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| **Risk Awareness Checklist**  **To be completed by the student and discussed with the relevant Departmental contact. For students undertaking a work placement within the UK, some areas of this form will not be relevant. Please use a proportional approach when completing this form.** | | | |
| 1. **Nature of Mobility:** | | | |
| **Study Exchange**    YES  NO | | **If Yes, will you be:**  Attending lectures? YES  NO  Working in a University laboratory? YES  NO  Other YES  NO  If other, please explain: | |
| **Work Placement** | | YES  NO | |
| **Fieldwork** | | YES  NO | |
| **(B) Personal Information:** | | | |
| Family Name (Surname) | |  | |
| First Names | |  | |
| Brunel Student ID Number | |  | |
| Brunel College/Department/ Division | |  | |
| Programme | |  | |
| Undergraduate or Postgraduate | |  | |
| Start and end date of exchange/placement/fieldwork | |  | |
| Emergency contact details | |  | |
| **(C) Host Institution/Organisation:** | | | |
| Name and address | |  | |
| Contact details | |  | |
| **(D) Risk Awareness: Have you** | | | |
| **Work Factors** | | | |
| Identified any activities where you will be working directly with or near things that have the potential to do you harm (Building Sites / Manufacturing / Labs / Electricity / Machinery with mechanical hazards, etc) | | | YES  NO  Not Applicable |
| Ensured adequate training and supervision will be provided | | | YES  NO |
| **Transport** | | | |
| Considered details of transport to be used to travel to the host country (if going abroad) | | | YES  NO  Not Applicable |
| Considered day to day commute e.g. safe use of public transport, own vehicle, etc.? | | | YES  NO |
| **Accommodation** | | | |
| Arranged accommodation and considered its location with respect to where you are studying or working and the neighbourhood it is in? | | | YES  NO |
| **Individual** | | | |
| Considered any health condition(s) (physical, mental or psychological) or any other disabilities that may require medication or specific arrangements? | | | YES  NO  Not Applicable |
| If relevant, ensured that you have enough medication and support for the time you are on exchange, placement or fieldwork? | | | YES  NO  Not Applicable |
| **Cultural** | | | |
| Identified any cultural differences that may affect you and consider consequences of actions within the host country (e.g. religious differences, differences in laws, appropriate clothing, communication, appropriate behaviour, attitudes towards gender and sexuality, politically sensitive issues)? | | | YES  NO  Not Applicable |
| **Climate/Time Differences** | | | |
| Considered differences in temperature, humidity, altitude, seasons, time differences, jet lag etc.? | | | YES  NO  Not Applicable |
| Considered whether acclimatisation is required? | | | YES  NO  Not Applicable |
| **Insurance** | | | |
| Completed an online travel insurance form? | | | YES  NO  Not Applicable |
| Received confirmation of travel insurance email with links to cover note and emergency contacts? | | | YES  NO  Not Applicable |
| Obtained a European Health Insurance Card (if applicable)? | | | YES  NO  Not Applicable |
| Read the advice on obtaining medical treatment in the host country? | | | YES  NO  Not Applicable |
| Applied for the host university health insurance (if exchange student)? | | | YES  NO  Not Applicable |
| **Other Factors** | | | |
| Read FCO advice regarding safety to travel to your destination? | | | YES  NO  Not Applicable |
| Ensured that you have a passport valid for 6 months beyond the expected date of return from the host country | | | YES  NO  Not Applicable |
| Obtained or will obtain a relevant visa or permit? | | | YES  NO  Not Applicable |
| Obtained vaccination certificates for the host country? | | | YES  NO  Not Applicable |
| Considered financial support you will need whilst you are on exchange, placement or fieldwork | | | YES  NO |
| Read the Exchange Student Handbook and attended the pre-departure briefing? | | | YES  NO  Not Applicable |
| Read the Placement Student Handbook? | | | YES  NO  Not Applicable |
| For international placements, please read the Overseas Placement Checklist | | | YES  NO  Not Applicable |
| **Health and Safety** | | |  |
| Read and understood the University’s Placement Equality Policy? | | | YES  NO |
| Attended a Health and Safety briefing or watched the Health and Safety video on Blackboard? | | | YES  NO  Date of briefing: |
| Noted any specific Health & Safety issues related to the partner institution/organisation, or work being undertaken that should be discussed with your Brunel University London contact. | | |  |
| **(E) Declaration** | | | |
| I confirm that I have read and completed this risk assessment to the best of my ability. I understand that it is my responsibility to make adequate arrangements to ensure my safety whilst undertaking this activity. | | | |
| Student:  Full Name |  | | |
| Student:  Sign and Date |  | | |

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| **(F) Confirmation of risk awareness checklist discussion** | |
| Comments (i.e. list any actions/steps that student needs to take): | |
| Academic Lead/Departmental Exchange Coordinator/PCC:  Full Name |  |
| Academic Lead/Departmental Exchange Coordinator/PCC:  Sign and Date |  |

A copy of this form should be retained by the student, by the Department/Division and:

* Where this form is used for a placement, please return a copy to your Department and to your Placement Officer in the Placements and Careers Centre.
* Where this form is used for an exchange, please return a copy to the International Mobility Manager in the Academic Partnerships Office.

- Where this form is used for fieldwork, please return to the Department/Division.