

Student Work Placements

Number

Scope

This document covers the health and safety aspects of the management of work placements including the planning, duration of the placement and review of placements

Law

Health and Safety at Work etc. Act 1974
The Management of Health and Safety at Work Regulations 1999
The Health and Safety (Training for Employment) Regulations 1990
The Equality Act 2010

Related H&S
Standards

Training/information/
instruction required

Additional sources of
information

'UCEA Health and Safety Guidance for the placement of Higher Education Students' UCEA 2009
'Providing work placements for disabled students' DfES 2001
'Health and Safety for Student Work Placements – Good Practice for Placement Guidance' Volume 3 ASET 2010

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1. Scope

For the purposes of this document a work placement is a period of work experience;

- Which is undertaken as an integral part of the student's course; and
- Where the student is enrolled at the University during this period; and
- When there is a transfer of direct supervision of the student to a third party. If the placement provider is the University they are considered the third party. Some students may be self employed during their placement.

This document does not include work students undertaking work outside the requirement of study even if encouraged to do so to gain experience, unless the conditions listed above are met.

Placements may be paid or unpaid

The primary condition for acceptance of a placement should be that it fulfils the academic requirements of the course; however, risks to the student or others must be considered and, where necessary, control measures may be put in place. In extreme circumstances, if it is not possible to ensure the reasonable safety of the students or others, a work placement should not be accepted.

This document outlines a risk management approach to the assessment of work placements which means that while every placement must be assessed most assessments will not be time consuming and resources can be concentrated on higher risk placements.

Although insurance is not directly related to health and safety it is referred to in this document. For further information contact the [University Finance Department](#)

2. Definitions used in this document

Placement Organiser	A person to whom authority is devolved for authorising the placement of a student.
Placement Provider	A third party who, during the placement, has responsibility for the direct supervision of the student. This is usually an employer but the student may be self employed.
Visiting Tutor	Any individual authorised by the University to visit a student on placement.
Work Placement Supervisor	A person designated by the Placement Provider to supervise the student during the placement. The level of supervision will vary from placement to placement.

3. Legal Liabilities

The legal liabilities surrounding a work placement vary from country to country. This document details liabilities in the UK and references some examples of requirements outside the UK. When a work placement is organised to take place in a country other than the UK the requirements of the host country must be determined and met.

The University has a responsibility to ensure, as far as is reasonable practicable, that work placements are suitable and safe for students. The University also has a responsibility to the placement provider to ensure the student has the competencies required to undertake the placement. The skills and knowledge the placement provider expects the student to have, and any training the placement provider is planning to provide, should be confirmed, in writing, before the placement is agreed.

In the UK the placement provider has responsibility for the student when they are on placement; students on placements benefit from the same legal protection as any other employee and have the same responsibilities of an employee. These responsibilities are not dependant on any form of salary being paid.

Any statements made by, or on behalf, of the University about the extent of the University's arrangements to ensure placements are safe and suitable could be taken as admissions of liability and may significantly affect the outcome of a criminal or civil proceeding; for example, this could include statements made in the University's Policies and procedures, marketing materials or briefings to students about the checks made on placement providers. It is important any checks, assessment processes and safeguards are undertaken for every placement, regardless of the *level* of perceived risk, the outcomes documented and all requests for information and clarification pursued.

Self employed students – acting as an independent or freelance consultant

If a student is self employed or acting as a freelance consultant during their placement they have a greater responsibility for health and safety for themselves and anyone who may be affected by their business. It should be established during the organisation and approval stage of a work placement that the student **understands** the scope of these responsibilities and has the **appropriate** controls in place e.g. risk assessments and resulting control measures and appropriate levels of insurance.

4. Assessing the risks of a work placement

The academic requirements of a work placement will always take precedence when initially considering a work placement; health and safety considerations should be an integral part in the decision making process when deciding if a placement should go ahead. If the risks of a placement cannot be managed to an acceptable level the placement should not be approved as part of the student's course of study.

Placements should be considered as a whole; the UCEA guidance identifies six factors that should be considered for each work placement (see below). UCEA also recommends a risk management approach and both of these recommendations have been incorporated into this H&S Standard

Each placement must be assessed. The riskiness of placements varies widely, the majority of placements are low-medium and the risk assessments will be straightforward not be time consuming to assess adequately.

