section**

Complete all lines as applicable to the trip and add any further lines as necessary.