



# SWAY Travel Risk Assessment Guidance

Please read this document carefully before completing the SWAY Travel Risk Assessment form.

Your completed and **approved** SWAY Travel Risk Assessment is required for you to be covered under the University's Travel Insurance Policy. You should not proceed with any travel plans until your risk assessment has been approved, and you have received an email from SWAY confirming the insurance coverage. Being covered by the University's Travel Insurance Policy is mandatory for all study and work abroad activities.

Please note that an approved risk assessment becomes void and the **University travel insurance coverage ceases if a student is not eligible to study or work away, i.e. by not passing all the required exams, by not securing all the necessary travel documentation in time, etc.** It is each student's responsibility to ensure they meet the required eligibility criteria.

The risk assessment reviews:

- The safety of travelling to your host country
- Whether you can meet your host country's entry requirements
- Whether you can meet the requirements to start your activity, i.e. will you be able to secure the required paperwork to enrol as an exchange student or start your placement.
- The risks associated with your destination and how you will mitigate them.

This guidance document provides examples of how to complete specific sections. You should not plagiarise these examples but provide answers in relation to your personal circumstances.

Please ensure you **complete all sections** of your risk assessment form, and do not leave any sections blank. If you submit a risk assessment that has fields which have been left blank, it will be rejected and returned to you to complete and re-submit.

If you need support completing your risk assessment, or would like this guidance in another format, please [contact us](#).

## Section 1 – Personal details

- Review the pre-populated fields carefully and inform SWAY if any details are incorrect. Your programme dates should include any orientation/induction activities. Use full UK date formatting (DD/MM/YY).
- Complete the remaining fields as accurately as possible.
- Confirm your country of departure.

- “Anticipated travel dates” are when you expect to arrive in and depart from your host country, which should be at least a day either side of your activity start and end dates.

## Section 2 – Visa/entry requirements for your host country

- Review [FCDO guidance](#) for your host country, and check whether the FCDO advises against all but essential travel to your destination, or any other parts of your host country.
- When you click on your host country’s FCDO page, you will find the entry requirements in the index.
- You are asked to list the documentation you require to travel to your host country and start your study or work away activity. Please research this carefully and list the requirements. It is every student’s responsibility to identify the requirements based on their individual circumstances. We strongly advise you contact your host organisation for advice if you need further guidance.
- Documentation requirements may include but are not limited to:
  - Valid passport (typically, this must be valid for at least 6 months **after** your return. Be sure to check your host country’s regulations)
  - Specific student visa or residence permit
  - Proof of sufficient funds and/or a return ticket
- Summarise the entry requirements and state which passport you will travel on (and when it is due to expire)

**Note:** If you are travelling on a non-UK passport, you will be subject to different entry requirements from those contained in the FCDO guidance. It is your responsibility to ensure you know and meet the correct entry requirements for your nationality. Please note that as a UK Institution, the University of Edinburgh must follow FCDO guidance, and this is still a useful point of reference when completing the risk assessment fields in Section 5.

## Section 3 – Activity details

- Provide a brief description of your study and work away activity (i.e., classroom-based study exchange, research in a lab, work placement in an office, etc.).
- Provide details of your host organisation/institution's health and safety measures including induction events, tasks or documents. If you are unsure how to answer this, please contact your host organisation or review their webpages for guidance.
- If you are a student on an International/European exchange activity, then your activity has been automatically assessed and approved by the University (so please tick YES). This question does not apply if you are a student in receipt of a grant from the Go Abroad Fund or participating in an INCiTE or NICE Summer School.

- Provide details of any aspect of your work/study/research activity that may give rise to significant hazards. If you will be based in a classroom or office you may write “none”. Otherwise please provide as many details as possible. For example, if you are working/doing research in a laboratory, what processes do you have to follow to ensure your activities are completed safely?

#### Section 4 – Academic contingency plan

It is your responsibility to consider an academic contingency plan, in case your travel cannot go ahead as planned. Please ensure you liaise with your School [exchange](#) / placement coordinator at the University of Edinburgh about this. This section does not apply if you are a student in receipt of a grant from the Go Abroad Fund or participating in an INCiTE or NICE Summer School.

There are several reasons why students might not be able to travel and start their planned activity on time, e.g. unable to secure required paperwork, health/personal reasons etc. When making your contingency plan you should consider whether the University of Edinburgh offers courses you can take if you need to forfeit your activity abroad, and what you will need to do if you need to cancel your activity at short notice.

#### Section 5 – FCDO travel and residency advice

State the advice for your host country, for each of the areas of concern in the table below. Each of the headings can be found within the [FCDO travel advice page for your host country](#). Please ensure you engage with the advice and explain in your own words how you will ensure you follow this guidance.

