

GLOBAL OPPORTUNITIES

Offsite and Travel (Emergency Plan and Risk Assessment)

Emergency Plan

The information entered here should be kept at hand at all times				
Name	Student Number	Department	College	Traveller's Mobile Number
Email Address (both University and personal/work)				
Address whilst on placement				
Host Organisation Name				
Next of kin contact one (name, home and mobile numbers)		Next of kin contact two (name, home and mobile numbers)		
University Single Point of Contact	+44 2920 41 XXXX +44 2920 LLANDAFF RECEPTION +44 CYNCOED		Other University Contacts (Placement Tutor)	
Destination emergency contact one (include name, job title, and all contact information)	This could be your supervisor at your host organisation		Destination emergency contact two (include name, job title, and all contact information)	Please complete if possible

International Placements			
Overseas Emergency Services: <i>details available from www.drum-cussac.net (you will need to create an account if you do not already have one) Country Travel Advice</i>	Fire		Home Nation Embassy (address, tel. and email)
	Ambulance		
	Police		
Nearest Medical Help at Destination (medical centre or hospital address)			Insurance details

Guidance on Risk Assessment

RISK LEVEL		Likelihood of Occurrence			
		Very Unlikely Little or no chance of occurrence	Unlikely A rare combination of factors would be required for an incident to result.	Possible Not certain to happen but an additional factor may result in an accident	Probable More likely to occur than not
Hazard Severity	Minor No or minor injury (first aid)	CARE	CARE	CARE	CAUTION
	Moderate Off-site medical treatment or day away from work	CARE	CARE	CAUTION	ALERT
	Serious More than one day away from work, long-term absence	CARE	CAUTION	ALERT	STOP!
	Major Permanent disability or harm, fatality	CAUTION	ALERT	STOP!	STOP!

CARE	Minor harm possible, serious harm very unlikely to occur; implement controls and ensure care is taken when performing activity.
CAUTION	Minor harm probable, major harm unlikely to occur; follow all control measures, increased level of competence required and ongoing self-assessment of risks identified.
ALERT	Moderate degree of harm probable but major harm unlikely; critically assess the risks and appropriate controls. Specific competence required and ongoing assessment of risks by individual and/or supervisor.
STOP!	Serious or major harm will probably occur; stop the activity and critically assess the risks, review safety aspects of activity and implement further, appropriate controls.

Risk Assessment

Location(s): (where will your placement take place)		Description of placement: (to include enough information to establish the foreseeable hazards)			
<p>Please include: The city and country (and highlight if this is your home country) Also identify if you have/haven't travelled to this country before</p>		<p>You should include details of your international placement in this box in order for the approver to have sufficient information about your placement. The approver will often be a member of staff from your department and as such may not have detailed information about your placement which is why you must complete this section as comprehensively as possible.</p> <p>Information which you should consider including is;</p> <ul style="list-style-type: none"> - Your placement organization and the type of work they do (eg. Charity supporting homelessness, insurance, marketing, think tank etc) - Your specific role and the duties you will be undertaking - The type of office you will be working in and if your role will involve frequent travel or lone working - The stakeholders you will be working with regularly and if any of those are children, young people or vulnerable adults - If working in a non-office environment (eg lab, prison or other) further details of any specialist equipment or safety measures which are in place 			
Hazards (things with the potential to cause harm) Refer to the Risk Identification Tool	Those at risk (people who could be harmed)	How could they be harmed? (nature of injuries, damage that could result)	Uncontrolled risk level (level of risk without control) See guidance above	Required controls (how the risk can be removed or reduced) – Add / delete as necessary	Controlled risk level (level of risk remaining when controls are in place)
Work Factors	Myself	<p>Risk of accidents causing injury or fatality</p> <p>Work specific risks depending on nature of the role</p>	<p>Care /</p> <p>Caution /</p> <p>Alert /</p> <p>Stop</p> <p>[Delete as necessary]</p>	<ul style="list-style-type: none"> • consider any training which you will need to undertake either before or at the beginning of your placement • Identify if you will be working with children/vulnerable adults/other vulnerable groups and the control measures your organisation have in place • Ensure you know your organisations lone/remote working policy • Use protective clothing/headgear if working in a dangerous environment or using potentially hazardous equipment • Identify the controls related to your specific country 	<p>Care /</p> <p>Caution /</p> <p>Alert /</p> <p>Stop</p> <p>[Delete as necessary]</p>

