



Study Abroad Placements Policy

May 2015

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1.0 DEFINITION

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| Study Abroad student | <p>A student spending time abroad studying at a higher education institution (as part of a student exchange arrangement). Time spent abroad is between two weeks and 10 months. Other than summer schools overseas, the period abroad is part of the students' degree.</p> <p>Students on foreign language degrees, teaching in schools abroad as language teaching assistants, also come under this definition.</p> |
| Study Abroad placement | <p>Where a Sussex student is registered as an exchange student to follow regular academic study, at a partner HEI overseas, for a period of usually between 3 and 10 months. This may include participation on summer schools of between two weeks and 8 weeks.</p> <p>Placements in schools abroad as language teaching assistants, also come under this definition.</p> |
| Home institution | <p>University of Sussex</p> |
| Host institution | <p>Overseas HEI where student is studying abroad.</p> |
| Risk | <p>Something that might happen and which will affect students' welfare overseas if it does. The likelihood of the risk and the potential of its effect if realised (the impact of the risk) are usually multiplied to give the magnitude of the risk.</p> |
| Incident | <p>Incidents abroad are usually single events impacting a student's safety and welfare. These could range from serious crimes committed against, or by students, or student health and behaviour which may put themselves or others at risk to incidents on campus or students' accommodation, such as floods, fires and explosions. In the latter case, the emergency plans of partner universities will handle these emergencies, but we need to be aware of action and welfare of students in these situations and still exercise the ERP. Incidents may not have implications for the total student cohort at that particular institution or country destination, but they may affect the ability for a student to continue at the destination and successfully complete their period abroad. They may also result in a need for continued support once the student returns to campus.</p> |
| Crisis | <p>A Crisis is defined as 'a time of acute danger or difficulty', a 'turning point'. It is likely to affect all students at that particular institution and local area, and possibly all students in the destination country. It is likely to impact</p> |

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| | severely on the students' ability to complete their study placement abroad. It is likely to result in the need for continued support from appropriate university services, once the students have returned to campus. |
| Emergency (Perceived) | No immediate significant risk, but perceived as threatening by student, family, university administration or faculty, or others. Perceived emergencies can affect students, family members, staff, as strongly as real emergencies. These need to be treated seriously and responses should be made in time. |
| Emergency (Real) | A genuine or imminent risk to students overseas; a disturbance/event/situation that has occurred and which seriously threatens the welfare of students overseas. To constitute an emergency this situation must be one which cannot be handled using the normal day to day management structures and decision making processes of the University or parts of the University. |
| Emergency Response Plan (ERP) | The plan in place to deal with sudden, unplanned incidents that could threaten the health and safety of students abroad. The ERP identifies the people, actions and resources necessary to allow the University, and services to respond the emergency. Potential hazards should be determined by risk assessment. |
| Exercise | Activity in which the ERP, or an aspect of these, is rehearsed to ensure it is fit for purpose and produces the desired result when put into effect. |
| Local Incident Management Team (LIMT) | Comprises members of the International Office. It is responsible for drawing up and maintaining an Emergency Response Plan. The LIMT will operate autonomously in the event of an incident. |
| Incident controller | A member of the local incident team or university incident management team who takes charge of the incident and who acts as the liaison with internal management or external bodies during the incident. |
| International Incident Management Team (IIMT) | The group of senior managers/key operators that deals with major Incidents and emergencies/ crises affecting students abroad or which are beyond the coping strategies of an LIMT. |

2.0 PURPOSE/SCOPE

2.1 Purpose

The policy aims to provide guidelines for pre-incident planning and emergency response planning for study abroad placements. Such planning encompasses:

- Due diligence processes for new partner universities/new destinations for study abroad

- Risk assessment of study abroad destinations
- Pre-departure preparation of students with regard to risk & health and safety
- Emergency Response planning in the event of a potential crisis or serious incident

It applies to all Sussex students studying abroad and staff based in offices which directly deal with students on study placements abroad (Sussex Abroad, International Office).

The policy should be circulated to Heads of Schools, and central student support units for awareness, as it is likely that key people from these areas may become involved at some point during or after an emergency response.

The Policy should be published on the QSHE pages, and the International Office, Sussex Abroad internal pages.