Example:

Please give a <b>brief description</b> demonstrating that you have familiarised yourself with potential risks identified by the FCDO, and explain how you plan to mitigate these. <b>Do not</b> copy and paste large sections of text from the FCDO website or provide URLs.		
Area of concern:	Advice provided/risk identified by the FCDO:	Measures you will take to mitigate risk:
Safety and security	Demonstrations can take place with little warning and on occasion lead to violence. Pickpockets do operate, especially in tourist areas and around the airport.	Avoid all demonstrations, remain vigilant in public places (especially in tourist areas) and avoid crowds or large gatherings. Look after my personal belongings and keep a copy of my passport somewhere safe.
Terrorism	High threat level	Remain vigilant in public places, follow advice from authorities



Local laws and customs	Must carry ID documents, can't cover face in public, can't import meat or dairy products. Drinking alcohol in the street is not permitted in certain parts of the city.	Always carry photo ID, will not cover my face or bring meat or dairy products with me. I will only drink alcohol in licenced premises and not in the street.
Health	Apply for GHIC/EHIC	I will apply for a GHIC before I go
Natural disasters/ extreme weather	Forest fires in summer, flooding	Check local weather stations, follow directions from local authorities
Money	Take sensible precautions when handling cash/credit cards in public	I will carry only small amounts of cash and remain vigilant in public when paying for things or using an ATM to withdraw money.
Local travel	Strike action can affect local travel options. Pickpockets may operate on public transport. In some parts of the country - including where I will be - using an unlicensed taxi is a fineable offence.	I will stay informed about any planned strike action and how it may affect my local travel plans. I will remain vigilant while on public transport – never leaving my bags unattended, keeping valuables out of sight – and I will not use any unlicensed taxis.
If you are travelling on a non-UK passport, please provide a brief description of any advice provided by your passport-issuing country that is additional to or differs from FCDO guidance:		

**Section 6 – Health abroad**

You should note any pre-existing conditions you may have and secure medical sign off from your GP/ doctor that you are fit to travel, if applicable. Please be aware that the University's travel insurance policy will not provide cover if you are travelling against medical advice.

If you take any prescription medication, you must investigate whether you can obtain this medication abroad and, if you cannot, make sure to take enough supplies of it with you.



Please also check whether you are allowed to bring this type of medication into your host country.

Please note that the University’s travel insurance covers medical emergencies but not routine care relating to pre-existing health conditions, so you may need to purchase additional health cover. Your host organisation can advise you on this. Certain countries (e.g., Australia, the United States) may require you to pay a health surcharge fee or purchase private health insurance in order to obtain your student visa. For European activities, you should also obtain a student [GHIC/EHIC](#) if you are eligible.

If you have no physical health conditions, please write ‘No pre-existing conditions’ in the empty field.

As for **factors affecting mental health**, it is important to recognise that even if you do not experience mental health challenges in your day-to-day life, living/studying/working overseas can often trigger unexpected feelings of loneliness, which can be overwhelming. Therefore, we require that **all students** list the potential mental health impacts of going abroad and how you could deal with these if such difficulties arise.

Example:

Please list any factors specific to you and your destination that could affect your <b>physical health</b> whilst abroad:	No pre-existing physical health issues  (Alternatively, you may have a condition that requires regular medication, or allergies that require you to take specific precautions for example)
Please outline which coping mechanisms you plan to put in place to help with the factors you have listed:	N/A  (Alternatively, depending on your own personal circumstances: spoken with GP to ensure I have adequate supply of medication / have researched and am allowed to bring my medication supply into my host country)
You may find your mental health affected when overseas by factors such as homesickness, culture shock etc. Even if you don’t have any pre-existing conditions, it is important to consider how being abroad could affect your mental health and what coping mechanisms you will put in place. <b>Therefore all students are required to complete this section in full.</b>	
All students may find their mental health affected when overseas by factors such as homesickness, culture shock etc. Please reflect on this and list any factors specific to you and	Anxiety, homesickness, language barrier

your destination that could affect your <b>mental health</b> whilst abroad:	
Please outline which coping mechanisms you plan to put in place to help with the factors you have listed:	Relaxation techniques, keeping in regular contact with people, identifying sources of professional help when needed, trying to socialise where possible to make friends and get extra language practice
<b>If you have concerns about managing any physical and/or mental health conditions you have listed above please make sure to discuss these with your School's student support team, a Wellbeing Advisor or the Disability and Learning Support Service.</b>	

### Section 7 – Emergency situations

You must ensure that the details of your trusted contact are up to date on EUCLID and Mobility Online. The University will use the information provided here in an emergency. You should also update your term-time address and contact details on EUCLID and Mobility Online when you arrive in your host country.

### Section 8 – Student declaration

Please ensure you have ticked all required fields appropriately. SWAY will reject your risk assessment if the student declarations are not completed.

### How to Submit

Please submit your completed risk assessment to your Mobility Online workflow in Word format. We are unable to accept risk assessments sent by email. Any incomplete risk assessments will be declined and you will be asked to resubmit your form.