Risk Assessment: Overseas Placement (C-19)

**Please provide a copy of this Risk Assessment Form and Traveller Contact Details for the student to take with them.**

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| **DATE COMPLETED:** |  |

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| **STUDENT DETAILS** |
| **Name of Traveller:** |
| **Student Number:** |
| **Nationality:** |
| **Country of residence:** |
| **Traveller’s Mobile Phone Number (being taken on the trip):** |
| **School/Professional Service Contact Name and Phone Number:** |

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| **DESTINATION RISKS** | |
| **Areas to be visited (include countries, cities and regions):** | |
| **Please confirm that the student will be able to return to their country of residence should they wish to based on guidance provided by the Foreign and Commonwealth Office (FCO) or other similar body (**[**https://www.gov.uk/foreign-travel-advice**](https://www.gov.uk/foreign-travel-advice)**)** |  |
| *All information correct at time of completion. Information taken from the FCO -* [*https://www.gov.uk/foreign-travel- advice*](https://www.gov.uk/foreign-travel-%20%20advice) *and Drum Cussac -* [*https://www.drum-cussac.net*](https://www.drum-cussac.net)  **Overall Drum Cussac Risk Rating:**  **Risks:**  **Advice:** | |

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| **RISK ASSESSMENT APPROVAL (To be completed by student)** | | |
| **I confirm that I have registered myself on the Drum Cussac GlobalRisk App and have read and understood the attached guidance on it -** [**https://www.lboro.ac.uk/media/wwwlboroacuk/external/content/services/careersandemployabilitycentre/downloads/Drum%20Cussac.pdf**](https://www.lboro.ac.uk/media/wwwlboroacuk/external/content/services/careersandemployabilitycentre/downloads/Drum%20Cussac.pdf) | |  |
| **I confirm that I will follow the advice given above in the ‘Destination Risks’ section, will continue to review the alerts provided by Drum Cussac and follow the related advice and will alert the University if the overall risk rating changes to 3 or higher.** | |  |
| **I confirm that I have established after consultation with my employer that I could not reasonably undertake this overseas activity without the need for travel e.g remote working or postponing my placement.** | |  |
| **I confirm that the University has advised me to secure my own medical insurance in line with that advised by the Foreign and Commonwealth Office (FCO) or similar appropriate governmental body and been made aware of the current lack of insurance cover available to consumers for COVID-19 (Coronavirus) related claims.** | |  |
| **I acknowledge that I undertake the foreign work placement programme and related travel at my own risk in the context of prevailing FCO guidance and I am solely responsible for any costs arising from such travel. I acknowledge that Loughborough University does not have any responsibility for any future claim by myself, representatives, family (etc.) for any losses of any nature arising from my decision to undertake the work placement and related travel.** | | |
| **Signed:** | | |
| **Approver’s name:** | **Date:** | |

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| **RISK ASSESSMENT APPROVAL (To be completed by Nominated School Staff Member)** | |
| **Signed:** | |
| **Approver’s name:** | **Date:** |

**Additional Information for Placements Staff**

**Please note the Risk Assessment Approval should be carried out by a nominated competent member of School staff e.g. Placement Officer.**

**If you require any support with completing this form, please contact the Placements Governance Manager (**[**c.cole2@lboro.ac.uk**](mailto:c.cole2@lboro.ac.uk)**), Insurance Support (**[**insurancesupport@lboro.ac.uk**](mailto:insurancesupport@lboro.ac.uk)**) and/or Health & Safety Team (**[**hse@lboro.ac.uk**](mailto:hse@lboro.ac.uk)**).**

Traveller Contact Details

In the event of any emergency please use the information below to contact your placement team (or security if out of hours). Dependent on the situation you may also wish to contact your local Embassy as well as your insurer.

# Please take this document with you. Placement Office

**University working hours:** Loughborough University Placement Office Telephone: ......................................................................................

Email: ......................................................................................

# British (or Your Home Country) Embassy Assistance

Note the Embassy for your home country that is nearest to your destination: Embassy worldwide <http://www.embassy-worldwide.com/>

Telephone: ......................................................................................

Email: ......................................................................................

**Outside of normal University working hours: Contact the LU Security Office who hold a list of emergency contacts on: +44 (0)1509 222141 or** [**gatehouse@lboro.ac.uk**](mailto:gatehouse@lboro.ac.uk)