2.2 Vulnerability of the Study Abroad programme to emergencies

It is hoped that most study abroad placements abroad can be demonstrably assessed as low risk and that the main risks will be those associated with general travel abroad, day-to-day living in unfamiliar terrain and ignorance of local knowledge and customs.

However, Study Abroad is identified as vulnerable to emergencies with the age and experience profile of the student body making them more likely to take or create risks and cause emergencies.

To note are the following:

- **Health and welfare risks:** it may be the first time that students have been away from their country and they may be more susceptible to physical and mental illness; they may be in countries where infectious and tropical diseases are more prevalent; their knowledge, skills and experience and their personality could have an impact on health and safety in particular environments.
- **Cultural risks:** unfamiliarity with destination, unfamiliarity with local customs (i.e. driving, accessing health services, legal age of alcohol consumption) and unfamiliarity with local language, increases risk of incidents and emergencies.
- **Natural disasters:** some countries are more prone to disasters caused by weather and the environment. It is unlikely that most students will have experienced such disasters and will not be familiar with procedures to follow (e.g. in case of an earthquake)
- **Support Network:** They usually have no support network in-country and will rely solely on help from the host university, and in crisis, the local embassy or government office.

3.0 RESPONSIBILITY

| ROLE | RESPONSIBILITY |
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| <p>Heads of School/Directorates, Managers</p> | <ul style="list-style-type: none"> • Due diligence procedures for new partnerships with overseas institutions for student exchange (<i>Appendices A, B & C</i>) • Obtain copies of risk assessments, H&S policies and confirming induction processes for any lab-based work being undertaken at the university • With Sussex Abroad team, ongoing monitoring and review of partnerships • Ensure that any identification of threats or issues are communicated to Sussex Abroad team. • Continued support of students abroad (i.e. keeping in touch with personal tutees and ensuring communication is maintained between Schools and support services at Sussex). • Ensure that their staff are familiar with the Emergency Response Plan and what to do in case of emergencies. |
| <p>Sussex Abroad Team</p> | <ul style="list-style-type: none"> • Due diligence procedures for new partnerships with overseas institutions for student exchange (<i>appendices A, B, C, D & E</i>) • Ongoing monitoring and review of partnerships • Threat identification and risk assessment (for new and current partnerships) • Liaison with partner universities regarding their regular advice and orientation for students on H&S/Risk and emergency procedures/local know-how • Obtain copies of risk assessment, H&S policies and confirming induction processes for any lab-based work being undertaken at the university • Pre-departure Planning and Risk awareness for students (<i>Appendix F</i>). • Provide emergency advice to students, including emergency contact at Sussex (<i>Appendix G</i>) • Alert students to news and incidents abroad which they should be aware of |

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| | <ul style="list-style-type: none"> • General pastoral care of students abroad (i.e. keeping in touch and facilitating communication between Sussex students and other support services at Sussex) • Ensure that their staff are familiar with the Emergency Response Plan and what to do in case of emergencies. • Appoint a local incident management team • Appoint a member of the team to act as the 'incident controller' • Formulate emergency plans • Through external university support, test the emergency plans through exercises and maintain the plans to ensure they continue to be relevant and reflect realistic potential emergencies • Persons taking on the roles of incident controllers will be offered specialised training and given assistance to develop plans and exercises |
| <p style="text-align: center;">Partner/ host university</p> | <ul style="list-style-type: none"> • Provide Sussex students with equal access to facilities, help with finding accommodation (if not offered) and access to same services as home students • Require Sussex students to abide by the laws and customs of the host country, and abide by the policies and regulations of the host institution • Provide orientation to Sussex students, which will include health, safety, and cultural adjustment information • If requested, provide information to Sussex on emergency procedures/H& S policies for disabled students • If requested, provide information to Sussex on risk assessments for laboratories where students will be working • Provide a contact or co-ordinator, usually based in the International Office, responsible for dealing with and assisting Sussex students before and during their stay • Contact Sussex staff in the event of an incident in the university or local area, which may affect our students • If local data protection laws permit, contact Sussex staff in the event of an incident concerning our students • Be available to assist Sussex students in emergency situations, including but not limited to family emergency, natural disaster, mental health crisis, or serious injury or |