5. Framework for the H&S Management of work placements.

Completing a risk assessment for each placement should result in the following standards being met.

- Each party; the University, Student, Placement Provider, Placement Supervisor and Visiting Tutor, have a clear understanding of their roles and responsibilities.
- Students are well prepared for their placement such that they are in a position to understand the risks and make informed judgements before and during the placement.
- There are robust procedures in place to enable problems and concerns to be raised and resolved prior to, during and at the conclusion of a placement.
- Contingency plans are in place to manage exceptional circumstances
- University staff who are involved in any part of a placement have guidance and training to enable them to carry out their role effectively.

For some placements it may be necessary to consider not only the placement itself but also wider aspects of the placement such as location, travel and general welfare/health conditions; an example would be a placement in a developing country where sanitation, residential and medical facilities are likely to be limited.

5.1 Health and Safety Factors

The following six health and safety factors, taken from the UCEA guidance, should be considered for each placement. Each factor is considered in more detail below. The assessment process involves consideration of the placement, the placement provider and the specific student/ student group in terms of each of the six factors

1. Work
2. Travel and transportation
3. Location and or region
4. General/environmental health
5. Individual student
6. Insurance limitations

Work Factors

These relate to the placement provider and the work the student will be carrying out. Work factors include the nature of the work based on hazards to which the student may be exposed. Not only do different industries have differing risks but the risks are likely to vary considerably between employers. If the placement is going to take place over several sites then, as far as is reasonably practicable, each site should be assessed.

Transportation and travel factors

Driving and travelling while carrying out the business of the placement can be a risk to both the student and others. Travelling to and from the placement and around the region may also be risky and this should also be considered. When considering the risks inherent in travel and transportation the mode of transport, experience of student, location and time of travelling must all be considered.

Location/regional factors

Location and regional factors can have a considerable impact on the risks of a placement, particularly if the placement is in a location the student is not familiar with.

General and environmental health

This includes health, safety and welfare issues associated with the place of work or the location and should include consideration of accommodation, food, sanitation and exposure to endemic disease such as malaria and yellow fever.

Individual student factors

Each student is an individual and factors such as disability, health, knowledge, skills, language, experience and personality must be considered when assessing the risks of a placement. Students with personal factors (e.g. health, disability, linguistic or cultural) which may require specific adjustments or support should have equivalent opportunities in choice of placement. Placement Organisers and Visiting Tutors will need to work with the placement provider and student to ensure access and support during a placement. Students who require adjustments or support whilst on placements are likely to need support from the University to disclose this.

It must be remembered that both the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations place duties on employees to co-operate with their employer regarding H&S and this includes disclosing any conditions that would affect the health and safety of themselves or others whilst on the placement. For example if the student couldn't hear the fire alarm they should let the placement provider know so that reasonable adjustments can be identified to enable the student to be alerted if when the fire alarm sounds.

5.2 Pre-placement health and safety visits

The University does not routinely carry out pre placement health and safety visits and most placements do not need a pre-visit. The exceptions are likely to be those that are high risk and have serious, outstanding, health and safety issues that could be resolved with a visit and placements for students with personal factors that will require some adjustment or additional support.

Pre-visits are only necessary when there are issues to be resolved and, as such, should be carried out in good time to allow actions to be agreed and taken. The person carrying out the pre-visit must have a good understanding of health and safety for the particular industry and the standards that should be in place. They must also be able to carry out risk assessments. A third party can be engaged to carry out the pre-visit if it is not practicable for a member of University staff to undertake the visit.

5.3 Preparing students

The amount of preparation a student requires will depend on the risks identified in the six factors; work, travel, location/region, general/environmental health, individual student and any insurance limitations. By the time they start their placement students should be in a position to understand the risks they may encounter and make informed judgements. Students should also know how to contact the placement organiser or visiting tutor if they need to discuss a problem or raise an issue; and be able to recognise situations, behaviours or expectations that put themselves or others at risk.

The placement provider and placement organiser should be able to provide information about the placement, any training or skills that are expected/ necessary. Students should also research their placement and the environment/ location in which they will be living and socialising.

5.4 Raising and resolving problems

Before the placement starts the mechanism by which all parties can raise concerns and resolve problems that arise during the placement must be agreed and in place. The student should have named contacts within the College who will be available for the duration of the placement, usually within normal office hours; although alternative arrangements may be necessary for overseas placements to allow for time differences.

