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| Prifysgol **BANGOR** University  EXAMPLE RISK ASSESSMENT |  |

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| **Risk Assessment (RA) Title**  **Remember to complete Footer details** | A Student Work Placement to a Public Relations Company based in Berlin |  | **Date RA Created and/or Reviewed** | Aug 2023 |  | **Version Number** | 2 |

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| **Summary of Activity RA Covers** |
| A two month Work Placement, carrying academic credit, with a Public Relations Company (Host) based in Germany. The student is a 3rd year studying with the School of Languages, Literatures and Linguistics. The Host employs 250 staff and is located in the city centre. The student will be mainly office based but will also arrange and attend conferences and PR events. The student will arrange their own travel and accommodation. |

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| **Location(s) RA Covers** | Berlin, Germany | **Person(s) RA Covers** | J B Davis |
| **College / Service** | College of Arts, Humanities & Business | **School / Section** | School of Languages, Literatures and Linguistics |
| **RA Assessor(s)** | Academic Supervisor / Placement Coordinator / Student (J B Davis) | **Contact Details (J B Davis)** | +44 (0)776667890 |

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| **Actions to be Reviewed By** | Academic Supervisor / Placement Coordinator |  | **Next RA Review Date** | Review before further similar trips and / or if the work activity or destination changes during the Placement |

**NOTE: Arrangements must be in place to communicate new and / or revised Risk Assessments to relevant persons.**

**Older versions to be removed from use (e.g. Folders, Website, My Bangor, Blackboard, Notice Boards) and filed for future reference.**

| **Ref No** | **What are the  Considerations/Hazards?** | **Who/What  is at Risk?** | **Existing  Controls** | **Further  Controls** | **Action  By** | **Action Complete** |
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|  | | | | | **As Applicable** | |
|  | **Selection of Suitable Host / Compliance with University Placement Procedures** | School / Student | * The Host has been selected and authorized in accordance with the University’s Procedure for Placement Learning * The Placement Form has been completed and signed by the Host, the Student and the School’s Placement Coordinator |  |  |  |
|  | **Placement Activities** - injuries, ill health if the Host’s facilities are unsuitable or if Placement activities are poorly managed placing student at risk | Student | * Activities low risk e.g. use of computers, phone work, arrange and attend conferences and PR Events which local businesses and government and voluntary organisations will attend * Host staff will attend conferences / PR events with the student * No lone or remote working undertaken | 1. Ensure Host provides a H&S Induction (to include relevant risk assessments, procedures, emergency arrangements) 2. During Placement ensure Host provides additional information, instruction, training as needed 3. Raise concerns immediately with Host or if not possible University School contact | Student |  |
|  | **Destination –**unfamiliarity, not prepared for culture, environment etc | Student | ***Also see Welfare below***   * As a UK citizen the student must check the Foreign, Commonwealth and Development Office and relevant German sources to confirm visa and work permit requirements | 1. Confirm visa and work permit requirements 2. Remember to scan passport and email the scan to personal email address and to a friend or family member | Student |  | |
|  | **Flights -** airline not operating, delays, or traveler is stranded | Student | * Flights booked with a reputable ATOL Protected travel agency/operator | 1. Before departure check reservation and ticket details are correct | Student |  | |
|  | **Travel (to airport / from airport / general travel once arrived) -** accidents/ break down/no show | Student | * Outgoing flight chosen which will arrive at lunchtime during daylight hours * Arrival airport pick-up arranged in advance with the Host | 1. Take contact details for Host in case not at airport on arrival 2. Seek Host’s advice about ongoing transport e.g. public transport, taxis 3. Contact University Insurance Officer if planning to drive overseas | Student |  | |
|  | **Accommodation -** Ill health, injuries if poor standard of health and safety practiced | Student | * Hotel booked for first two weeks through an established on-line travel provider * Host has confirmed the proximity of the hotel to their offices * After first two weeks, the Host has staff accommodation for use. If unsuitable hotel use to be continued | 1. Seek alternative accommodation if concerned about standard e.g. cleanliness, health and safety standards 2. Prepare for electrical appliance arrangements (i.e. plugs, adaptors) which differ from the UK | Student |  | |
|  | **Insurance (individual risk assessments) –** theft, injuries, ill health worsening if there is a delay in treatment | Student | * Before travel University’s [on-line](https://www.bangor.ac.uk/hss/inflink/overseas.php.en) Travel Insurance and Checklist completed * University Insurance Officer confirmed University Insurance covers the Placement * University Travel Insurance offers a 24/7 Specialist [Emergency Support](https://www.global-response.co.uk/) Service * Student instructed responsible for arranging Personal Travel Insurance | 1. Arrange Personal Travel Insurance to cover specific medical needs and activities and travel to be carried out in free time 2. Have Insurance and Emergency Support Service details available e.g. phone, on cloud storage. **Insurance proof is often needed before medical treatment given** 3. Contact the University Insurance Officer if planning to driving overseas | Student |  | |
|  | **Welfare** **/ Ill health** / **Inclusivity** – distress if access / travel arrangements unsuitable and individual excluded, general ill health whilst overseas, personal safety, unprepared for country e.g. culture, environment | Student | ***Also see Insurance and Emergencies***   * Student must research Germany and Berlin before departure to ensure prepared, e.g. culture, weather, places to avoid, transport * Host has confirmed they can support adjustments raised on the Placement Form needed to support the student * Student must consider own medical needs (e.g. medication) and check insured * Student must arrange the relevant Health [Health Insurance Card](https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/) (replaces previous European Health Card) | ***Also see Insurance and Emergencies***   1. Prepare for trip e.g. clothing, currency, Health Insurance Card 2. Speak to staff in confidence if concerned of anything that could affect inclusivity or health and safety whilst on Placement 3. Prepare for required medication. Carry all medication in original packaging 4. Check specific medication entry / exit requirements (e.g. some countries require a written Doctor’s letter and even ban medicines used in the UK) | Student |  | |
|  | **Personnel Time – Travel, Activities** | Student | ***Also see Insurance***   * **Students are responsible for activities and travel undertaken during their own time** |  | Student |  | |
|  | **Emergencies** – dealing with ill health, injuries, accidents / incidents | Student | ***Also see Insurance***   * University Travel Insurance is supported by a 24/7 Specialist Emergency Service * Host, Hotel will also be able to advise on overseas medical arrangements * Emergency contact details collated: * UK i.e. Insurance and Emergency Support details, next of kin, School contact **and** University Security, 01248 38 2795 (available 24/7) * Overseas: Hotel, Host, British Consulate, Emergency Services * Emergency contact details to be accessible e.g. phone, cloud, email * Means to contact others to be available e.g. mobile phone, i-pad * All accidents and incidents to be reported in line with Host and University procedures | ***Also see Insurance***   1. Check overseas mobile phone provision. Arrange an extra phone, SIM card etc as required 2. Ensure phone charger taken 3. Check emergency contact details are correct and accessible 4. Leave relevant emergency contact numbers with UK contacts e.g. School, friends and family 5. Ensure Host covers emergency arrangements at Induction 6. Report all accidents and incidents to Host and to Bangor University | Student |  | |

**Always Download and review the Bangor University** [**Overseas Travel Handbook**](https://www.bangor.ac.uk/hss/inflink/documents/Overseas%20Travel%20Handbook.pdf)