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| | illness. In some cases, this may consist of directing students to existing institutional resources |
| Staff (in service operation for study abroad placements) | <ul style="list-style-type: none"> • Ensure they are aware of the University Emergency Response arrangements • Make themselves familiar with their individual roles as set out in this policy and procedure • Make themselves familiar with their individual roles as set out in Individual emergency response • Attend ER training and exercise sessions as required • Attend emergency response training sessions |
| Students | <ul style="list-style-type: none"> • On advice of University of Sussex staff, obtain up-to-date information about the security and general health and safety situation for the country being visited • Consult the Health and Safety section of the internal Sussex Abroad web pages • Complete the Risk Awareness Questionnaire on the H&S section of Sussex Abroad web pages • Disclose any special requirements or health conditions to the University of Sussex at application stage and on the Sussex insurance form (if taking out the Sussex insurance policy) • Ensure they are briefed on the nature of the country being visited, cultural norms, do's and don'ts (attend sessions provided by Sussex Abroad team) • Take out insurance and ensure they are fully covered for the duration of their time abroad. This may include taking host university mandatory insurance as well as travel insurance (Appendix H) • If studying in Europe, take out the EHIC (European Health Insurance Card) • Ensure that their emergency contacts are updated and that they have emergency contacts accessible when travelling • Follow the FCO Gov.UK travel checklist to help plan for the trip abroad. The website provides useful advice about staying safe while overseas • Ensure appropriate vaccinations and fitness to travel • Become familiar with the emergency procedures as set out by the host institution on arrival and during their induction for exchange and international students |

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| | <ul style="list-style-type: none"> • Pay heed to cultural advice, local know-how and advice given on health and safety by host institution at orientation sessions • Register with a doctor on arrival and pay heed to other health specific requirements for the country they are visiting, as required by the insurance policy • Abide by the laws and customs of the host country, and abide by the policies and regulations of the host institution • Take a note of the contact details of the local British Embassy or High commission • Continue to monitor advice on FCO web pages throughout time abroad • Agree to make contact with the Sussex Abroad team as soon as possible if involved in an emergency situation • If travelling to other countries during their time abroad, to pay heed to advice from host institutions regarding visiting other countries (usually those they share borders with) • If travelling to other countries during their time abroad, in line with pre-departure preparation for their host country, consult resources regarding Health, Safety and Welfare for particular regions & countries |
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4.0 GUIDANCE & REQUIREMENTS

4.1 Method

4.1 Pre-incident planning

A framework for assessing and monitoring risk, particularly for high risk destinations, as well as preparing students ahead of their study abroad placement is integral to the overall operation of sending students abroad and pre-incident planning.

The identification of hazards / threats and the risks they pose to Sussex students studying abroad are also the first steps in the emergency planning process.

This should form part of the regular work and operation of the University of Sussex staff, responsible for sending students on study abroad.

4.2 Due diligence procedures for new partnerships with overseas institutions for student exchange

Assessment of new institutions, with regard to Health & Safety (H&S) and duty of care to Sussex students, should comply with regulations and procedures for setting up new partnerships with overseas institutions.

When institutions are visited for the first time with a view to starting a student exchange link, the Checklist of questions for a new exchange partnerships, *Appendix A*, should be consulted and completed with help from the host institution, where

necessary. Where the institution is in a country where we have no current partners, or where we have not previously sent students, a risk assessment of the destination and country, *Appendix E*, should be completed by the University of Sussex staff (ideally in liaison with members of staff who have visited the institution or country).

With new links in developing countries, particular attention should be paid to accommodation, sanitary conditions, canteens and areas for food preparation. Local travel, including public transport, should be experienced and also travel from the airport or between towns, particularly if the country has a poor record for road safety.

The proposal for a new partnership for student exchange, currently follow the procedures as detailed on the International Partnership web pages. The proposer of the link should complete the Initial approval request form, for new partnerships development, *Appendix B*. This includes some reference to risk related to the new partnerships. The Initial approval request form, once completed, should be signed by the Head of School (if the link is department based) and then passed to the PVC for Teaching and Learning for Approval.

