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| Risk assessment for students working or studying overseas |

This form is to be completed by a student wishing to undertake an international experience at a high-risk overseas location (rated as 3.0 over by the University’s travel insurance provider), or which involves adventurous work, study or research activities. It will help:

* The University to ensure your safety. Your trip will only be authorised if the University is happy with the safety arrangements in place.
* You to find out what you need to do to keep safe.

The University’s [Travel Security Course](https://www1.essex.ac.uk/restricted/staff/documents/health-safety/UMAL-drum-cussac-online-travel-security-training-steps.pdf) may also need to be completed.

***Researching your trip***

When carrying out your risk assessment please read the location-specific travel advice provided by [Drum Cussac](https://www.drum-cussac.net/login) ([Guidance on accessing Drum Cussac travel information](http://www1.essex.ac.uk/restricted/staff/documents/health-safety/UMAL-drum-cussac-online-risk-monitor-reg.pdf)). You should also refer to guidance on the [student](https://www.essex.ac.uk/student/health-and-safety/overseas-travel) directory, travel advice from [gov.uk](https://www.gov.uk/foreign-travel-advice) and health advice from the [NHS](https://www.fitfortravel.nhs.uk/destinations). Your placement provider should provide you with information on their risk controls for adventurous activities.

***Travel insurance***

Travel insurance must be arranged for all University work, study or research placements. When you complete the Travel Insurance Application Form, you will be advised to complete a risk assessment and travel security training if Section 1 (below) applies. You will need to provide these to either the Placements Team or Essex Abroad, who will forward them to the Insurance Office once authorisation has been given.

If you need help with this form please contact your Essex Abroad contact.

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| **Section 1: Student Information** (Student to complete) |
| **Name**  |  | Email: | @essex.ac.uk |
| **Student status**  | Undergraduate |  | Postgraduate |  | Year of study: |  | Age: |  |
| **Department:** |  |
| **Travel dates:** | Departure: |  | Return: |  |
| **Countries, provinces and cities you will be visiting / staying at:** |  |
| **Reason (🗹)** | *Study at host University:* |  | *Field trip:* |  | *Conference:* |  | *Other:* |  |
| If you have ticked *Other* give reason:  |  |

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| **Section 2: Why formal approval is required** (Student to complete) |
| Note: Approval is required where travel to countries where either a location/city in that country, and/or a listed risk area for that country may have a listed score of 3 or greater, even where the overall risk or country overview risk score is below 3. The Head of the relevant academic department will approve travel that is part of a student’s course of study (i.e. curricular).The Academic Registrar will approve travel that is co-curricular and arranged by the Academic Section.In addition the relevant Executive Dean or the Registrar & Secretary will approve visits where the risk rating is equal to or greater than 4.50. |
| **Drum Cussac Information** (Student to complete) |
| Use your @essex.ac.uk address to create an account with [Drum Cussac](https://www.drum-cussac.net/login)  and insert below the highest score for each key heading of the risk area summary for the country/province/city you are visiting. Further [guidance](http://www1.essex.ac.uk/restricted/staff/documents/health-safety/UMAL-drum-cussac-online-risk-monitor-reg.pdf) on the use of the risk monitoring system is available. |
| **Overall Score:** |  | **Political:** |  | **Security:** |  |
| **Infrastructure:** |  | **Environmental:** |  | **Medical:** |  |
| **Approval is required because:** | [Drum-Cussac](https://www.drum-cussac.net/login) rating is 3.00 (Moderate-High) or above, either overall or in a specific category (Medical, Environmental, Security, Infrastructural or Political) |  |
| [Drum-Cussac](https://www.drum-cussac.net/login) rating is equal to or greater than 4.50 (High–Extreme) | Yes / No |
| Trip involves adventurous activities[[1]](#footnote-1) requiring specialist skills for safe management | Yes / No |
| I confirm I have read and understood the risks detailed on [Drum-Cussac](https://www.drum-cussac.net/login) for country/city I am visiting and that the risks have been included in the risk assessment | Yes / No |
| Note: You should also refer to other sources of advice before submitting this assessment. These should include travel advice on the [staff](https://www.essex.ac.uk/staff/activities-health-and-safety/overseas-travel) and [student](https://www.essex.ac.uk/student/health-and-safety/overseas-travel) directories and [gov.uk](https://www.gov.uk/foreign-travel-advice) and health advice from the [NHS](https://www.fitfortravel.nhs.uk/destinations).  |
|  Examples of adventurous activities include diving, water / air based activities, trekking in remote areas, caving. |
| Please detail the risks as stated on Drum Cussac if score is over 3.00 for the country/city you are visiting and how you will control these risks: |
| **Category** | **Risks** | **Control Measures** |
| *Medical* | *high prevalence of Malaria* | *GP provided anti-malarial medication, mosquito nets used…...* |
| *Other - Activities*  | *trekking in remote areas* | *See attached detailed risk assessment ‘Trekking in Nepal’* |
| Overall |  |  |
| Political |  |  |
| Security |  |  |
| Infrastructure |  |  |
| Environmental |  |  |
| Medical |  |  |
| Other |  |  |

