



Covid-19 Response- Risk Assessment: Stage 1

To be completed by students eligible to travel abroad in 2021/22

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Risk Assessment Guidance and Criteria - *please read thoroughly before completing risk assessment*

Please read this section carefully before deciding whether to proceed to complete the risk assessment.

All University of Edinburgh students intending to travel overseas for work, research, or study related activities must complete the two-stage SWAY risk assessment process and obtain explicit approval to travel from the SWAY team. **Please read the guidance on the first three pages of this document carefully and check that you meet all the criteria before deciding whether to proceed with completing the risk assessment.**

Approval to travel will be linked to:

- Your host institution or organisation's ability to accept you in person
- Your ability to meet any visa/entry requirements for your host country
- Completion of a robust risk assessment process, and final approval from SWAY

Any student who disregards advice and travels without explicit approval from SWAY:

- Will not receive academic credit for their activity (which will impact progression upon return to Edinburgh)
- Will not be eligible for an Erasmus+ grant (if applicable)
- Will not be covered by University of Edinburgh Insurance

In the event any of these criteria change after the approval of this risk assessment and before you have travelled, the SWAY service may retract your approval to travel. If this is the case, upcoming travel to your destination would no longer be endorsed.

University position on travel in 21/22

As the Covid-19 pandemic continues to spread globally, with travel restrictions being implemented with little or no notice, the University must balance this carefully against the risk and feasibility of international travel during the outbreak.

The University Executive has agreed that students on both mandatory and optional study/work placements overseas can be considered for travel in 2021/22, subject to meeting a number of conditions.

Conditions of approval to travel:

Full approval criteria are outlined in the table below. **Please read these carefully and check that you meet all of the criteria before deciding whether to proceed with completing the risk assessment.**

	If your overseas activity forms a <u>mandatory or optional</u> element of your degree programme:
Countries to which the FCDO advises against all but essential travel:	<p>Your activity would be classed as 'essential travel' under the University's travel insurance policy. This means it may still be able to go ahead, even if it is due to take place in a country to which the Foreign, Commonwealth & Development Office (FCDO) advises against all but essential travel. Approval to travel would be subject to:</p> <ul style="list-style-type: none">• Your host institution's ability to accept you in person• Your ability to meet any visa/entry requirements for your host country• Completion of a robust risk assessment process, and final approval from SWAY

Risk assessment form - *to be completed by student*

Please only complete this risk assessment form if you are confident you meet all of the criteria outlined in the guidance above.
Please note this risk assessment must be completed electronically (handwritten forms will not be accepted).

1. Personal Details:	
Name:	
Student number:	
Degree programme:	
Student Nationality:	
Country to be visited:	
Type of activity to be undertaken:	Choose an item.
Is your activity a mandatory or optional part of your degree programme?	Choose an item.
Country of departure:	
Name of host institution/organisation:	
City/town of host institution/organisation: <i>If you will be travelling to multiple cities as part of your planned activity (not for holiday/recreational purposes), please state all planned destinations</i>	
Dates of activity (dd/mm/yyyy format):	From: To:

<p>Please state the first and last date of your activity. You must provide accurate dates so that the SWAY team can ensure you have not travelled against FCDO guidance (optional students)</p>	
<p>Approximate Travel dates (dd/mm/yyyy format): You should travel to and from your host country as close to your activity start and end date as possible. The University's travel insurance provides cover for your travel tickets, and general cover whilst your University-approved activity occurs. The insurers can cover you in your host country two weeks maximum either side of your activity start and end date, to allow you to adjust to your host country. Any personal time you take before or after your activity will not be covered by insurance if this is longer than the two-week adjustment period. In this case, students would be advised to get personal travel insurance for this time.</p>	<p>From: _____ To: _____</p>

2. FCDO advice for travel and residence in your host country/region:

<p>Please paste the link to the FCDO travel advice page for your host country:</p>	
<p>What is the current FCDO travel advice for your host country?</p>	<p>Choose an item.</p>

3. Lockdown / state of emergency in your host country/region

Please note students can travel to countries in a state of emergency or on national lockdown, however students should complete this section for their awareness.