Once the link has been approved, the proposer should complete the QAA form, *Appendix C*, liaising with the partner university as necessary, and this will be held with the Sussex Abroad team. Risks associated with the new link may become apparent at this stage and will need to be investigated and considered. It is possible that a site-visit will not be carried out until after the go-ahead has been given for the new link, so any subsequent concerns will need to be raised before sending any students to the new partnership. The first cohort of students at the new link, should, along with the regular report which all students complete, also be requested to complete a report which considers elements of the QAA form, and issues with particular relevance to health and safety.

When considering a new destination, risk associated with countries which share borders with the destination country should be assessed since it is very likely that students will travel beyond the country they are studying in.

4.3 On-going monitoring of partnerships

Ideally, overseas partners should be visited at least every 5 years. Visits can be undertaken by other members of university staff not directly involved with the work of the International Office or Sussex Abroad team. However, all staff should be fully briefed by the Sussex Abroad team if they are being expected to review the student exchange partnership, whilst there on other business. Staff should then submit a report of the visit.

Students are required to submit reports on their study abroad experience. (ERASMUS students are required to submit an ERASMUS on-line report to the British council as well.) Part of the Study Abroad report allows students to reflect in detail on academic and practical elements of the exchange with other students will find of use. Questions are included on safety, accommodation, pre-departure preparation, host institution services so that any issues which arise with institutions can be easily noted. These may be issues we have been aware of at the time and which were raised with the partner university, or they may be incidents or near misses which students did not bring to our attention when they happened. Where issues have arisen on more than 3 occasions, a working group of the relevant committee responsible for Study Abroad placements, will investigate the concerns, and take back to this committee for consideration of action as appropriate.

The student reports are accessible through Study Direct to students planning to study abroad.

Any issues which arise whilst the student is abroad relating to issues of H&S of the university/and or locality, will be dealt with as per emergency procedures, and will also be logged on CMS, to ensure they form a part of the future review of the link.

4.4 Threat identification and risk assessment

A fundamental part of the initial assessment of the safety of study abroad relates to consideration of security and political threat levels, significant natural hazards, and health risks.

To assess the general safety of sending students on study placements abroad, a risk assessment has been completed for the study abroad program, assessing the types of hazards and potential incidents which may occur whilst studying, living and travelling abroad. (See *Appendix D*). Risk assessments for each partner country will also be carried out each year, and will be available on the Study Abroad internal H&S pages for students to access. As mentioned below, where a country or destination has specific risks, a separate destination specific risk assessment will be completed and given to students. (See *Appendix E*)

Risk is a function of the likelihood (the possibility of an emergency occurring which could adversely affect the organisation, eg. severe weather or fire) and the impact of a given hazard or threat (eg. Student injury or effect on student safety and welfare). Potential emergencies faced by students at study abroad destinations can be established by:

- **awareness** of hazards, levels of security, health and safety at destinations abroad, not only country-wide, and region-wide, but also directly relating to locality of campuses abroad.
- **regular monitoring** of destinations which present increased levels of insecurity, hazards and health and safety concerns.

In order to be aware and monitor potential risks/threats the Sussex Abroad Office, *and the student studying abroad*, must have access to adequate, up-to-date information.

It is unlikely that we will have study abroad links in areas of political or social unrest, but a country or region can become destabilised very quickly, possibly in the time between signing an agreement and sending a student to that destination. It is therefore important, when conducting a risk assessment, to keep in mind potential or residual threats. This may include looking at neighboring countries or regions where political unrest or high levels of violence may spill over to or affect the destination.

For areas of political unrest this information must be kept under review at all stages both prior to departure, and during the study placement, via consulting the Foreign and Commonwealth Office. The insurance office is a valuable source of information. It may be that insurance availability and cost is a major limiting factor when considering travel to unstable areas.

We also need to be mindful of other countries which border the destination country, and assess risk in these countries, especially if it is likely that students will want to travel there.

The threat analysis should be used to inform the risk assessment and influence the planning and authorisation process. For that reason, procedures should link ongoing monitoring of high or unusual threat or risk levels to conditions of approval, explicitly requiring reaffirmation of approval following significant change in risk levels.

However, with regard to assessment of safety of destinations, the following should be noted:

When an exchange link in a new country, is started, a risk assessment should be undertaken. This initial assessment of the safety of a destination abroad should consider security and political threat levels, significant natural hazards, and health risks. Up-to-date information needs to be consulted (via travel advice on the FCO Gov.UK or in-country contacts, British Embassies in-country, contacts at partner universities). For areas which have greater perceived threats, a separate destination specific risk assessment will be completed. This information must be kept under review at all stages both prior to departure, and during the placement.

