

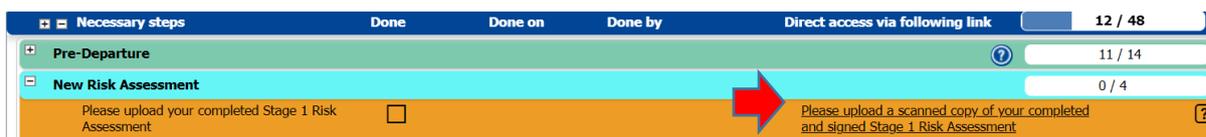
# Student Risk Assessment Guide

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## Step-by-Step Guide: Uploading Risk Assessments on Mobility Online

1. You would have received this guide in an email containing an attachment of the stage 1 risk assessment.
2. Please complete the stage 1 risk assessment.
3. Login to Mobility Online: <https://www.service4mobility.com/europe/LoginServlet>
4. Go to your student workflow and scroll to the 'NEW Risk Assessment' heading.
5. You will see a step entitled 'Please upload...your completed Stage 1 Risk Assessment'.



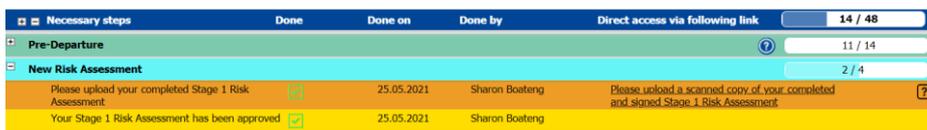
6. Upload your stage 1 risk assessment by clicking the 'Please upload a copy of your risk assessment' link.
7. Upload your stage 1 risk assessment from your computer in word or .pdf format by clicking the file field. Once you have uploaded the file, click the 'create' button to upload your risk assessment.



8. Your workflow should update to indicate that you have uploaded your stage 1 risk assessment – it will show the date you uploaded your risk assessment and your name.



9. A member of the Study and Work Away (SWAY) Team will review your risk assessment. If your stage 1 risk assessment is rejected, you will receive an email from the team indicating why (and any further steps you should take to resubmit your risk assessment). If you have been asked to resubmit your risk assessment again, you can follow steps 4 to 8 of the guidance document.
10. If the SWAY team has approved your risk assessment, you will receive an email from Mobility Online confirming as such, and Mobility Online will update your workflow to indicate this :



11. The SWAY team will contact the insurance team so that the University's travel insurance policy can cover you, and you can then book your accommodation and travel.
12. You will then be eligible to submit your stage 2 risk assessment, and you will see a step entitled 'Please upload your completed Stage 2 Risk Assessment'. You will not see this step unless your stage 1 risk assessment is approved.



13. Upload your stage 2 risk assessment by clicking the 'Please upload...copy of your risk assessment' link.

14. Upload your stage 2 risk assessment from your computer in word or .pdf format by clicking the file field. Once you have uploaded the file, click the 'create' button to upload your risk assessment.

15. Your workflow should update to indicate that you have uploaded your stage 2 risk assessment – it will show the date you uploaded your risk assessment and your name.

Necessary steps	Done	Done on	Done by	Direct access via following link	15 / 48
<b>Pre-Departure</b> <span style="float: right;">11 / 14</span>					
<b>New Risk Assessment</b> <span style="float: right;">3 / 4</span>					
Please upload your completed Stage 1 Risk Assessment	<input checked="" type="checkbox"/>	25.05.2021	Sharon Boateng	Please upload a scanned copy of your completed and signed Stage 1 Risk Assessment	<a href="#">?</a>
Your Stage 1 Risk Assessment has been approved	<input checked="" type="checkbox"/>	25.05.2021	Sharon Boateng		
Please upload your completed Stage 2 Risk Assessment	<input checked="" type="checkbox"/>	25.05.2021	Sharon Boateng	Please upload a scanned copy of your completed and signed Stage 2 Risk Assessment	<a href="#">?</a>
Your Stage 2 Risk Assessment has been approved	<input type="checkbox"/>				

16. A member of the Study and Work Away (SWAY) Team will review your risk assessment. If your stage 1 risk assessment is rejected, you will receive an email from the team indicating why (and any further steps you should take to resubmit your risk assessment). If you have been asked to resubmit your risk assessment, you can follow steps 11 to 14 of this guidance document again

17. If the SWAY team has approved your risk assessment, you will receive an email from Mobility Online confirming as such, and Mobility Online will update your workflow to indicate this :

Necessary steps	Done	Done on	Done by	Direct access via following link	14 / 48
Please upload your completed Stage 1 Risk Assessment	<input checked="" type="checkbox"/>	18.05.2021	Mhari McIntyre	Please upload a scanned copy of your completed and signed Stage 1 Risk Assessment	
Your Stage 1 Risk Assessment has been approved	<input checked="" type="checkbox"/>	18.05.2021	Mhari McIntyre		
Please upload your completed Stage 2 Risk Assessment	<input checked="" type="checkbox"/>	18.05.2021	Mhari McIntyre	Please upload a scanned copy of your completed and signed Stage 2 Risk Assessment	
Your Stage 2 Risk Assessment has been approved	<input checked="" type="checkbox"/>				

18. If after your (stage 1 or stage 2) risk assessment has been approved, travel guidance changes for your host country, the SWAY team will email you to inform you that your risk assessment has been unapproved. Please note that this would only be the case if the students' host country becomes a high-risk destination to travel to.