<p>Please paste the link to the 'Coronavirus' section of the FCDO travel advice for your host country:</p>	
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According to the 'Coronavirus' section of the FCDO travel advice for your host country, is your host country and/or region currently in lockdown and/or a state of emergency?	Choose an item.
Please give full details:	

4. Visa/entry requirements for your host country	
Please paste the link to the 'Entry requirements' section of the FCDO travel advice for your host country:	
Please detail any <u>specific</u> entry requirements in place for your host country in response to the Coronavirus pandemic: <i>(Note you may have to also check information provided directly by the host country)</i>	
Please detail the <u>regular</u> entry requirements for your host country:	
Will you have any problems in meeting any of the above entry requirements? <i>(Please note that there may be different entry requirements in place for different passport holders.)</i>	
If you answered 'yes' to the above, please provide details:	
Would you be required to stop over in another country as part of your journey to your host country? If yes, please state if you can meet the entry/covid-19 requirements of this country?	

<p>Please detail any work/ research permits you need (if undertaking a work or research placement) and state if you will have issues securing this:</p>	
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<h3 style="color: #4F81BD;">5. Activity Assessment</h3>	
<p>Please give a brief description of the overseas activity you are planning to undertake:</p>	
<p>Please give details of the health and safety induction training/tasks your host organisation/institution has implemented for new staff/students</p>	
<p>Please give details of any risk assessments your host organisation has carried out on work/study practices in light of covid-19</p>	
<p>Please detail the updated work/study practices your host organisation/institution has put in place in light of the Covid-19 pandemic <i>(i.e. social distancing, strict hygiene procedures, etc):</i></p>	
<p>Please give details of the process you should follow to inform your host organisation/institution of them of any illness? <i>(Note that you should also inform the University of Edinburgh)</i></p>	
<p>Please give details of any aspects of your work/study/research that may give rise to significant hazards <i>(i.e. hazards beyond those involved in general office work/university study)</i></p>	

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6. Academic contingency plan:

In order to gain approval to travel in 2021/22, your School must have a contingency plan in place that will allow you to meet the academic requirements of your degree programme in the event that your overseas activity cannot go ahead or is disrupted part-way through.

You must discuss and confirm a contingency plan with your School Exchange Coordinator* or Placement Coordinator before completing this section.

*You can find a list of School Exchange Coordinators here: <https://www.ed.ac.uk/global/exchanges/contacts-support/exchange-coordinators>

Due to the uncertain nature of the Covid-19 outbreak and the potential for government advice, travel arrangements and study/work placements to change at short notice, approval for travel will not be granted unless a suitable contingency plan can be identified.

Please outline in detail how you will meet the requirements of your degree programme if your overseas activity cannot go ahead.
(Please provide links to relevant information, or course titles/codes where necessary.)

Name of Exchange / Placement Coordinator who put in place above plan:

Email address of above Exchange / Placement Coordinator:

7. FCDO travel and residency advice:

Please carefully read the country-specific advice for your destination on the FCDO's travel advice website (<https://www.gov.uk/foreign-travel-advice>) and list the specific advice given for each of the following areas:

Area of concern:	Advice provided by the FCDO for your country regarding this area of concern:	Measures you will take to mitigate the risks involved in this area:
Entry requirements:		
Safety and security:		
Terrorism:		
Local laws and customs:		
Health:		
Natural disasters:		
Money		

8. Coronavirus restrictions

a. Current Coronavirus restrictions in your host country

Even if they are not in an official lockdown or state of emergency, most countries around the world have imposed some level of restrictions aimed at curbing the spread of Coronavirus. These are likely to include restrictions on travel, shopping and meeting other people (amongst others) and have the potential to affect your overall experience abroad and/or have an impact on your mental health.

Please look at the 'Coronavirus' section of the FCDO travel advice for your host country, and outline the Coronavirus measure currently in place for your destination, and what steps you will take/coping mechanisms you will implement to try and mitigate the impact these may have on your overall experience and wellbeing:

<u>Type of restriction:</u>	<u>Overview of restrictions in place:</u>	<u>Steps you will take to mitigate the impact of these on your overseas experience and wellbeing:</u>
Travel		
Public spaces and services		
Healthcare		
Other		

b. Potential Coronavirus restrictions in your host country

Even if your host country doesn't currently have any Coronavirus restrictions in place, or if the ones they do have are not very strict, it is possible that further measures could be introduced at short notice once you have arrived at your destination.

Students who have been in this situation in the past have often found it challenging to adapt to the new measures (especially stricter ones), both academically and in terms of their mental health. This has often greatly affected their overall experience of the time abroad, as was not the one they had been expecting.

Please read through the potential restrictions below that could be implemented in your host country after you arrive (these have all happened in the past), and outline the steps you would take to mitigate the impact of these on your overall experience and wellbeing.