Where there is a perceived increase of risk at a study abroad destination, a decision-making process regarding sending students there should be undertaken. Similarly, where there is ongoing monitoring of a link because of high risk levels, reaffirmation of approval of that destination as suitable for outgoing students will be required, particularly following a significant change in risk levels. Reaffirmation of approval goes through the relevant committee with responsibility for Study Abroad matters and new partnerships for study abroad.

Students traveling to destinations perceived as particularly high risk should receive a briefing session highlighting those risks and advising them to regularly consult the FCO Gov.UK web pages for updated information on the region. The Sussex Abroad team should check-in with these students at regular points in the year, and, in line with established procedures for informing students of incidents or concerns in-country, ensure to keep students in higher risk destinations, informed of such updates (e.g. via Red24 email communiqués).

During the risk assessment and risk management process:

- There should be clarity of understanding by each party of their roles and responsibilities
- Students should be encouraged to learn how to assess and manage risk. They should be prepared such that they are in a position to understand the risks and to make informed judgements
- Staff preparing students should provide students with guidelines and resources to help them assess and manage risk
- Partner (Host) universities abroad should provide incoming international/exchange students with information on orientation procedures (including H&S, and local orientation), and have this and information on emergency procedures, available to Sussex if requested

4.5 Emergency Response

Severity of incident and response

Because we are dealing with students overseas, there will likely be a time delay in learning about an incident, facts will be sketchy, and the severity of the incident and likely effect on our students will be unknown. **Therefore there are three levels of response to be taken**, with each subsequent level engaging as the severity of the incident becomes known and severity of impact on our students increases.

Low level incident (level 1 incident): Incidents where the student has suffered an accident or experienced an incident which may be traumatic.

This will usually be dealt with by staff in the Sussex Abroad team, along with Directors of Year Abroad/and or Head of International Programmes. Support services on campus, such as the Student Support Unit, and the Student Life Centre will likely be involved if the student needs to have support following the incident (whether still abroad, or having returned to the Sussex campus).

More serious incidents (level 2 and 3 incidents)

Level 2 incidents: include threats to safety of students abroad and where the incident or emergency may have a severe impact on students being able to continue their period abroad in-country. This may include heightened political tension, outbreak of infectious disease in the country, but not necessarily in the region, local instability or security concerns. It may also include students who have committed a serious incident themselves and pose a threat to other students. It also includes local incidents such as fires, accidents, explosions on the host university campus. With the latter, the host university will have their own emergency procedures, but we will need to action our EP as well to respond to the affect this may have on our students studying at the institution.

The Local Incident Management Team (Study Abroad team) will deal with the emergency and alert the International Incident Management Team that there is an on-going incident. Most incidents of this type will be managed locally but some will need support from the International Incident Management Team.

Level 3 incidents: where there is an immediate risk to safety of students abroad (eg earthquake, outbreak of civil unrest, terrorist attack).

The Local Incident Management will check media networks to establish current state of emergency, and work with the host university, if possible, to establish whereabouts and welfare of students, and situation on the ground. The International Incident Management Teams will convene and coordinate the response to the emergency, keeping the Vice-Chancellor's Executive Group and other senior managers informed of the situation.

4.6 Incident Management Teams (*Appendix L*)

There are two levels of Incident Management Team to deal with emergency situations: the Local Incident Management Team (LIMT) and the International Incident Management Team (IIMT). When a crisis occurs the LIMT, comprised principally of Sussex Abroad staff, will determine the scale of the incident and whether it needs to be escalated to the IIMT. Depending on the level of the emergency, the LIMT may be able to manage and respond to it, using the ERPs for specific emergency situations, as guidance. However, with higher level incidents, these will need to be escalated to

the IIMT, formed of a group of senior managers, to strategically deal with the emergency/crisis.

4.6.1 Local Incident Management Team (LIMT)

The service engaged in study placements abroad should have an LIMT, whose members are appointed by the manager of that unit.

