

GoGlobal Fund Risk Assessment Agreement

Dear student

All students in receipt of GoGlobal funds must complete and submit this form before their funds are released. We appreciate your commitment and diligence in this matter as risk assessment is an integral part of organising international mobility projects. Sheffield Hallam University is committed to ensuring a positive experience for students whilst on international projects, and this includes making sure our students consider effective arrangements for managing health and safety.

Please use the guidance notes on pages 3-7 to complete the risk-assessment form on page 2. Consider the details of your project and personal factors. You may have to liaise with your host for further enquiries.

As part of the approval process, please complete and upload this risk-assessment form to Unihub. Funding payments will be withheld until this has been completed.

Yours sincerely

Seoirse McKinney
International Experience Adviser
Sheffield Hallam University

SHU GoGlobal Risk Assessment Guidance

Organising your own international mobility project can be fun and rewarding. Sourcing suppliers, booking travel and organising logistics are all part and parcel of the experience. Risk assessment is a step that tends to be overlooked but that we feel is integral to the process.

Individual applicants for GoGlobal funding are required to complete a risk assessment after your award has been approved and before any funds are paid. Please consider the risk factors below and use this document as a guide to complete the risk-assessment form. Research your project carefully; you may have to contact your provider to help with some of the issues.

TRAVEL AND TRANSPORT FACTORS

Most of the time you will walk or use public transport to get to your project and this is considered low risk so no special measures are required. If you do have to drive for any reason this does become medium risk so you would need to ensure that you are legally able to (e.g. international driving license if necessary and appropriate insurance) and check the local road rules for the country. If using a scooter/moped take extra care and check your insurance.

When using public transport ensure you take care of your belongings and personal safety.

FACTOR	RATING PROFILE	INDICATIONS FOR RISK PROFILING	EXAMPLES OF SPECIFIC ACTIONS NECESSARY
Travel and transportation factors	High	<ul style="list-style-type: none"> ↳ Significant travel to reach placement ↳ Travel on local transport facilities known to be high risk (poor driving or vehicle safety standards). ↳ Student required to drive others, or in unfamiliar vehicles. 	<ul style="list-style-type: none"> ↳ Check on travel arrangements; discuss implications of high risk factors ↳ Consider your experience ↳ Check your insurance cover ↳ Consider reducing risks by ensuring you are accompanied where practicable ↳ Specify departure and arrival times with a friend, family or colleague
	Medium	<ul style="list-style-type: none"> ↳ Night travel ↳ Long daily commute ↳ Student required to drive unfamiliar vehicle in reasonable conditions 	<ul style="list-style-type: none"> ↳ Check on travel arrangements; discuss implications of medium risk factors ↳ Consider your experience ↳ Check your insurance cover
	Low	<ul style="list-style-type: none"> ↳ No significant travel ↳ Comfortable daily commute ↳ No driving required 	<ul style="list-style-type: none"> ↳ No special measures

LOCATION AND/OR REGIONAL FACTORS

The risk involved is determined by the location of your project. All projects outside of the UK are considered to be medium or high risk. The EU, North American and Australasia are considered medium risk whilst the rest of the world is considered high risk. Ensure you have checked the FCO website for relevant countries, keep abreast of political and civil demonstrations and activities in the news and ensure that you stay away from public

demonstrations. At these times it is wise to ensure that you have signed up to travel alerts from www.fco.gov.uk.

Consider the religious and cultural environment of the country and wear appropriate clothing if necessary and understand drug and alcohol laws and recriminations.

Also consider communication (internet and phone) and how reliable the connection is and alternative methods of communication with your family and friends and the University.

FACTOR	RATING PROFILE	INDICATIONS OF RISK PROFILING	EXAMPLES OF SPECIFIC ACTIONS NECESSARY
Location and/or region factor	High	<ul style="list-style-type: none"> ↳ Significant risk of civil disorder, crime or similar danger (e.g. placement in war zones, countries where the Foreign and Commonwealth Office (FCO) advises against travel) ↳ Unavoidable lone or remote working in proximity to significant risk (e.g. volunteering in a refugee camp) ↳ Medical and rescue services not available quickly or locally ↳ Means of communications likely to be difficult or compromised 	<ul style="list-style-type: none"> ↳ Check FCO restrictions and recommendations ↳ Consult guides on appropriate behaviour, clothing etc ↳ Attend all orientation programmes and information sessions provided by host ↳ Sign up to FCO travel alerts
	Medium	<ul style="list-style-type: none"> ↳ Higher than normal risk of civil disorder, crime or comparable danger ↳ Delays likely in communicating with tutors and other contacts ↳ Projects abroad in areas identified as low risk by the FCO 	<ul style="list-style-type: none"> ↳ Check FCO restrictions and recommendations ↳ Attend orientation programmes and information sessions provided by host ↳ Sign up to FCO travel alerts
	Low	<ul style="list-style-type: none"> ↳ Projects with no significant local risks 	<ul style="list-style-type: none"> ↳ No special measures

GENERAL/ENVIRONMENTAL FACTORS

Check for any required and advisory inoculations and vaccinations (e.g. malaria, yellow fever) and visit your doctor before departure. If you will be living in a tropical/hot/cold environment ensure that you have adequate clothing, insect repellent and sunscreen if necessary. It is also advisable to take a travel first aid kit with you. Take plenty of water if you are in a hot environment (this can include areas of France/Spain/Italy as well as South America, Asia and Oceania).