<u>Type of restriction:</u>	<u>Steps you could take to mitigate the impact of these on your overseas experience and wellbeing:</u>
<p>Unable to leave home except for essential purposes (e.g. to buy food/medicine) and inability to exercise <i>(Think about the particular challenges of this happening if you will be living in student accommodation/a flatshare with people you don't know / you are struggling with the local language)</i></p>	
<p>Host university/work organisation closes its physical spaces and requires you to study/work from home 100% of the time <i>(Think about how you will integrate with classmates/colleagues, seek support virtually, or immerse yourself in the local language/culture if applicable)</i></p>	
<p>Host country announces closure of its borders and you are unable/don't feel it is safe to travel home in time <i>Think about:</i></p> <ul style="list-style-type: none"> • <i>How you would pack up your accommodation and transport/store your belongings if you had to leave at the last minute</i> • <i>Could you extend your stay in your accommodation if necessary? If not, how would you go about finding somewhere else to live?</i> 	

- How would you look after your mental health if you ended up having to stay in-country for an extended period after your activity ended?

9. Monitoring travel advice whilst abroad

Whilst abroad, you should monitor FCDO travel guidance regularly, and save important contact details for easy access in an emergency. Please complete the following sections:

Have you added the FCDO travel advice website (<https://www.gov.uk/foreign-travel-advice>) to your browser favourites?

Yes

No

If you answered 'No' to the above, please explain why:

Have you followed the FCDO on at least one social media channel?

- Facebook: @FCDOTravel
- Instagram: @travelaware
- Twitter: @FCDOtravelGovUK

Yes

No

<p>If you answered 'No' to the above, please explain why:</p>		
<p>Please list the contact details of the nearest relevant* embassy/consulate to your destination:</p> <p><i>*E.g. British Embassy/Consulate if you are a UK citizen, Canadian embassy if you are a Canadian citizen, etc</i></p>	<p>Which embassy? (e.g. British, Canadian, Spanish):</p> <p>Address:</p> <p>Phone number:</p> <p>Email address:</p>	
<p>Have you saved the University of Edinburgh 24/7 emergency contact number in your phone: <u>+44 131 650 2257 ?</u></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

10. Health abroad

This section asks you to consider certain factors concerning your physical and mental wellbeing, and how you will manage the risk associated with these whilst abroad.

The information you provide in this section will not act as a barrier to you undertaking an overseas activity; it will be used only to ensure appropriate risk mitigation strategies are put in place, and that we can provide you with further support if required.

a. Vaccinations

<p>Are there any vaccinations required to travel to your host country?</p> <p><i>You should research this at least 8 weeks before departure, using the following resources:</i></p> <ul style="list-style-type: none"> • TravelHealthPro: https://travelhealthpro.org.uk/countries • FitForTravel (NHS Scotland): https://www.fitfortravel.nhs.uk/destinations.aspx • NHS website: https://www.nhs.uk/conditions/travel-vaccinations/ 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If you answered 'Yes' to the above, please state which vaccinations are required:</p>		
<p>Please tick to confirm either of the following:</p>	<p>I confirm that I have already had OR will arrange to have the required vaccinations before travel to my host country <input type="checkbox"/></p>	<p>I confirm that no vaccinations are required to travel to my destination <input type="checkbox"/></p>
<p>Please provide an update on whether you have taken the coronavirus vaccine:</p>		
<p>b. Existing health conditions</p>		
<p>Do you have any existing medical condition, allergy or disability? <i>(This includes both physical and mental health)</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If you answered 'Yes' to the above, please provide further details on:</p> <ul style="list-style-type: none"> • The nature of your condition/allergy/disability 		

<ul style="list-style-type: none"> What contingency plans you will put in place to manage this whilst abroad <i>(E.g. coping mechanisms for mental health, access to specialised healthcare services/equipment...)</i> 		
c. Medication		
Do you currently take any medication on a regular basis (prescription or otherwise)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered 'Yes' to the above, please provide details:		
If you answered 'Yes', please outline how you plan to access this medication whilst abroad: <i>(Consider whether it is available in your host country, if it is legal to bring it with you, etc.)</i>		
d. Accessing a doctor		
Name of nearest/recommended doctor / healthcare centre in host country:		
Address of above doctor / healthcare centre:		
Please provide a link to the information on how to register with the above:		
Please tick to confirm that you will register with the above as soon as possible upon my arrival in country:	I confirm that I am required register with a doctor/healthcare centre whilst abroad, and that I will do so as soon as possible upon my arrival in country <input type="checkbox"/>	
e. Mental health coping strategies		
<p><i>Moving to a new country and getting to grips with a new workplace/university, way of life, climate or language can be unexpectedly challenging. Many students find that mental health issues (e.g. loneliness, anxiety, depression) can arise or flare up whilst abroad, even if they have never experienced these before.</i></p>		

Mental health struggles can be harder to manage when your normal coping mechanisms (such as meeting/calling a friend, visiting your family, going to your usual gym/café, attending your normal counselling sessions) are suddenly not available, and this is when you may be at risk of further issues arising.