The team is responsible for:

- drawing up and maintaining emergency response plans
- coordinating the response to incidents
- operating autonomously in the event of an incident
- keeping a log of actions taken during an emergency (this includes recording the incident on the H&S accident and incident database)
- and reporting to the International Incident Management Team in the event of a crisis arising

4.6.2 International Incident Management Team (IIMT)

Each member of the IIMT has a set of pre-defined roles and responsibilities identified in the University emergency response and business continuity plans. The team/team members will:

- monitor incidents and will be prepared to act in case incidents escalate into more serious events
- decide which persons and services will be mobilised to manage emergencies
- decide whether to set up an incident control room in order to manage an emergency
- keep a log of actions taken during an emergency
- keep VCEG informed of the incident and the actions taken to deal with it
- assess damage and contact insurers/loss adjusters
- liaise with IIMTs and external bodies in accordance with the required actions identified in the ERP and participate in ER tests and exercises

4.7 Emergency Management Procedures

Specific actions to be taken following an emergency incident

The Incident Controller (for level 1 incidents), on being made aware of an incident to a student may (depending on the level of seriousness of the incident):

- Notify the Local Incident Management Team

- Prioritise the safety and welfare of those immediately perceived to be affected by the incident by establishing what has occurred and following the steps on the example response templates (i.e. how many students do we have who may be affected; contact host institution for assistance)
- Inform other university staff who may be in contact with any of the students
- Keep a log of events that arise and actions taken during the incident, including recording details on the H&S accident and incident database
- If the LIMT determines that the incident needs to be escalated to the IIMT, the LIMT should report it via the University incident reporting system, escalate to the IIMT and inform the Director of Health and Safety Compliance and the QSHE Team.

Outside working hours:

If the incident occurs outside working hours, the Incident Controller, of the LIMT may need to convene the other members of the LIMT virtually by telephone.

The International Incident Management Team (for level 2, and 3 incidents) may, on being informed of an incident by the LIMT:

- Set up an incident control room
- Inform University senior management about the incident and keep them apprised of developments
- Call in staff and resources from elsewhere in the University as required
- Liaise with and take advice from staff/contacts in-country
- Obtain details, if possible, of welfare/injuries of students affected and provide next of kin details
- Initiate actions to guarantee the safety, where possible of students other students potentially involved in or affected by the incident
- Keep a log of events that arise and actions taken during the emergency
- Receive status reports on the incident from the Study Abroad Incident Team and consider the consequences for the University
- Agree the strategy for communicating information about the incident to interested parties both inside and outside the University and decide whether an emergency telephone helpline should be set up
- Determine what support needs to be provided for staff, students and others affected by the incident (including staff who are handling the response to the incident)
- Monitor emergency expenditure

Outside working hours:

If the incident occurs outside working hours, the Incident Controller of the LIMT may need to contact the Chair of the IIMT, who will make a decision as to whether the IIMT should convene virtually by telephone.

LIMT and IIMT members and contact details are listed as an Appendix to this document.

4.8 Emergency communication procedures:

Campus security:

An emergency number 01273 87333 is provided for an immediate response to any emergency or life threatening situation at the Sussex Campus.

Sussex students will be made aware of this number.

Communication within the university:

Level 1 incident:

- Notify the International Incident Management Team
- Contact other staff only as necessitated by incident: members of Student Life Centre/Student Support Unit who may be in touch with student; Directors of Study Abroad and Departmental representatives for study abroad; student's personal tutor; Head of School; Head of Department
- Recording the incident on the H&S accident and incident database

Level 2 & 3 incident:

- Inform University senior management about the incident and keep them apprised of developments
- Limit communication: only with staff (as detailed above) and resources from elsewhere in the University as required
- Agree the strategy for communicating information about the incident to interested parties both inside and outside the University and decide whether an emergency telephone helpline should be set up

NB No-one should issue a communication about the incident to staff, to students or to anyone else unless they have explicit permission from the Director of Communications or his deputy.

