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| Faculty of Modern and Medieval Languages |  |
| **RISK ASSESSMENT** **YEAR ABROAD 2019/2020****SUMMARY OF PLAN** |

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| **Date of submission or resubmission** |  |
| **Student’s Name and Email** |  |
| **Student’s College, Name and Email of Director of Studies** |  |
| **Country and City or Town to be Visited**(Complete a new form for each new placement.) |  |
| **Type of Placement**(Tick one box) | Employment |  | Voluntary work |  |
| British Council Assistant |  | Study |  |
| **Dates of Placement** | **From** |  | **To** |  |
| **Precise Description of Placement**(Include contact details: name of contact, postal address, email address and telephone number) |  |
| **Precise Description of Accommodation**(Include contact details; if these change, update your contact details on CamSIS once your plans are set) |  |

**RISK ASSESSMENT (please fill in every section)**

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| **RISK FACTOR** | **HAZARDS** | **CONTROL MEASURES** |
| **Safety and Security** | List any security-related risks such as (but not necessarily confined to) crime, terrorism and civil unrest. Be very specific about both the country you are visiting and the precise city or town. You must refer **explicitly** to the FCO travel guidance, found here:<https://www.gov.uk/foreign-travel-advice>. Please also consult the following link: <https://www.suzylamplugh.org/Pages/FAQs/Category/personal-safety> | List specific measures you will take to lower the risk level and to counter the hazards described.  |
| **Health and****Wellbeing** | List any health-related risks such as (but not necessarily confined to) diseases associated with the area, pre-existing medical conditions and allergies, risks related to food, drink or hygiene. Be very specific and refer **explicitly** to the information found here: <https://www.fitfortravel.nhs.uk/home>.It is a requirement of the risk assessment process that you list **ALL** immunisations required for the country in question as indicated here: <https://www.fitfortravel.nhs.uk/destinations.aspx> | List specific measures you will take to lower the risk level and to counter the hazards described. Do you require any adjustments to be made, e.g. as a result of a disability? |
| **Housing** | List any accommodation-related risks such as (but not necessarily confined to) the safety of accommodation and area, and any financial constraints. Be specific about how you found (or plan to find) accommodation.  | List specific measures you will take to lower the risk level and to counter the hazards described. We recommend you always visit with a friend or other companion wherever possible and check on what fire and other safety measures are in place. |
| **Natural Disasters** | List any environmental risks such as (but not necessarily confined to) extremes of climate, earthquakes, volcanoes and flooding. You must refer **explicitly** to the information provided in the FCO travel guidance:<https://www.gov.uk/foreign-travel-advice>. | List specific measures you will take to lower the risk level and to counter the hazards described. |
| **Anything else?** | Please list any additional risks associated with your particular Year Abroad placement and not covered above.  | List specific measures you will take to lower the risk level and to counter the hazards described. |

**ADDITIONAL INSTRUCTIONS**

1. **Duration:** It is a University requirement that you organise at least eight months and have them approved before you begin your Year Abroad. See <http://www.mml.cam.ac.uk/ya/>.
2. **Safety:** It is the student’s responsibility to consult the Foreign & Commonwealth Office (FCO) travel guidance on the country/region being visited and to cite all relevant risks in the above assessment: <https://www.gov.uk/foreign-travel-advice>. Students should also sign up for automatic FCO updates and available security alerts. Have you read and considered FCO guidance? Tick ‘yes’ or ‘no’.

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| YES |  |
| NO |  |

1. **Insurance:** It is the student’s responsibility to purchase an insurance plan that is appropriate for the country being visited and the specific activity being undertaken (working, teaching, or studying); you need to make sure that your insurance cover is tailored to your specific Year Abroad situation. This cover should include both health insurance and accident insurance (often included in travel insurance policies, but it is your responsibility to ensure this is the case). In addition, all students in Europe should carry a European Health Insurance Card (EHIC) in order to facilitate emergency treatment, but this is not sufficient in all cases. Even if you already hold a valid EHIC, you must reapply giving details of your YA placements. The YA Office can supply the proof required on request. Will you purchase insurance cover and (if relevant) obtain a EHIC? Tick ‘yes’ or ‘no’.

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| YES |  |
| NO |  |

1. **Immunisations**: It is the student's responsibility to obtain all immunisations required for the country as indicated at the following link: https://www.fitfortravel.nhs.uk/destinations.aspx. Will you obtain all of the listed immunisations? Tick 'yes' or 'no'.

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| YES |  |
| NO |  |

1. **Visa**: It is the student's responsibility to obtain in sufficient time the correct type of visa (work/study) required for the country to be visited. Links to the appropriate embassies can be found by country on the FCO travel advice site. <https://www.gov.uk/foreign-travel-advice> Will you obtain the correct visa(s)? Tick 'yes' or 'no'.

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| YES |  |
| NO |  |

1. **Contact:** It is the student’s responsibility to maintain contact with the Year Abroad Office and with their College DoS or Tutor by:
	1. Continually updating all accommodation and contact information on CamSIS.
	2. Checking in with the Year Abroad Office immediately following a major risk-related event.
	3. Regularly updating both the College (via the DoS or Tutor) and the Year Abroad Office following major changes in circumstance.
	4. Responding promptly to requests for contact from the Year Abroad Office (the Office will routinely contact you in the case of any major risk-related event in the country you are visiting and will expect you to reply immediately).

Tick ‘yes’ or ‘no’ to confirm that you will maintain contact with your College via your DoS or Tutor during your Year Abroad and that you will check your @cam email account regularly and respond to any emails sent by the Faculty promptly.

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| YES |  |
| NO |  |

1. **Emergency contact:** In the event that we are unable to reach you directly, give the name and details of someone who is your next of kin in the UK (or abroad, if your permanent home is outside the UK) and whom we (or your College) have your permission to contact to verify your wellbeing.

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| Emergency contact name | Address |
| Email address | Telephone number |