

**Guidance Notes for Completing a Study Exchange Risk Assessment Form**

These guidelines should be used to (i) assess the risk profile for six key health and safety factors associated with a study exchange, and (ii) identify any specific action(s) that may be necessary. Any actions should be recorded on the ***Study Exchange Risk Assessment Form****,* which must be completed and returned to the Exchanges Office (email Exchanges@lboro.ac.uk) for approval ***no later than 14 days before you leave the UK***. If you are travelling to a destination where UK citizens have to quarantine on arrival, ***you must factor this into your travel plans***.

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| **Factor** | **Risk profile** | | **Indications** | **Possible specific action to reduce risk(s)** |
| **Work factors** | High |  | Working with significant hazards in laboratories, workshops, etc, that have potential to cause permanent injury or fatalities, eg:   * using toxic/hazardous materials; * operating machinery with mechanical hazards such as high-speed rotating parts, crushing or entanglement risks. | Satisfactory completion of *Host Organisation Declaration Form*. This action is completed by the Exchanges Office.  Seek written confirmation that appropriate training and supervision will be provided by the host institution. |
|  | Medium |  | Working in proximity to high risk factors (see examples above), but not directly with them. | Satisfactory completion of *Host Organisation Declaration Form*. This action is completed by the Exchanges Office.  Seek confirmation from host organisation/host institution that the student will not be expected to participate in high-risk activities and will be appropriately supervised. |
| Low |  | Low hazard environments and activities, such as attending lectures, tutorials, etc. | Satisfactory completion of *Host Organisation Declaration Form*. This action is completed by the Exchanges Office. |
| **Travel and transportation factors** | High |  | Significant travel to reach host institution.  Journey is likely to be prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards). | Discuss implications of travel arrangements with student. |
| Medium |  | Long daily commute (ie more than 90 minutes per journey). | Discuss implications of travel arrangements with student.  Check if more suitable accommodation is available to reduce commuting time. |
| Low |  | No significant travel; comfortable daily commute. | General precautions to be followed. |

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| **Location and/or  regional factors** | High |  | Significant risk of civil disorder, political instability, crime or similar danger (eg host institution in war zone or country to which travel is not recommended by authorities).  Medical and rescue services not available quickly or locally.  Means of communication likely to be difficult or compromised. | Register with <https://crisis24horizon.com/> and select ‘Location Intelligence’ in order to identify the risk level at your chosen location. Note: You MUST register with your Loughborough student email address. Brief student on what to do in an emergency and ensure that they have in-country and UK emergency contacts readily available, together with a mobile phone. |
| Medium |  | Higher than normal risk of civil disorder, political instability, crime or comparable danger.  Host organisation/host institution in country identified as Moderate risk.  Delays likely in communicating with tutors and others. | Register with <https://crisis24horizon.com/> and select ‘Location Intelligence’ in order to identify the risk level at your chosen location. Note: You MUST register with your Loughborough student email address Brief student on what to do in an emergency and ensure that they have in-country and UK emergency contacts readily available, together with a mobile phone. |
| Low |  | No significant risks. | Register with <https://crisis24horizon.com/> and select ‘Location Intelligence’ in order to identify the risk level at your chosen location. Note: You MUST register with your Loughborough student email address. Brief student on what to do in an emergency and ensure that they have in-country and UK emergency contacts readily available, together with a mobile phone. |
| **Environmental health factors** | High |  | Depending on your chosen location/region, you might require mandatory and specific health protection measures, eg vaccinations against diseases.  Check vaccination requirements on https://www.nhs.uk/conditions/travel-vaccinations/. | Consult your doctor at least eight weeks before you are due to travel.  A medical travel kit is a sensible precaution. |
| Medium |  | Depending on your chosen location/region, you might wish to take precautionary measures, eg optional vaccinations against diseases.  Check vaccination requirements on https://www.nhs.uk/conditions/travel-vaccinations/. | Consult your doctor at least eight weeks before you are due to travel. |
| Low |  | No significant environmental health risks | None. |

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| **Medical factors** | High |  | The student has mental or physical health factors which may increase the risk of illness or accident even though specific adjustments have been made.  The student has mental or physical health factors which may require specific adjustments or support and/or which may make them susceptible to episodes of illness. | Discuss activities of high risk with the student; try to eliminate or reduce potential risks where possible.  Engage with student and health professional to develop reasonable adjustments and make appropriate arrangements with host organisation.  Advise students with pre-existing medical conditions to purchase personal medical insurance cover and, if appropriate, to pack sufficient supplies of prescribed medication. |
| Medium |  | The student has mental or physical health factors which may require specific adjustments or support. | Engage with student and health professional to develop reasonable adjustments and make appropriate arrangements with host organisation.  Advise students with pre-existing medical conditions to purchase personal medical insurance cover and, if appropriate, to pack sufficient supplies of prescribed medication. |
| Low |  | The student has no mental or physical health factors or long-term medical conditions. | None |
| **Insurance limitations** | High |  | Locations where the host organisation’s insurance does not cover the student for personal or third-party liability associated with the work by the student. | All potential risks must be thoroughly assessed. If study exchange is to proceed, appropriate actions must be planned to prevent or minimise the risk.  Brief student on limitations of insurance cover and refer to the University’s *Travel Cover Summary* for details.  Consult the University’s Insurance Support team. |
| Medium |  | Locations, activities and/or circumstances that require special consideration before the study exchange proceeds. There may be cover in place, but not in the format we would expect in the UK or at a lower level than expected. | Brief student on limitations of insurance cover and refer to the University’s *Travel Cover Summary* for details.  Consult the University’s Insurance Support team. |
| Low |  | The host organisation has confirmed public liability insurance cover is in place. | Satisfactory completion of *Host Organisation Declaration Form*. This action is completed by the Exchanges Office. |