

# GUIDANCE FOR COMPLETING THE INTERNATIONAL RISK ASSESSMENT FOR STUDY PLACEMENTS

The Risk Assessment needs to be completed and approved prior to undertaking any international study placement. If anything changes whilst you are on placement please contact the Study Abroad Team at [outbound@exeter.ac.uk](mailto:outbound@exeter.ac.uk).

## TRAVEL AND TRANSPORT FACTORS

Most of the time students will walk or use public transport to get to work in an overseas location and this is considered low risk so no special measures are required. If you do have to drive for any reason this does become medium risk so you would need to ensure that you are legally able to (e.g. international driving licence if necessary and appropriate insurance) and check the local road rules for the country. If using a scooter/moped take extra care and check your insurance.

When using public transport ensure you take care of your belongings and personal safety.

FACTOR	RATING PROFILE	INDICATIONS FOR RISK PROFILING	EXAMPLES OF SPECIFIC ACTIONS NECESSARY
Travel and transportation factors	High	<ul style="list-style-type: none"> <li>↳ Significant travel to reach placement</li> <li>↳ Travel on local transport facilities know to be high risk (poor driving or vehicle safety standards).</li> <li>↳ Student required to drive others, or in unfamiliar vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>↳ Check on travel arrangements; discuss implications of high risk factors</li> <li>↳ Consider your experience</li> <li>↳ Check your insurance cover</li> <li>↳ Consider reducing risks by ensuring you are accompanied where practicable</li> <li>↳ Specify departure and arrival times with a friend, family or colleague</li> </ul>
	Medium	<ul style="list-style-type: none"> <li>↳ Night travel</li> <li>↳ Long daily commute</li> <li>↳ Student required to drive unfamiliar vehicle in reasonable conditions</li> </ul>	<ul style="list-style-type: none"> <li>↳ Check on travel arrangements; discuss implications of medium risk factors</li> <li>↳ Consider your experience</li> <li>↳ Check your insurance cover</li> </ul>
	Low	<ul style="list-style-type: none"> <li>↳ No significant travel</li> <li>↳ Comfortable daily commute</li> <li>↳ No driving associated with placement</li> </ul>	<ul style="list-style-type: none"> <li>↳ No special measures</li> </ul>

## LOCATION AND/OR REGIONAL FACTORS

This is determined by the location of your placement. All placements outside of the UK are considered to be medium or high risk. The EU, North American and Australasia are considered medium risk whilst the rest of the world is considered high risk. Ensure you have checked the FCO website for relevant countries, keep abreast of political and civil demonstrations and activities and ensure that you stay away from public demonstrations. At these times it is wise to ensure that you have signed up to travel alerts from [www.fco.gov.uk](http://www.fco.gov.uk).

Consider the religious and cultural environment of the country and wear appropriate clothing if necessary and understand drug and alcohol laws and recriminations.

Also consider communication (internet and phone) and how reliable the connection is and alternative methods of communication with your family and friends and the University.

FACTOR	RATING PROFILE	INDICATIONS OF RISK PROFILING	EXAMPLES OF SPECIFIC ACTIONS NECESSARY
Location and/or region factor	High	<ul style="list-style-type: none"> <li>↳ Significant risk of civil disorder, crime or similar danger (e.g. placement in war zones, countries where the Foreign and Commonwealth Office (FCO) advises against travel)</li> <li>↳ Unavoidable lone or remote working in proximity to significant risk (e.g. medical student elective in a refugee camp)</li> <li>↳ Medical and rescue services not available quickly or locally</li> <li>↳ Means of communications likely to be difficult or compromised</li> </ul>	<ul style="list-style-type: none"> <li>↳ Check FCO restrictions and recommendations</li> <li>↳ Consult guides on appropriate behaviour, clothing etc</li> <li>↳ Attend orientation programmes and information sessions provided by host university</li> <li>↳ Sign up to FCO travel alerts</li> </ul>
	Medium	<ul style="list-style-type: none"> <li>↳ Higher than normal risk of civil disorder, crime or comparable danger</li> <li>↳ Delays likely in communicating with tutors and others</li> <li>↳ Placements abroad in areas identified as low risk by the FCO</li> </ul>	<ul style="list-style-type: none"> <li>↳ Check FCO restrictions and recommendations</li> <li>↳ Attend orientation programmes and information sessions provided by host university</li> <li>↳ Sign up to FCO travel alerts</li> </ul>
	Low	<ul style="list-style-type: none"> <li>↳ Placements in the UK with no significant local risks</li> </ul>	<ul style="list-style-type: none"> <li>↳ No special measures</li> </ul>

## GENERAL/ENVIRONMENTAL FACTORS

Check for any required and advisory inoculations and vaccinations (e.g. malaria, yellow fever) and visit your doctor before departure. If you will be living in a tropical/hot/cold environment ensure that you have adequate clothing, insect repellent and sunscreen if necessary. It is also advisable to take a travel first aid kit with you. Take plenty of water if you are in a hot environment (this can include areas of France/Spain/Italy as well as South America, Asia and Oceania).

