

## Health Needs Assessment

**For: students and staff intending to undertake Work Placements / Electives / Field Trips / Expeditions and Study Abroad.**

The type and extent of the health screening depends very much on an assessment of what your proposed trip will involve:

### **For the Majority**

It will be sufficient to complete the self-assessment guide attached and to follow the instructions which include advice as to when it may be necessary to make an appointment with the Occupational Health Service for a more detailed medical assessment / advice / vaccinations etc.

### **Field Trip Expeditions**

In the case of some field trips / expeditions it is necessary to arrange a more formal medical assessment. The field trip co-ordinator / expedition leader will decide whether this is appropriate and details of actions to be taken etc. can be found in the **Protocol: Medical Screening / Advice / Vaccinations for Field Trips / Expeditions** (attached).

**Self Assessment Guide**  
**Health and Safety: Study / Work Placements UK and Abroad**

**Please note:**

This self assessment guide is a prompt for you personally to consider whether you need to seek additional medical advice. You should not return the form to your department and only bring it to Student Occupational Health if it is decided that you need to attend for an appointment.

The University of Manchester is concerned for your health safety and welfare and also has a legal responsibility to ensure (as far as reasonably practicable) your health and safety not only whilst attending university but also when you are undertaking courses of study and / or visits in the UK and abroad.

You are strongly recommended to complete the following self assessment questionnaire.

**The Nature of the Visit / Situation**

	Yes	No
• Will you be working / studying / travelling in an area which is within reasonable access (e.g. 6-12 hours) of specialist medical help?	<input type="checkbox"/>	<input type="checkbox"/>
• Does the work/study/travel require a high standard of physical fitness or exposure to specific hazards e.g. altitude?	<input type="checkbox"/>	<input type="checkbox"/>
• Is it possible that further additional vaccinations will be required beyond standard UK vaccinations as listed below: <b>BCG</b> <b>Polio Tetanus and Diphtheria</b> <b>Measles Mumps and Rubella</b> <b>Meningitis C</b>	<input type="checkbox"/>	<input type="checkbox"/>

For your safety it is important that you are up to date with this schedule and you will be able to check this with your General Practitioner. <http://www.fitfortravel.nhs.uk> is a valuable source of advice on vaccination requirements for each country.

**Your Health**

	Yes	No
• Do you need to take regular medication to control a medical condition e.g. epilepsy, diabetes or other?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you suffer from any serious allergic condition?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you a past history or do you indeed currently suffer from a mental health problem?	<input type="checkbox"/>	<input type="checkbox"/>
• Have you suffered from any medical condition requiring specialist opinions / hospital admission/surgery within the last six months?	<input type="checkbox"/>	<input type="checkbox"/>

## The University of Manchester Health and Safety Services

### PROTOCOL: Medical Screening / Advice / Vaccinations for Field Trips / Expeditions

The University Occupational Health Service is available to provide medical screening, advice and vaccinations for staff and students undertaking field trips. The following provides a guide:

- Field Trip Co-ordinator contacts Student Occupational Health Service with the following information:
  - ♦ Proposed date of field trip (or the years if a number planned)
  - ♦ Destination
  - ♦ Number of students / staff
  - ♦ Details of type of activities / risk assessment etc
- Student Occupational Health arranges with Co-ordinator a date and time to give a relevant Travel Health presentation to those concerned. This will include the advice and information obtained from MASTA or TRAVAX.
- Confidential Health Declaration forms distributed to all those involved. These would be completed duly signed by the student/staff member as soon as possible and returned to Student Occupational Health.
- Appointments arranged for students/staff to attend Occupational Health for any necessary vaccines / additional advice etc.
- On completion of vaccinations etc., a "Fitness for Field Trip" certificate will be issued. This will include advice on medical fitness and may include any additional medical information if considered appropriate e.g. epilepsy / diabetes etc. This may only be included with the student / staff member's informed consent. However, if this is withheld, it would be necessary to give serious consideration as to whether it is possible to issue a certificate.
- Copies of certificates will be kept in the student / staff member's Occupational Health notes for future reference.
- Please note: The Occupational Health Service can also provide Travel Packs containing a variety of medication etc. depending on the travel destination.

If having completed the questionnaire, you consider that it is necessary to seek further advice (which may include general medical information, vaccinations, supply of a travel medicine pack etc), please make an appointment with Student Occupational Health based in The Mill, Sackville Street, Manchester M60 1QD ☎ 0161 306 4007.

Please print off and complete the "Confidential Health Declaration Form and Additional Travel Information" document available on The University Health and Safety web site (see below for access details) and bring the completed form together with the self-assessment guide with you to your appointment. It will also be useful to have details of your planned destination, work activities and dates and details of previous vaccinations (if available) in order to ensure that the advice provided is appropriate to your needs.

### **University of Manchester: Travel Information, Forms etc**

The following documents are available on the Health and Safety Services Web page: [www.campus.manchester.ac.uk/healthandsafety](http://www.campus.manchester.ac.uk/healthandsafety). Click on A-Z, then Codes of Practice and Guidance and scroll down to Travel Information, forms etc.

- **Guidance: Health and Safety in Fieldwork / expeditions / study abroad**  
A comprehensive document including information on responsibilities, advance planning and general preparation. Health and health related issues: Safety and safety related issues.
- **Health and Safety Advice for students on elective study**  
A comprehensive Health and Safety guide covering all the necessary travel arrangements before you leave, on your arrival and on your return. This document should be read by all those intending to undertake a period of elective study abroad.
- **A guide for Managers on student placements, field trips, electives etc.**  
Sources of information and action check list.
- **Travel Advice Leaflet: for staff and students** (hard copies available)
- **Health Needs Assessment for Students and Staff intending to undertake Work Placements / Electives / Field Trips / Expeditions and Study Abroad**  
This includes a self assessment guide and a protocol: Medical Screening/Advice/Vaccinations for Field Trips and Expeditions.
- **Field trip / Expeditions: Health Declaration Form:**  
Students / staff may be advised by their field trip / expeditions co-ordinator to complete this form. Others may need to complete the form if indicated following their answers to the Health Needs Assessment Form.

**Susan Robson**  
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