5.0 RISK MANAGEMENT

This section should be read in conjunction with the country risk assessments.

| Risk | Impact | Mitigation |
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| <ul style="list-style-type: none">• Death of student studying abroad (natural disasters/accident/campus shooting) | <ul style="list-style-type: none">• Cost to university/potential insurance issue• Negative publicity• Difficulty managing programmes in area where incident happened | <ul style="list-style-type: none">• Ensure students take university insurance, and if not, that they take other insurance• Training of staff and implementation of Emergency Response Plan• Practice training in implementation of ERP |

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| | <ul style="list-style-type: none"> • Impact on fellow students, abroad, or at home | <ul style="list-style-type: none"> • Ensure students are aware of possible risks for certain destinations (via risk assessment for that area) • Ensure adequate preparation of students to manage and reduce risks when travelling and studying abroad. • Ensure students receive orientation at host institution, which should address any risks particular to local area and advice on what to do. |
| <ul style="list-style-type: none"> • Risk of natural disasters | <ul style="list-style-type: none"> • Cost to university/potential insurance issue if getting students back home • Difficulty managing programmes in area where incident happened • Impact on academic programme of student | <ul style="list-style-type: none"> • Ensure students take university insurance, and if not, that they take other insurance • Training of staff and implementation of Emergency Response Plan • Practice training in implementation of ERP • Ensure risk assessment carried out for locations where possibility of a type of natural disaster is higher, and students are made aware of risks. • Ensure adequate preparation of students to manage and reduce risks when travelling and studying abroad • Ensure students receive orientation at host institution, which should address any risks particular to local area and advice on what to do. • Ensure students receive basic advice on what to do in the event of a natural disaster |
| <ul style="list-style-type: none"> • Health risks/outbreak of serious illness | <ul style="list-style-type: none"> • Cost to university/potential insurance issue if getting students back home • Difficulty managing programmes in area where outbreak is | <ul style="list-style-type: none"> • Ensure students take university insurance, and if not, that they take other insurance • Ensure students consult medical / health professional for advice regarding immunisations and other preparations. |

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| | <ul style="list-style-type: none"> Impact on academic programme of student | <ul style="list-style-type: none"> Ensure students have received all relevant immunisations. In case of new or sudden outbreaks, send relevant news items on destination received via Red24, to students, but ensure that communication does not alarm. Training of staff and implementation of Emergency Response Plan Practice training in implementation of ERP |
| <ul style="list-style-type: none"> Robbery, mugging, violent crime | <ul style="list-style-type: none"> Potential insurance issue Difficulty managing programmes in area where incident happened Impact on fellow students abroad | <ul style="list-style-type: none"> Ensure students take university insurance, and if not, that they take other insurance Training of staff and implementation of Emergency Response Plan Ensure students are aware of possible risks for certain destinations Ensure students are aware of basic safety and given advice on appropriate behaviour, clothing, keeping valuable safe etc; Provide information and discuss potential cultural issues around disability, gender and sexual orientation. Ensure adequate preparation of students to manage and reduce risks when travelling and studying abroad. Ensure students receive orientation at host institution, which should address any risks particular to local area and advice on what to do. |
| <ul style="list-style-type: none"> Serious illness/incident of student studying abroad | <ul style="list-style-type: none"> Cost to university/potential insurance issue Negative publicity Difficulty managing programmes in area | <ul style="list-style-type: none"> Ensure students take university insurance, and if not, that they take other insurance (<i>see comment above re insurance</i>) |

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| | <p>where incident happened</p> <ul style="list-style-type: none"> • Impact on fellow students, abroad, or at home | <ul style="list-style-type: none"> • Training of staff and implementation of Emergency Response Plan • Practice training in implementation of ERP • Ensure risk assessment carried out for locations where possibility of serious illness is higher, and students are made aware of risks. • Ensure adequate preparation of students to manage and reduce risks when travelling and studying abroad • Ensure students receive orientation at host institution, which should address any risks particular to local area and advice on what to do. • Ensure students receive basic advice on what to do in the event of a natural disaster • Regularly check FCO Gov.UK pages and inform students of any changes |
| <ul style="list-style-type: none"> • Significant risk of civil disorder, crime or similar danger (e.g. placement in war zones, countries where the Foreign and Commonwealth Office (FCO) advises against travel) | <ul style="list-style-type: none"> • Cost to university/potential insurance issue if getting students back home • Difficulty managing programmes in area where incident happened • Impact on academic programme of student | <ul style="list-style-type: none"> • Ensure students take university insurance, and if not, that they take other insurance • Ensure adequate preparation of students to manage and reduce risks when travelling and studying abroad in these areas • Carry out separate risk assessment for these areas • Regularly check FCO pages and inform students of any changes • Arrange pre-departure briefing with students, in conjunction with someone with local experience or knowledge of conditions • Check orientation talks given at host institution to students on arrival |

