

Airbnb Policy for Fieldwork Funding

The position remains that suitable regulated accommodation should always be used where and when available.

However, after further discussions with the University Safety Office and the University Finance Office regarding the sometimes complex needs of students undertaking fieldwork, they have acknowledged there will be cases where Airbnb might be the only practical solution.

On that basis, we have moved to identify a clear set of procedures below so that you can consider this option.

Please ensure that you have knowledge of the responsibilities for managing the risks, that reasonable risk assessment steps are taken, and that you take out personal travel insurance if everything is not covered by the University Travel Insurance.

Therefore, if you would like to make a case, explaining how Airbnb is the only practical solution for your work placement accommodation needs (for example placement in a rural location), please follow the steps below:

- Take all reasonable steps to ensure that you book an Airbnb home that is up-to-date with all safety checks, for example, electrical points PAT tested, Carbon Monoxide and Fire Alarms regularly checked etc. To do this, we recommend that you contact the host directly and ask for any evidence of these checks they have.
- Ensure that both the accommodation and the room you will be sleeping in have locks on the doors. If the bedroom does not have a lock on the door, please purchase a door stopper: https://www.amazon.co.uk/EpicTraveller-co-Security-Sensitivity-Travelling-Apartments/dp/B01NBHLS3L/ref=sr_1_7?ie=UTF8&qid=1550576048&sr=8-7&keywords=door+stopper+for+safety
- Complete a risk assessment form for the Airbnb home itself. If you move between Airbnb's during your stay, you will have to complete a risk assessment for each Airbnb you are staying in.
- Sign the H&S Agreement For Unregulated Accommodation form acknowledging that you have assessed and are managing the risks associated with staying in unregulated accommodation (as outlined in your risk assessment). Also agreeing to full responsibility in the case of accident, injury or loss therefore devolving the department's responsibility for your health and safety in the Airbnb accommodation.