*Please add more rows if required*

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| **Section 3: Additional information about the trip** (Student to complete) |
| Does the University or you have knowledge/experience of Country/location being visited (e.g. for students: as resident, previous travel experience; for University: formal partnership arrangement with University)  |
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| Does the University or student have contacts within the Country who can provide assistance? Give details.  |
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| What will be the arrangements for living accommodation? See [guidance on choosing safe accommodation](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/student-placement-accommodation-safety.pdf). Please be aware students returning from placements abroad are eligible for on-campus accommodation. Information for students returning to campus accommodation can be found [here](https://www.essex.ac.uk/life/accommodation/apply/returning-students/colchester). Note: University does not permit use of Air BnB.  |
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| Give details of specific support you may need whilst on placement e.g. physical health, mental health and/or reasonable adjustments you may need whilst on placement. Please note that ALL placement students are still able to access University SWIS for support whilst on placement and afterwards. Link to SWIS can be found [here](https://www.essex.ac.uk/student/professional-services/student-wellbeing-and-inclusivity-team). |
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| **Section 4: Identified hazards and risk assessment for adventurous activities** Examples of adventurous activities include diving, water or air based activities, trekking in remote areas, caving. |
| See risk assessment information on the [Student Directory](https://www.essex.ac.uk/student/health-and-safety/carrying-out-a-risk-assessment) and the [Staff Directory](https://www.essex.ac.uk/staff/risk-assessment) |
| **Does the trip involve adventurous activities as part of your work or study?** | 🗆 Yes | 🗆 No |
| **If yes, has placement provider’s risk assessment been attached?**  | 🗆 Yes | 🗆 No |

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| **Section 5: Student declaration and approval**  |
| **Student declaration (by traveller or group leader):** * I understand the risks associated with this trip and will follow the precautions in this risk assessment and the risk assessment for adventurous work, study or research activities.
* ***For Drum-Cussac rating of 3.0 (High) and above***: I confirm that I have completed the required online travel training course(s) and have attached copies of relevant certificate(s).
 |
| **Signed:** |  | **Date:** |  |
| **Attached:** | Risk assessment for adventurous work, study or research activities | Yes/No/ Not applicable | Certificate(s) of completion of online security course(s) | Yes/No/Not applicable |

***Instructions for submitting risk assessment***

Once you have completed your risk assessment, please send (along with attachments) for approval to:

* The Essex Abroad Office (essexabroad@essex.ac.uk ) if you are a Study Abroad Student or for trips not directly associated with your studies.

They will check the risk assessment prior to forwarding it to your Head of Department or Academic Registrar for approval. If approval is given, they will forward the assessment to the Insurance Officer, who will then send you your Travel Insurance.

*For Essex Abroad Team*

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| **Name of Essex Abroad contact:** |  |
| **Contact details:** |  |
| **Date forwarded to approving manager:**  |  |
| **Date forwarded to Insurance Office:** |  |
| **Date student informed of outcome** |  |

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*For approving manager*

* If you approve the placement, please sign and return to the Essex Abroad contact above, or
* Contact the Essex Abroad, if you would like to discuss the placement or require further information.

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| **Name of approving manager**[[2]](#footnote-2): |  |
| **Designation:** |  |
| **Approver declaration:** I have read the risk assessment(s) and am satisfied that the proposed visit is necessary and that the traveller has taken reasonable precautions. |
| **Signed:** |  | **Date:** |  |

1. [↑](#footnote-ref-1)
2. Head of Department, if the trip is part of your course of study. Academic Registrar for co-curricular activities [↑](#footnote-ref-2)