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| | | <p>regarding risks of destination.</p> <ul style="list-style-type: none"> • Send regular emails to students whilst away to check all ok • Training of staff and implementation of Emergency Response Plan • Practice training in implementation of ERP |
| <ul style="list-style-type: none"> • Student goes missing on study abroad | <ul style="list-style-type: none"> • Cost to university/potential insurance issue • Negative publicity • Impact on fellow students, abroad, or at home | <ul style="list-style-type: none"> • Practice training in implementation of ERP • Ensure adequate preparation of students to manage and reduce risks when travelling and studying abroad. • Ensure students receive basic advice on what to do in the event of a an incident • Ensure we have access to updated 'emergency contact' for each student. • Ensure communication with fellow students is maintained. |
| <ul style="list-style-type: none"> • Serious incident or accident on host campus involving Sussex student | <ul style="list-style-type: none"> • Cost to university/potential insurance issue • Possible negative publicity • Relationship with host university • Impact on fellow students abroad | <ul style="list-style-type: none"> • Ensure students take university insurance, and if not, that they take other insurance • Training of staff and implementation of Emergency Response Plan • Practice training in implementation of ERP • Ensure follow-up review of incident, and host university • Implementation of Emergency Response Plan (for Sussex students still abroad) • Ensure communication with fellow students is maintained. |
| <ul style="list-style-type: none"> • Serious incident or accident on host campus where Sussex students are currently studying | <ul style="list-style-type: none"> • Impact on fellow students abroad • Impact on relationship with partner institution • Impact on academic programme of student | <ul style="list-style-type: none"> • Ensure students take university insurance, and if not, that they take other insurance (this would cover return flights should they want to return) • Implementation of Emergency Response |

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| | | <p>Plan (for Sussex students still abroad)</p> <ul style="list-style-type: none"> • Training of staff and implementation of Emergency Response Plan • Ensure communication with fellow students is maintained. |
| <ul style="list-style-type: none"> • High profile incident or arrest involving Sussex student abroad | <ul style="list-style-type: none"> • Reputation of Sussex overseas • Possible negative publicity • Relationship with partner university • Impact on fellow students abroad | <ul style="list-style-type: none"> • Ensure adequate preparation of students to understand significant and general cultural differences • Ensure that application procedure for students includes references, and requests disclosure of any special needs students may have • Implementation of Emergency Response Plan for Sussex students still abroad • Ensure communication with fellow students is maintained. • Practice training in implementation of ERP • Ensure follow-up review of incident, and host university • Ensure follow-up review of incident, and host university |
| <ul style="list-style-type: none"> • Inappropriate student behaviour on-campus | <ul style="list-style-type: none"> • Relationships with host university • Reputation of Sussex with host institution | <ul style="list-style-type: none"> • Ensure adequate preparation of students to understand significant and general cultural differences • Ensure that application procedure for students includes references, and requests disclosure of any special needs students may have • Inform students that they will have to return to Sussex if they exercise inappropriate behaviour |
| <ul style="list-style-type: none"> • The student has personal factors which may increase the risk of illness or accident even following adjustments | <ul style="list-style-type: none"> • Cost to university/potential insurance issue • Negative publicity • Impact on fellow students, abroad, or at home | <ul style="list-style-type: none"> • Discuss activities of high risk with the student, try to eliminate or reduce them where possible. • Engage with Medical Health Professional and |

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| | <ul style="list-style-type: none"> Relationship with partner university | <ul style="list-style-type: none"> / or Disability Support Professionals or other relevant support professionals at host institution to develop reasonable adjustments. Involve members of staff (from SSU/SLC) from outset when establishing needs of student at host university. Ensure student has appropriate insurance. |
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6.0 LEGISLATION

- 6.1 Health and Safety at Work etc., Act 1974
 Management of Health and Safety at Work Regulations 1999

7.0 SUPPORTING DOCUMENTS

- 7.1 Appendices referred to in the document can be found at:

<http://www.sussex.ac.uk/students/support/studyabroad/healthandsafety>