Before a student departs on their overseas trip, the University must ensure that arrangements are in place regarding their health, safety and wellbeing, the duties of the host and the steps they should take if you require support or have concerns. By completing this Form, this exchange of information will be recorded. The majority of placements and work exchanges are relatively low risk; however there may be circumstances when the practical arrangements with the host require to be reviewed in more detail due to the nature of the activity or location and this form records that this has taken place.

**This form is exclusively for the Recruitment and International Office (RIO), Departmental ERASMUS Advisers and relevant Departmental/Faculty Exchange Co-ordinators who complete it with the relevant student(s).**

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| **SECTION 1: STUDENTS COMPLETE BEFORE DEPARTURE**  **(Return to Placement organiser)** | | | | | |
| **Student name** |  | **Faculty** |  | | |
| **Student registration no.** |  | **Department** |  | | |
| **Name of Host University/employer** |  | **Name of Host Country** |  | | |
| **Passport No.** |  | **Mobile No.** |  | | |
| **Permanent Home Address** |  | | | | |
| **Contact Mailing Address & Email Address (if available) at Host University/employer)** |  | | | | |
| **Emergency Home Contact for you when on placement**  **(Name / Address / Telephone No )** |  | | | | |
| a) Passport is held by student with an expiry date that exceeds the duration of the placement by 6 months, or  b) Passport has been applied for and is pending | | | | Yes ❑  Yes ❑ | No ❑  No ❑ |
| Visa obtained or pending (if required). | | | | Yes ❑ | No ❑ |
| EHIC card obtained (for European travel only). | | | | Yes ❑ | No ❑ |
| Has separate travel/medical insurance been arranged for before and after the placement if staying abroad and also for any higher risk sports activities? (i.e. Sky-diving, snow -boarding etc.)  **(Note all students – the University’s travel insurance will only cover the duration of the study period. Students taking additional holidays before or after their study period must arrange separate insurance to cover that period).** | | | | Yes ❑ | No ❑ |

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| **SECTION 2**  **PLACEMENT ORGANISER & STUDENT TO COMPLETE TOGETHER**  **Either covered at briefing session or and individual scheduled meeting** | | | | | | |
| **Emergency/Health/Insurance Assurance** | | | | | | |
| Emergency support is available from University of Strathclyde by contacting Security Services, available 24 hours on 0141 548 2222. Student advised that the University’s Emergency Management Team can arrange immediate support in any emergency situation experienced, including if necessary, immediate return to Scotland. | ❑ | | | | | |
| Student must first register on the University’s Travel insurance through the link provided on Pegasus. The terms and limitations of the University’s travel insurance are automatically emailed on registration. <http://www.strath.ac.uk/finance/accountingservices/conly/travelinsurance/>  The second step is for students to register their contact information relevant to the host country with Control Risks Travel Security at [www.crg-online.com](http://www.crg-online.com). Passwords will be provided at briefing.  Student understands that it is critical to provide contact information i.e. correct addresses, mobile and email in the host country. Control Risks Travel Security has a 24 hour operation and students have access to this provided they have registered. Relevant alerts will be communicated to the student if their travel is affected as long as they have registered with this service. Should a student become aware of, or get caught up in, an incident they can call the Global Security Centre for advice and support. Their experienced consultants will be able to respond immediately and provide callers with reassurance and practical advice. Tel: +44 (0)20 7939 8658 Fax: +44 (0)20 7970 2234 Email: [gsc@travelsecurity.com](mailto:gsc@travelsecurity.com) | ❑ | | | | | |
| Students advised to consult with their own GP about any medical issues well in advance of trip, in particular the need to review how repeat prescriptions will be managed overseas. Student aware that any mental/physical illnesses or disability can/should be discussed in confidence either with the designated Placement Organiser, or where appropriate, University’s Student Health. Student is aware that this is important for the purposes of reasonable adjustments or support being arranged in the host institution. Disability Services provide a support service which includes visiting host and assisting with reasonable adjustments if needed. | ❑ | | | | | |
| Student has their University department contact details, emergency contact for the host institution and consular/embassy details if necessary. | ❑ | | | | | |
| **Placement Safety Arrangements (Personal & Educational)** | | | | | | |
| Placement/work is lecture/office based with no lab/field research element or practical work involved. | Yes ❑ | | | No ❑ | | |
| Placement/work incorporates practical work-labs or research; information on safe working arrangements has been requested and reviewed by Placement Organiser. | ❑  YES | ❑  NO | | | | ❑  N/A |
| Student has been advised on good personal safety with regard to being in new country, working late, travelling alone through a briefing session or meeting. | ❑ | | | | | |
| Student has been advised that good safety standards are expected within the host institution/workplace and any concerns with the educational/work environment must be discussed with either placement organiser or the host representative. | ❑ | | | | | |
| Does student intend taking any mechanical/electrical or personal protective equipment belonging to the University on their placement? If yes, department/student should ensure equipment is fit for purpose (maintained, serviced, tested and correctly selected). | Yes ❑ | | No  ❑ | | | |
| **SECTION 3**  **PLACEMENT ORGANISER TO COMPLETE**  (Note for placement organisers: further advice on any part of this process can be sought from Safety Services) | | | | | | |
| **Work Placement**  For all work placements the host has exchanged health and safety information with the placement organiser and suitable arrangements will be in place for induction and training for the student as appropriate. The work placement is registered with the University insurer. | | | | | ❑ | |
| **Risk assessment- safe systems of work**  In most circumstances where the trip is low in risk the briefing session provided and arrangements in place are sufficient. On occasion due to the placement activity (work/research) and/or location a full risk assessment should be carried out with additional information required from the host responsible for this placement. A risk assessment will review the hazards presented and evaluate any risks and how these will be managed. The Placement Organiser is responsible for communicating with the host and /or reviewing the information provided by the University insurer on the location through Control Risk Services.  Based on the health and safety information provided, and taking into account recent communications/visits to the host University/organisation, a visit \*will/will not be made to the host University/organisation this session. \**(please delete as applicable)*  **Please explain your decision if you consider a visit is not required:-** | | | | |  | |