**Placement Risk Assessment - Generic Low-Risk (Master)**

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| **Trip/Expedition Title:**  **Low-risk placement activity within the UK or to low-risk countries (see scope below)** | | **UoN MRA Ref:**  **Placement Risk Assessment – Generic Low-risk (Master)** | |
| **In Scope:**  This form is to be applied for placement trips that are considered to be low risk for the following:   * **Country** – within the UK, or to countries that are rated LOW or MINIMAL risk by [Chubb World Aware](https://my.worldaware.com/affiliates/chubbbusinessclass/?msg=logout) - ask your placement organiser to confirm that your choice of country is low or minimal risk, * **Student profile** – the student(s) does/do not have any personal characteristics or health concerns which increase their risk (e.g. gender, religion, ethnicity, race, sexual orientation/LGBTQAI+ status, disabilities, or any health issues that could impact upon the placement and associated travel being undertaken).   If the placement is in scope for both points above, it is not necessary to modify the information in the table below unless needing to make it more relevant to aspects of the placement, such as travel and in-country issues.  **Out of Scope:**  This form is not applicable for any placement trip that is considered higher risk for the following reasons:   * The countries involved (travelled to or through) are rated MODERATE, HIGH or SEVERE risk by Chubb World Aware, * The student’s profile could increase their risk whilst they are on placement.   Where either or both apply, a Specific Placement Risk Assessment must be completed. (Refer to placement organiser for form.)  **Placement Activity**  The suitability of the placement activity/work, with the employer/provider in question, is confirmed through the Student Placement Health and Safety Agreement. It is therefore not covered in this risk assessment.  **Insurance note:** The trip will NOT be covered by the university’s insurance therefore it is essential that the appropriate insurance is procured by the student. Refer to placement organiser for more information. | | | |
| **This master risk assessment was authored and approved by:**  Alice Smith and Sarah Watson, H&S Advisors | University Health and Safety Department | | Date: October 2023 |

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| **Activity** | **List the hazards and associated harm** | **Risk Evaluation without controls in place** | **Standard controls** | **Risk Evaluation with controls in place** |
| **General Health Issues (individual fitness to travel)** | Ill-health (including that related to Covid-19) | Med | * The medical/first aid needs of the student(s) have been considered, the student(s) is/are deemed fit to undertake the trip and medical provisions at the destination are deemed sufficient. * Student(s) has/have been advised to 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 trip 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. | Low |
| **Insurance arrangements** | Injury or ill-health | Med | * The student has been advised (during pre-departure briefing) on purchasing suitable insurance cover for the trip before travelling. * Students travelling overseas informed to take insurance details with them. | Low |
| **Transportation to/from and during the trip** | Injury related to transport-related accident | Med | * Where transport (air, rail, sea, or road) is being booked, the student has been advised to use suitable reputable suppliers. * The safety of using local services (e.g., buses and taxis) has been considered and does not require any specific precautions. * If hiring a self-drive vehicle to drive oneself or others during a trip, drivers will hold an appropriate license for the category of vehicle being hired and ensure insurance cover is appropriate. * If using own vehicle whilst away, student will hold appropriate insurance on their motor insurance policy. | Low |
| **Accommodation** | Injury related to accommodation | Med | * General advice on accommodation provided in pre-departure briefing. * Student(s) have been made aware of checks that they can carry out to ensure accommodation is suitable (e.g. fire, location) through pre-travel information and is (are) empowered to relocate if considered unsafe and/or has/have local contacts for support. * Student(s) to inform placement organiser of any changes in location | Low |
| **Emergency and Contingency Procedures** | Injury or ill-health | Med | * Arrangements are set up so that the university can contact the student(s), should there be an incident at/near their location, for their safety and to assist if required. * Student contact details and emergency contacts are up to date in the student portal (Nottingham Hub) or are on record with the placement organiser. * Student(s) has emergency and medical services information for countries being visited / travelled through. (The also have their own travel insurance details, embassy and in-country emergency services numbers.) * Student(s) has UoN Security teams 24 hr numbers (0115 9513013 non-emergency and 0115 9518888 - emergency) to report any serious issues or incidents. | Low |
| **Information, Training, supervision & competency** | Injury, incidents or ill-health, due to no or poor controls | Med | * Pre-departure briefings/information are provided by the placement organiser and cover relevant aspects of this risk assessment in detail appropriate to their placement trip. * Student(s) have been provided with (or have undertaken their own research) suitable and sufficient information and training to allow the placement and associated travel to be undertaken safely. | Low |
| **Down Time** | Injury, incidents, or ill-health due to no or poor controls | Med | * Students understand they are effectively ambassadors for the university and will behave accordingly. * Students informed of the university code of conduct encompassed in [UoN Code of Discipline](https://www.nottingham.ac.uk/currentstudents/standards-of-behaviour/student-code-of-discipline.aspx). | Low |
| **Communications - General and Wellbeing** | Injury, incidents or ill-health not appropriately managed due to absent or poor communications between student and UoN | Med | * There are appropriate means of communication for keeping in touch with the students(s) 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). * Should a local SIM card be used, the new mobile number is to be updated on the student portal (Nottingham Hub). * Regular monitoring of the student wellbeing during the placement will be undertaken by their placement organiser or other nominated person. * Student(s) made aware of appropriate travel alerts that are available to them (e.g. Mobile apps/FCDO alerts). | Low |
| **Natural Environs and Weather/ Climate** | Injury or Ill Health | Med | * Student(s) have been provided with (or have undertaken their own research) about local environmental conditions and suitable controls they will need to implement (e.g., clothing, sun protection, footwear,). | Low |
| **Laws and Customs** | Incidents due to no or poor controls | Med | * Student(s) has/have been provided with relevant country information (or undertaken their own research) on local laws, dress codes and customs and will conform accordingly. * Student(s) has/have been made aware of restrictions on imports and exports | Low |
| **Work/study being undertaken during the placement** | Related incidents dependent on type of activity | Depends on nature of activity | * The suitability of the Placement Provider and the work/study they are offering, has been confirmed and deemed acceptable to the university. Records of this are maintained by the placement organiser. | Low |

**Guidance on the form**

This form is a Master Risk Assessment for low-risk university business-related trips in the UK or to countries categorised as LOW or MINIMAL risk by Chubb Aware.

As it is not expected that there will be local amendment of the content, the guidance on how to complete each field has been simplified.

* **Responsible Person - Approver of the trip** – set at university level.
* **Those at risk / affected parties** – this assessment identifies staff and/or students as those who are potentially at risk during the trip.
* **What are the hazards?** – these have been set specifically for low-risk placement trips and further amendment is not required.
* **List the harm associated with the hazard** – the typical harm has been entered for each hazard.
* **Risk Evaluation – High (H), Medium (M) or Low (L)** – this has been set based upon the nature of trips that this risk assessment is expected to cover, i.e. medium risk before controls, low risk with controls in place.
* **What control measures are, or will be put, in place** – the controls have been set based upon the low-risk nature of the trips that this risk assessment covers.

**Review Period -** In line with the university policy for revising risk assessments every two years to ensure validity, the H&S Department will update this master risk assessment as required

**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 manager/supervisor or trip organiser.

If you are still unsure how to proceed after reviewing the links above and talking to your line manager, specific advice on Protected Characteristics whilst travelling abroad can be sought from your Placements Team or the university Disability Support Team ([disability-supportservices@nottingham.ac.uk)](mailto:disability-supportservices@nottingham.ac.uk)