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Transport and Travel	Myself	Risks of accidents causing injury or fatality Risk of theft.	Care / Caution / Alert / Stop [Delete as necessary]	<ul style="list-style-type: none"> • <i>Check and adhere to FCO travel advice.</i> • <i>Use the safest possible transport available.</i> • <i>Use reputable taxi companies which must be fitted with seatbelts.</i> • <i>Keep luggage close and monitored at all times. Only store luggage in appropriately locked facilities.</i> • <i>Take electronic copies or photocopies of passport and any other documents.</i> • <i>Remain vigilant when commuting in cities and using underground/metros especially late at night and if travelling alone</i> 	Care / Caution / Alert / Stop [Delete as necessary]
Health Risks and Medical Infrastructure	Myself	Consider food, drink (including clean water), environment (weather, natural disasters, etc.), immunizations, allergies. Possible Lack of availability of necessary medication for known medical problems.	Care / Caution / Alert / Stop [Delete as necessary]	<ul style="list-style-type: none"> • <i>Keep emergency services contact details to hand / saved on mobile.</i> • <i>Undertake all required immunizations prior to departure.</i> • <i>Know how to source medication, or take sufficient quantities for the duration of stay.</i> • <i>Be sure that medical insurance is fully in place before departure</i> • <i>Register with local GP</i> 	Care / Caution / Alert / Stop [Delete as necessary]
Accommodation	Myself	Risk of theft and exposure to aggressive behaviour. Risk of ill health due to unsafe living conditions.	Care / Caution / Alert / Stop [Delete as necessary]	<ul style="list-style-type: none"> • <i>Use reputable accommodation and follow FCO and university guidance.</i> • <i>Use available secure storage facilities for valuable items.</i> • <i>Familiarise myself with emergency evacuation procedures and routes of evacuation upon arrival at my accommodation.</i> • <i>Confirm accommodation security is in place as necessary – locks on doors?</i> • <i>Take out any necessary accommodation insurance.</i> • <i>Be mindful of council tax if living with other professionals</i> • <i>(DSU househunting guide)</i> 	Care / Caution / Alert / Stop [Delete as necessary]

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Location	Myself	Location-specific issues	Care / Caution / Alert / Stop [Delete as necessary]	<ul style="list-style-type: none"> • Be aware of city specific risks – nice area? Familiar with it? • Be aware of risks associated with placements where you are working in a rural/remote location • Country specific issues (eg laws and customs) • See FCO guidance and sign up for alerts from Drum Cussac 	Care / Caution / Alert / Stop [Delete as necessary]
Individual Factors	Myself	<i>Individual health / mental health factors, which could be exacerbated by loneliness, culture shock, etc.</i> <ul style="list-style-type: none"> • 	Care / Caution / Alert / Stop [Delete as necessary]	<ul style="list-style-type: none"> • Remote support in place from UK health services / University services, where applicable. • Placement organized with other students to mitigate loneliness / culture shock. • Aware of medical care available in host country and near vicinity to location. • Keep emergency services contact details to hand / saved on mobile 	Care / Caution / Alert / Stop [Delete as necessary]
Communications Infrastructure	Myself	Inability to contact or be contacted in an emergency, potentially increasing severity of other risks	Care / Caution / Alert / Stop [Delete as necessary]	<ul style="list-style-type: none"> • Be aware of any known areas of poor service availability – inform others of plans if intend to travel to such areas. • Keep emergency services contact details to hand / saved on mobile 	Care / Caution / Alert / Stop [Delete as necessary]

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Other	Myself	<i>Any other relevant risks or hazards you have identified</i> <ul style="list-style-type: none"> • 	Care / Caution / Alert / Stop [Delete as necessary]	<ul style="list-style-type: none"> • <i>Anything else in relation to your placement?</i> 	Care / Caution / Alert / Stop [Delete as necessary]

Please only complete following advice from FCO and Drum Cussac

FCO and Drum Cussac Location Rating (See https://www.gov.uk/foreign-travel-advice and www.drum-cussac.net)	High		Medium		Low	
Date FCO information accessed:						

High	If the FCO advice is against all travel or all but essential travel, or the University rating derived from Drum Cussac is high, <i>or</i> any single risk associated with the activity cannot be mitigated to an acceptable level
Medium	If the FCO advice is follow FCO advice, or the University rating derived from Drum Cussac is medium, <i>or</i> any single risk associated with the activity is above that which may exist in the UK, but controls can be anticipated which will sufficiently mitigate the risk
Low	If the FCO advice is no specific travel restrictions, or the University rating derived from Drum Cussac is low, <i>and</i> all risks can be controlled or eliminated to a level equivalent to that existing in the UK