# General Risk Assessment Guidance

## Stage 1 Risk Assessment Guidance

Please read the guidance provided within the risk assessment and in this document carefully before you complete this. Your stage 1 risk assessment will predominately assess your activity, the safety of travelling to your host country and whether you can meet your host country's entry requirements. Only once your stage 1 risk assessment is approved by the Study and Work Away service, you would be permitted to buy your travel and accommodation. The documents provided examples of how to answer specific questions. These have been provided as a steer, so you should not plagiarise this.

### Section 1 – Personal details

Please complete these details as accurately as possible. Please note that this section asks you to confirm your country of departure. Your activity start and end dates refer to your first/last day of attendance at the host institution/ placement. Your travel dates are when you arrive and depart from your host country.

### Section 2 – FCDO advice for travel and residence in your host country/region:

To find the FCDO webpage for your host country, [click here](#).

Once you click on your host country's FCDO page, you should check if the FCDO is advising against non-essential travel to your host country, under the 'Summary' section. You will spot either the following phrases:

*The FCDO advise against all travel to the whole country.*

Or

*The FCDO advises against all but essential travel to [insert host country] based on the current assessment of COVID-19 risks.*

### Section 3 – Lockdown / state of emergency in your host country/region

Please complete these sections as it is good to be aware if your country is under national lockdowns (or has local lockdowns) or is in a state of emergency. However, the SWAY team can still approve student travel to countries under these conditions. This is provided that the country is not high risk.

### Section 4 – Visa/entry requirements for your host country

Please review the 'entry requirements' page for your country on the [FCDO](#). This will provide general guidance on the visa you will need to apply to enter your host country (if applicable). If you are not sure, please get in touch with your host country's embassy/consulate closest to you. For example, most EU countries don't ask travellers for a visa if they travel for less than 90 days. However, this might exclude work and study activity, so you should check this.

In this section, you must detail that you have checked whether you will need a visa, and you should provide a brief overview confirming that you know how to obtain this (if required). The FCDO will also provide details of other entry requirements you may need to consider, such as coronavirus checks, required vaccinations etc. However, you complete the details of this in **section 8** of your risk assessment.

### Section 5 - Activity Assessment

Please provide details of your activity and your host organisation/institution's health and safety measures if known. If you are unsure how to answer this, please ask your host organisation or institution for guidance. Please provide as many details as possible, and these can include risks that fall outside of covid-19. For example, if you are working/research in a laboratory, what processes do you have to follow to ensure your activities are completed safely?

### Section 6 - Academic contingency plan

If you travel cannot go ahead, you must have an academic contingency in place that your exchange coordinator has approved; please provide as many details as possible. For example:

<p><b>Please outline in detail how you will meet the requirements of your degree programme if your overseas activity cannot go ahead.</b></p> <p><i>(Please provide links to relevant information, or course titles/codes where necessary.)</i></p>	<p>If I'm unable to proceed with my exchange in semester 1, I will enrol on UoE courses instead and discuss with my School/SWAY the option of deferring my exchange to semester 2 (subject to degree programme requirements). If my exchange is unexpectedly interrupted partway through the year, I will discuss with my School/SWAY what options are available to me, based on the circumstances</p>
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### Section 7 - FCDO travel and residency advice:

State the advice for your host country, each of the headings, 'entry requirements, safety and security, etc., can be found within the [travel advice page for your host country](#). Please ensure you engage with the advice of and elaborate on how you will ensure you follow this guidance, rather than stating 'I will adhere to this guidance' or 'I will comply accordingly'. For example:

