



The following is a list of the matters that should be included in a student health and safety briefing. The briefing should take place before a placement commences and should be formally recorded and followed up by providing written information to the student.

ALL Placements

- A student's health and safety responsibilities;
- Health and safety responsibilities of the Placement Provider;
- Health and safety induction at the placement;
 - The importance of receiving this,
 - When it must be given,
 - Topics that must be covered, (e.g. emergency arrangements, reporting of incidents.),
 - Action to take if not given.
- Work factors (these relate to the Placement Provider and to the work that the student will be carrying out);
- Travel and transportation (travel and driving whilst on business can involve risk as well as any associated travel to and from the placement);
- Location and/or region (location can have a considerable impact especially to an unfamiliar country);
- General/environmental health (the student may face significant health, safety and welfare issues associated with the environmental conditions, accommodation, food and drink);
- Individual student (each student is an individual and will have a variety of knowledge, skills, experience and their personality will impact on health and safety);
- Insurance limitations (assessment required on the limitations of insurance arrangements);
- Health and safety information, instruction, training and supervision as the placement progresses;
- Assessing and managing risks for activities they will undertake;
- Monitoring and providing feedback; and
- Instructions about the general requirements and arrangements for the student to report any concerns about their health and safety while on placement.
- The Placement Risk Management Action Plan will help identify if any particular or specific guidance should be added to the standard briefing information above.

EU & International Placements (Include following hazards as they apply to the placement)

Hazard list taken from UCEA/USHA document "Health and Safety Guidance when working overseas"

- Climatic extremes - Dry/desert (high humidity, hypothermia) monsoon/storms, oxygen deficiency/rarefied air, sunburn/skin cancer, tidal and other water considerations, unusual winds (e.g., tornado, hurricane).
- Contact with animals (wild or domestic) - Allergies, asthma, bites (and other physical contact, dermatitis, rabies).
- Contact with insects - Bites/stings (e.g. Lyme's disease, malaria, yellow fever, other). Contact with reptiles (snakes, scorpions). Poisoning, remoteness, shock, etc. Availability of antidotes/medical back-up.
- Contaminated food - Allergies, food poisoning, Hepatitis A.
- Contaminated water - Bilharzia, diarrhoea, legionella, and leptospirosis. Contaminated (drinking) water Cholera, polio, typhoid.
- Dental care - Standards may vary, so a check-up prior to travel may be advisable.
- Electricity compatibility of equipment and supply - safety standards (higher/lower/different).
- Emergencies (including fire) - Arrangements and procedures (first-aid provision, "Help" numbers/contacts).
- Environment (local) - Culture (customs, dress, religion)
- Evacuations/confined spaces/tunnelling - Permits to work (risk appreciation, safety systems). Training.
- Hazardous substances/chemicals - Antidote availability (spillage arrangements, transport requirements).
- Legal differences - Local codes/guidance (local standards, local statute – staff informed and trained).
- Language - Understanding information, instruction, training procedures.
- Natural phenomena - Avalanche, earthquake, volcano.
- Personal safety - Local political situation.
- Stress - Accommodation problems, civil unrest, crime, vandalism and violence, Extremes of heat/cold, fatigue, language/communication problems, lack of support (especially family/peers), loads/expectations excessive, loneliness/remoteness, sickness, unfriendly environment.
- Transportation - Competent driver(s)/pilot(s), properly maintained and equipped vehicles, transport suitable for terrain, accident and record of transport companies such as private airlines.
- Vaccination/prophylaxis - Appropriate vaccinations depending on country visited e.g., Tetanus, yellow fever, malaria, polio, Hepatitis.

The Placement Organiser must regularly review the Foreign and Commonwealth Office website. This will provide further information on a specific country that should be included in the briefing.