If you have asthma, food or pollen allergies research if your location will increase your risk of having a reaction.

FACTOR	RATING PROFILE	INDICATIONS FOR RISK	EXAMPLES OF SPECIFIC ACTIONS NECESSARY
General / environmental health factors	High	<ul style="list-style-type: none"> ↳ Regional/local health risks require mandatory and specific health protection measures e.g. inoculations ↳ Very hot or strenuous working conditions (e.g. exposure to the sun) ↳ Very cold working conditions (e.g. catering work in a food cold storage/cook chill or freeze facility) 	<ul style="list-style-type: none"> ↳ Consult with your GP re. inoculations and other preparations ↳ Take appropriate clothing/sun screen
	Medium	<ul style="list-style-type: none"> ↳ Regional/local conditions require some precautionary measures, e.g. optional inoculations against diseases; medical travel kit is a sensible precaution 	<ul style="list-style-type: none"> ↳ Consult with your GP for advice re. inoculations and other preparations
	Low	<ul style="list-style-type: none"> ↳ No significant environmental health risk 	<ul style="list-style-type: none"> ↳ No special measures

INDIVIDUAL STUDENT FACTORS

This relates to any individual factors you may have such as linguistic ability to host language or physical injuries which may affect your ability to participate or may require reasonable adjustments by your host.

If you have any allergies such as bees stings or certain antibiotics ensure that your host is informed in writing so that they can take any necessary action.

You do not have to declare factors such as mental health, dyslexia or dyspraxia to your host (or to anyone else) unless you choose to or if you think you may need extra time or support. In which case this would be considered a reasonable adjustment and would not affect your ability to undertake your project.

FACTOR	RATING PROFILE	INDICATIONS OF RISK PROFILING	EXAMPLES OF SPECIFIC ACTIONS NECESSARY
Individual student factors (including cultural preparation)	High	<ul style="list-style-type: none"> ↳ The student has personal factors (e.g. health, disability, linguistic or cultural) which may increase the risk of illness or accident even following adjustments ↳ The student has personal factors which may require specific adjustments of support if living away from home, or makes them susceptible to episodes of illness ↳ The students' knowledge and understanding of the cultural customs and differences is low 	<ul style="list-style-type: none"> ↳ Think about how you will eliminate or reduce potential risks where possible ↳ Engage with your GP or other support professionals to develop reasonable adjustments in good time prior to your placement ↳ Attend pre-departure briefings, research cultural differences and customs, attend any orientation programmes.
	Medium	<ul style="list-style-type: none"> ↳ The student has personal factors likely to cause episodes of illness or require specific support 	<ul style="list-style-type: none"> ↳ Engage with GP or other support professionals to develop reasonable adjustments in good time ↳ Attend pre-departure briefings, research cultural differences and customs, attend orientation programmes at host
	Low	<ul style="list-style-type: none"> ↳ The student has no personal factors likely to cause episodes of illness or require specific support ↳ Student has relevant knowledge and understanding of the cultural customs and differences 	<ul style="list-style-type: none"> ↳ Attend pre-departure briefings, research cultural differences and customs, attend orientation programmes

INSURANCE

All students attending a Study Abroad placement must take out adequate health and travel insurance for the entirety of their time overseas. Many institutions outside of Europe (in particular but not exclusively institutions in North America) make it compulsory for you to take out their own health insurance policy – factor this into your research and check if it covers you for your time travelling to and from your project.

You will be required by the University to provide details of your insurance policy before you depart.

FACTOR	RATING PROFILE	INDICATION OF RISK PROFILING	EXAMPLES OF SPECIFIC ACTIONS NECESSARY
Insurance limitations	High	<ul style="list-style-type: none"> ↳ Locations, activities and/or circumstances that are excluded from the HEI's travel and other insurance cover ↳ Countries where the host institutions' insurance does not cover the student for travel to and from home country ↳ Insurance policy required by host institution does not cover a pre-existing health condition 	<ul style="list-style-type: none"> ↳ If locations, activities, pre-existing health conditions and/or circumstance are excluded from the HEI's travel and other insurance cover, enquire with host institution if alternative, comparable insurance cover would be permitted as a substitute - if allowed get written confirmation that this is permitted ↳ Additional insurance to cover travel to and from project may be required
	Medium	<ul style="list-style-type: none"> ↳ Locations, activities and/or circumstances that require prior acceptance from the insurance provider before cover 	<ul style="list-style-type: none"> ↳ If locations, activities and/or circumstances require prior acceptance from the insurance provider ensure notification and acceptance is given.
	Low	<ul style="list-style-type: none"> ↳ Locations, activities and/or circumstances automatically including in the insurance cover 	<ul style="list-style-type: none"> ↳ No special measures