<p><b>Safety and security:</b></p>	<p>Crime levels are broadly similar to the UK.</p> <p>In 2019 there were 3,046 road deaths in the Germany (source: <a href="#">Department for Transport</a>). This equates to 3.7 road deaths per 100,000 of population and compares to the UK average of 2.6 road deaths per 100,000 of population in 2019.</p>	<p>Take sensible precautions to avoid mugging, bag snatching and pick pocketing. Be particularly vigilant at airports, railway stations and crowded public gatherings. Do not leave valuables unattended. If my passport is stolen, go to the nearest police station and get a police report.</p> <p>I do not intend to drive or spend a significant time being driven during my time in Germany</p>
<p><b>Terrorism:</b></p>	<p>Terrorists are highly likely to try to carry out attacks in Germany. Attacks could be indiscriminate, including in public places visited by foreigners such as</p>	<p>I will take all reasonable precautions. The German government has announced that increased security has been put in place as a precaution at public buildings, major events, transport hubs and large public gatherings. Terrorists may target religious sites including synagogues which I intend to avoid.</p>

	restaurants, places of worship and markets (shopping centres).	
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## Section 8 - Coronavirus restrictions

Please provide thorough details on how you would manage in in the scenarios raised, for example:

<p><b>Unable to leave home except for essential purposes (e.g. to buy food/medicine) and inability to exercise</b></p> <p><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>I would utilise online video conferencing tools to stay in touch with friends and family. During British lockdown I found that having a routine even when isolating was beneficial to my mental health, so I would do this. I would also do home workouts to stay somewhat active. I would use the time to get to know potential flatmates and support each other. I also recognise the importance of my own space and when I needed this I would spend time alone.</p>
<p><b>Host university/work organisation closes its physical spaces and requires you to study/work from home 100% of the time</b></p> <p><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>Going on errands and speaking in German to flatmates will enhance my German abilities. I will attend all mandatory and optional classes and extra-curricular online activities to broaden my German interaction. I will also get to know people from my course via video-conferencing etc. I will also continue to meet my e-Tandem partner for conversation in German.</p>
<p><b>Host country announces closure of its borders and you are unable/don't feel it is safe to travel home in time</b></p> <p><i>Think about:</i></p> <p><i>How you would pack up your accommodation and transport/store your belongings if you had to leave at the last minute</i></p> <p><i>Could you extend your stay in your accommodation if necessary? If not, how would you go about finding somewhere else to live?</i></p> <p><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?</i></p>	<p>I would be able to put most of my things in suitcases and bags at the last minute and throw out any food. In the event that I was unable to travel home, I would be supported by the university, either in allowing me to stay on in accommodation or assisting me in looking for alternative accommodation. In addition, I have friends in Germany that would happily have me to stay in the event I was without accommodation. Going to stay with friends would also be beneficial for my mental health as we are well-acquainted.</p>

## Section 9 - Monitoring travel advice whilst abroad

Please tick the appropriate boxes and ensure you continually monitor the travel advice for your host country, as this can change at short notice. State the nearest and relevant embassy/consulate to your host destination, e.g. if you are using your French passport to travel to Madrid, you would state the closest French embassy to Madrid.

## Section 10 - Health abroad

- a. Please detail any vaccines you need to take to enter into your country, and this would include coronavirus vaccines.
- b. You must note any pre-existing conditions you have (and secure medical sign off from your GP/ doctor that you are fit to travel if required). Please note that the University's travel insurance cover emergency medical visits and not pre-existing health conditions, so you may need to purchase additional health cover or apply for a GHIC if travelling to Europe.
- c. State what prescription you take regularly and if you can take enough supplies of this, or access this prescription when abroad.
- d. If you don't know how to do this, please contact your host to find out.
- e. State strategies you could take to maintain your mental health whilst abroad
- f. If you require any other supports (academic), do state this here.
- g. By ticking the 'yes' box, you are confirming that you are fit to travel.

## Section 11 - Emergency Situations

Please state the contact details of someone we can contact in case of an emergency. Please ensure you make electronic copies of these essential documents and save them on the location you can access if need be, i.e. your laptop, phone, etc.

Students can process insurance claims by clicking this link: <https://www.ed.ac.uk/finance/about/sections/insurance/how-to-claim/travel>

You must complete these details in case your bank card is lost/stolen

## Section 12: Student declaration

Please ensure you have ticked the necessary fields.

## Stage 2 Risk Assessment Guidance

Please ensure you read all the guidance issued in the risk assessment carefully before completing this. Your stage 2 risk will predominately assess your travel and accommodation plans.

### Section 1: Personal Details

Please complete these details as accurately as possible. Please note that though this section asks you to confirm your country of departure. Your activity start and end dates refer to your first/last day of attendance at the host institution/ placement. Your travel dates are when you arrive and depart from your host country.

### Section 2: Evidence of Accommodation

You *must* copy and paste a screenshot, e.g. email from the host, confirming your accommodation for the entire duration of your activity.

### Section 3: Evidence of Travel

You *must* copy and paste a screenshot, e.g. email from the host, confirming your accommodation for the entire duration of your activity.

Please note that if you do not purchase a return ticket, your return journey will not be covered by your insurance; the University's insurance provider will cover only your outbound journey.