

**Hull University Business School**  
**Student Health, Safety and Travel Risk Assessment**  
**Instructions for completion**

The Student Health, Safety and Travel risk assessment form is for completion by students who are undertaking independent activities that are deemed to require a student assessment of risk. These independent activities include:

- Studying overseas on a summer school, international year or student exchange
- Doing a professional experience year in the UK or overseas
- Undertaking independently organised field work in the UK or overseas
- Independently organised company visits
- Visiting local schools as part of the School's widening participation programme
- Conferences, exhibitions or trade fairs
- Other (if activity does not come under any of the above options)

In undertaking any such independent activities students should consider the risks involved. Some of these may be practical issues, some personal and some study related issues. Please complete the form and supply any sources of evidence which you have used in your assessment of the risks. The categories provided are not exhaustive and you are expected to add to them if you identify that your activity entails further risks. You should submit your form to the relevant support office. Approval to undertake the activity must be granted prior to commencement of the activity. You should also read the School's Health, Safety and Travel Guidelines.

The form is split into two sections. In Part A - Personal and Activity details, you should complete all boxes providing as many details as possible. If any statements do not apply to your situation, please enter the comment "not applicable". Please do not leave any sections blank. In Part B - Risk Assessment, you should follow the guidance below.

**Column 1 – Possible risks:** The first column of the table lists possible risks that could be associated with your planned activity. They are split into those that could apply to all activities and those that could apply to overseas activities only. Students undertaking overseas activities should contact the School's International Relations Office for specific in-country risk assessment documentation, which will advise you of any specific risks associated with the country you are planning on travelling to. You should add any additional risks at the end of the column.

**Column 2: Risk relevant to activity (y/n):** Here you should indicate whether the risk list is relevant to your activity.

**Column 3: Actions and mitigating factors:** If you have marked a risk as relevant in the 2<sup>nd</sup> column, please identify what actions have been taken or will be taken to minimise the risk identified. Examples of what you might put are provided in the sample completed table provided below.

**Column 4: Rating:** Specify whether you consider the risk to be either high, medium or low depending on how big an impact it could have on your ability to complete the activity or on your personal safety and how likely the risk is to occur. Examples of completed forms are provided below.

## EXAMPLE 1: COMPULSORY AND NON COMPULSORY STUDY ABROAD STUDENTS

### Part A – Personal and activity details

**Student name and number:**

*Mr Ernest Xavier Ample, 200912345*

**Programme of study:**

*Combined Studies*

In support of my degree programme I have chosen to undertake the activity outlined below:

**Start date:** *1st September 2010*

**Finish date:** *31<sup>st</sup> July 2011*

**Type of activity to be undertaken:**

*Living in Germany and attending lectures, tutorials and seminars as a student at Potsdam University and working as a British Council Teaching in Spain at a primary school plus additional summer studies in France as part of a compulsory Year. No high risk field work is planned as part of the programme of study.*

**Country/location of activity (including full address):**

*Lyon University, France*

*Spanish Primary School, Spain*

*Disneyland Paris working for summer 2010 and 2011*

**Name and contact details of contact person (if known at this stage):**

*Germany [Potsdam@germany.de](mailto:Potsdam@germany.de)*

*School [Iamateacher@inspain](mailto:Iamateacher@inspain) and [Britishcouncil@london.edu](mailto:Britishcouncil@london.edu)*

*Disneyland@paris.fr*

**Means of travelling to the location of activity: e.g. flight, train, car etc...**

*Taxi to Humberside airport, flight to Amsterdam and flights to airports, train and taxi to accommodation.*

**Contact telephone number whilst away:**

*07777 123456*

**Contact in case of emergency:**

**Name:** *Mr Thomas Xavier*

**Relationship to student:** *Parent*

**Contact number:** *01234 567890*

## Part B – Risk assessment

Possible risks	Risk relevant to activity (y/n)	Actions that have been taken/will be taken to minimise the risk.	Rating (High, Medium or Low)
<b>All activities:</b>			
Costs of activity (e.g. accommodation, travel, insurance, living etc) being unaffordable	Y	Full costings done prior to departure. Student loan, erasmus grant and parents financing Credit card obtained as back up.	Low
Taking part in high risk organised activities	N		
Unsafe travel to activity location and around local area	Y	Travel to booked or will be booked through travel agent. Registered taxis or will use pick up service	Low
Failure to obtain necessary work visa/permits	Y	Necessary documentation obtained prior to departure or on location if required	Low
Failure to obtain necessary insurance (health, work requirements and belongings)	Y	Full insurance taken out. (EHIC card obtained	Low
Failure to take into account and adapt to a different culture (corporate, national etc)	Y	Research undertaken on culture of all locations . Contact Hull University if have any concerns.	Medium
Being the victim of crime	Y	Aware of the risks of street crime, including bag snatching and will keep my personal belongings close when travelling around. Avoid street gatherings and public demonstrations. Photocopy of passport taken in case stolen. Belongings insured.	Medium
Drinking excessive alcohol/taking drugs	N		
Having unsafe or poorly located living/working/studying accommodation (give full details of the type of accommodation and how this was arranged).	Y	Staying in University owned accommodation, arranged by Nanyang University.	Low
Being involved in an accident and/or first aid emergency	Y	Emergency contact details held. Full health insurance obtained.	Medium
Suffering from stress	Y	Trip fully researched and planned. Contact points known at all destinations and Hull University if have problems.	Medium
Suffering from food poisoning	Y	Avoid eating from street stalls and small cafes.	Medium
Suffering from allergies	N		

<b>Overseas activities: Visit <a href="http://www.fco.gov.uk">www.fco.gov.uk</a> and <a href="http://www.control-risks.com/">http://www.control-risks.com/</a> for travel advice and read the Health, Safety and Travel Guidelines.)</b>			
Contracting diseases/illness from country visited	<i>N</i>	<i>Use mosquito repellent. Full insurance obtained.</i>	<i>Low</i>
Failure to meet necessary health requirements to enter country (give full details)	<i>Y</i>	<i>Ensure have no signs of swine flu before travelling.</i>	<i>Low</i>
Being involved in a natural disaster	<i>N</i>		
Being involved in an outbreak of political instability	<i>N</i>		
Having language/communication difficulties	<i>N</i>		
Drinking unclean water	<i>N</i>		
Becoming unwell due to the climate	<i>Y</i>	<i>Dress appropriately for the high temperatures, high humidity and smoke haze &amp; make sure don't over exert self.</i>	<i>Medium</i>
<b>Other possible risks (please list below):</b>			

I confirm that I have made adequate arrangements to ensure my safety whilst undertaking this activity, I have read the School's Health, Safety and Travel Guidelines & I agree to uphold the School's Professional Principles at all times.

**Student signature:** *E X Ample*\_\_\_\_\_

**Date:** *05/03/10*\_\_\_\_\_

I have reviewed the content of this form and approve the proposed activity.

**Staff signature:** *A N Other*\_\_\_\_\_

**Date:** *08/03/10*\_\_\_\_\_