Please list any factors specific to you and your destination that could affect your mental health whilst abroad:

These could include (but are not limited to): missing your family/friends/partner, struggling with language barrier, adapting to a different academic culture, experiencing extremes in climate, managing a different budget, struggling to make friends

Please detail which coping mechanisms you plan to put in place to help you cope with the factors you listed above:

Please include links to local resources where applicable

f. Additional support requirements

Do you require any additional support/considerations in order to be able to undertake your overseas activity?

(E.g. medical condition/disability, academic adjustments, personal situation, etc.)

Yes

No

If you answered 'Yes' to the above, please provide further details:

If you answered 'Yes', have you already discussed your requirements with someone within the University?

Yes

No

If you answered 'Yes' to the above, please detail the department/service/member of staff with which you discussed your additional support requirements:

(E.g. Disability Service, School Student Support team, the Advice Place, your Exchange Coordinator...)

Are you happy for SWAY to contact the above department/service/staff member regarding your additional requirements?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you happy for SWAY to contact your host organisation/institution regarding your additional requirements?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>*Note that we will normally contact you to discuss before reaching out to the above</i>		
g. Confirmation of fitness to travel		
I confirm that: <ul style="list-style-type: none"> • To the best of my knowledge, I am physically and mentally fit to travel, and to undertake my planned overseas activity • I understand I am responsible for any medication I may need to bring with me / obtain whilst abroad • I have declared any underlying health conditions and identified how I will mitigate any risks associated with these 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered 'No' to the above, please provide further details:		

11. Emergency Situations

a. Emergency contact person			
Please provide the contact details of an emergency contact person (who the University can contact in case you are involved in an emergency situation): <i>Your emergency contact could be a parent/guardian, family member, friend, or someone else you trust</i>			
Name of emergency contact:			
Relationship to you (e.g. parent, sibling, friend):			
Address:			
Phone number (including country code):			
Email address:			
Please confirm that you have added an emergency contact person on EUCLID, and that the details are up-to-date <i>You can do this via the following link:</i> http://www.studentsystems.is.ed.ac.uk/student/Amend_Emergency_Contacts.htm		Yes, my emergency contact person on EUCLID is up-to-date <input type="checkbox"/>	No, I have not updated my emergency contact person on EUCLID <input type="checkbox"/>
If you answered 'No' to the above, please explain why:			
Is the above contact available at all times?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered 'NO' to the above, please supply an alternative contact and contact information including relationship of this person to you.			
b. Copies of important documents			
Please confirm that you have made electronic copies of the following documents, and can easily access these in case of an emergency:			
Passport / ID card that you used to travel to your overseas activity:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Visa (if applicable):		Yes <input type="checkbox"/>	No <input type="checkbox"/> <input type="checkbox"/> N/A
c. University of Edinburgh insurance			

The policy number for the UoE insurance:	27/SZ/29225182/08 The emergency contact number is +44 (0) 1483 265696	
Please detail how you would make a claim under the UoE insurance, should you need to: <i>(Include relevant phone numbers/email addresses)</i>		
d. Lost/stolen bank cards		
Please state the number you need to call to cancel your bank card if it is lost or stolen: <i>(You should also check if you can cancel it via an app and if so ensure you have downloaded this prior to departure)</i>		
Will your bank send you a replacement card to your new address overseas, if necessary? <i>(Some banks will only send to your currently registered home address)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered 'No' to the above, please detail your contingency plan for accessing money until you receive your card:		

12. Student declaration

12. Student declaration		
I confirm that, to the best of my knowledge, the information I have provided in this document is true and accurate:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>I have read and understood the FCDO travel advice for my destination, and I am aware of the associated risks and ways in which these can be reduced to as low as is reasonably practicable:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>I understand that I will not be approved for travel until the following conditions have been met:</p> <ul style="list-style-type: none"> • SWAY have confirmed I am covered by UoE insurance • I have completed the Risk Assessment: Stage 2 and this has been signed off by SWAY 	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>I therefore understand that I should not currently make any travel/accommodation arrangements or other financial commitments relating to my overseas activity:</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>

SAMPLE