If you have asthma, food or pollen allergies research if your location will increase your risk of having a reaction.

FACTOR	RATING PROFILE	INDICATIONS FOR RISK PROFILING	EXAMPLES OF SPECIFIC ACTIONS NECESSARY
General/environmental health factors	High	<ul style="list-style-type: none"> <li>↳ Regional/local health risks require mandatory and specific health protection measures e.g. inoculations</li> <li>↳ Very hot or strenuous working conditions (e.g. manual working outdoors in the sun)</li> <li>↳ Very cold working conditions</li> </ul>	<ul style="list-style-type: none"> <li>↳ Consult with your GP re. inoculations and other preparations</li> <li>↳ Take appropriate clothing/sun screen</li> </ul>

		(e.g. catering work in a food cold storage/cook chill or freeze facility)	
Medium		↳ Regional/local conditions require some precautionary measures, e.g. optional inoculations against diseases; medical travel kit is a sensible precaution	↳ Consult with your GP for advice re. inoculations and other preparations
Low		↳ No significant environmental health risk	↳ No special measures

## INDIVIDUAL STUDENT FACTORS

This relates to any individual factors you may have such as linguistic ability to host language or physical injuries which may affect your ability to do the work or may require reasonable adjustments by your host university.

If you have any allergies such as bees stings or certain antibiotics ensure that your host university is informed in writing so that they can take any necessary action.

You do not have to declare factors such as mental health, dyslexia or dyspraxia to your host university (or to anyone else) unless you choose to or if you think you may need extra time or support to complete your studies and exams. In which case this would be considered a reasonable adjustment and would not affect your ability to undertake your placement.

FACTOR	RATING PROFILE	INDICATIONS OF RISK PROFILING	EXAMPLES OF SPECIFIC ACTIONS NECESSARY
Individual student factors (including cultural preparation)	High		<ul style="list-style-type: none"> <li>↳ Think about how you will eliminate or reduce potential risks where possible</li> <li>↳ Engage with your GP or other support professionals to develop reasonable adjustments in good time prior to your placement</li> <li>↳ Attend pre-departure briefings, research cultural differences and customs, attend orientation programmes at host university</li> </ul>
	Medium		<ul style="list-style-type: none"> <li>↳ Engage with GP or other support professionals to develop reasonable adjustments in good time prior to your placements</li> <li>↳ Attend pre-departure briefings, research cultural differences and customs, attend orientation programmes at host university</li> </ul>
	Low		<ul style="list-style-type: none"> <li>↳ Attend pre-departure briefings, research cultural differences and customs, attend orientation</li> </ul>



↳ support whilst on placement  
 ↳ Student has relevant knowledge and understanding of the cultural customs and differences

programmes at host university

## INSURANCE

All students attending a Study Abroad placement must take out adequate health and travel insurance for the entirety of their time overseas. Many institutions outside of Europe (in particular but not exclusively institutions in North America) make it compulsory for you to take out their own health insurance policy – factor this into your research and check if it covers you for your time travelling to and from your placement.

You will be required by the University to provide details of your insurance policy before you depart for your placement.

FACTOR	RATING PROFILE	INDICATION OF RISK PROFILING	EXAMPLES OF SPECIFIC ACTIONS NECESSARY
Insurance limitations	High	<ul style="list-style-type: none"> <li>↳ Locations, activities and/or circumstances that are excluded from the HEI's travel and other insurance cover</li> <li>↳ Countries where the host institutions' insurance does not cover the student for travel to and from home country</li> <li>↳ Insurance policy required by host institution does not cover a pre-existing health condition</li> </ul>	<ul style="list-style-type: none"> <li>↳ If locations, activities. Pre-existing health conditions and/or circumstance are excluded from the HEI's travel and other insurance cover, enquire with host institution if alternative, comparable insurance cover would be permitted as a substitute - if allowed get written confirmation that this is permitted</li> <li>↳ Additional insurance to cover travel to and from placement may be required</li> </ul>
	Medium	<ul style="list-style-type: none"> <li>↳ Locations, activities and/or circumstances that require prior acceptance from the insurance provider before cover</li> </ul>	<ul style="list-style-type: none"> <li>↳ If locations, activities and/or circumstances require prior acceptance from the insurance provider ensure notification and acceptance is given.</li> </ul>
	Low	<ul style="list-style-type: none"> <li>↳ Locations, activities and/or circumstances automatically including in the insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>↳ No special measures</li> </ul>