For high risk placements, particularly those with high risk factors because of location, travel/transportation, general and environmental health. Twenty four hour emergency assistance should also be in place. This is usually available through the insurance provider.

Dealing with H&S issues on placement

During the placement the provider and student have responsibility for health and safety and any issues should be dealt with in the first instance by the student and their placement supervisor. However if issues cannot be resolved satisfactorily, or the student does not feel

able to raise problems with their placement supervisor it must be possible for issues to be raised with the placement organiser at the University.

5.4 Review of placements

All placements and placement providers must be reviewed when the placement has been completed. Students, placement organisers and visiting tutors should be questioned to identify any concerns that were raised during the placement and how they were resolved, or not.

The review procedure should be impartial to ensure accurate information is provided and students particularly have no reason to believe that identifying concerns may reflect badly on them.

The conclusions of the review process must be used to determine if a placement provider should continue to be used and if any additional information or control measures should be identified for the placement provider or similar placements in the future. Feedback that has a bearing on health and safety must be acted on. The organisation may be held liable for an accident that could have been prevented or have been less serious if information gathered about a placement provider was not acted on. As far as reasonably practicable information about placement providers should be shared among all placement organisers within the University.

6. Insurance

Insurance needs to be considered with regard to what could go wrong and who could be affected. Insurance in itself is not a control measure. By its very nature insurance only becomes relevant when something has gone wrong usually seriously so. If adequate insurance cover cannot be arranged then the work placement should not go ahead.

Below is a brief summary of the generally available insurance cover that is of particular relevance to student placements. For more details about the University's existing insurance provision contact the Finance Department. [Indemnity Form A](#) should be completed for most work placements

6.1 Public Liability insurance

The University has PL cover indemnifying the University and its personal representatives (staff) for claims made by students, visitors, employees and the public in general for which the University is legally liable in common law. This includes claims arising from injury, loss or damage to property and means the student and placement provider can be assured the University will have the resources to meet a legal claim from anyone who suffers as a result of something that is the **fault of the Institution**. The insurance does not cover anything that is the legal liability or responsibility of someone else.

For placements in the UK it is normal to expect the placement provider to have equivalent cover in place but this must be verified. Outside the UK there are likely to be different

arrangements for PL insurance, in the event of an accident students may find themselves personally responsible for any losses suffered.

6.2 Employer's Liability insurance

In the UK employers are responsible for the health and safety of the student whilst on placement and **most, but not all**, employers are required to have EL insurance. Students are considered as employees of the placement provider and will be covered by their EL policy. There are exemptions to the law requiring employers to have this type of insurance, the HSE have published [guidance](#) detailing the requirements and exemptions placed on employers.

EL insurance indemnifies against claims for compensation made by employees arising from bodily injury sustained in the course of employment for which the **employer** is legally liable. Employers are not automatically liable for accidents at work and the settling of any claims can take considerable time while the issue of liability is determined. 'Bodily injury' includes death, disease, illness, physical and mental injury or mental anguish; loss or damage to property is not covered.

6.3 Personal insurance

If an accident does occur on an overseas work placement adequate personal insurance is likely to be very important. The following things should be considered before a placement is agreed.

- Most standard travel insurance policies do not cover injury, damage or loss whilst at work. It may be necessary to take out a separate insurance policy to cover injury whilst at work. If an employer provides workplace insurance it is unlikely to cover repatriation and may not provide private medical cover on the assumption that employees can access healthcare provided by the state.
- The European Health Insurance Card (EHIS) provides limited cover to students and people on work placements, see below for more detail.
- Most travel insurance excludes routine treatments and provides only limited cover for pre-existing conditions, pregnancy and child birth.
- Most travel insurance policies now impose 'lifestyle exclusions' and activity exclusions i.e. claims arising whilst under the influence of drugs and alcohol and claims resulting from dangerous activities.

The personal liability cover provided by the University's insurer UMAL's 'Travel Cover' policy will apply to any damages or costs for which the student becomes legally liable to pay arising from accidental injury or accidental damage caused by the student when acting in a personal capacity i.e. at leisure, during the period of the placement. Cover is limited to £2,000,000 per incident. If a student decides to extend their visit to take a personal holiday this is not during the period of placement and is not covered; individual insurance will be necessary.

Limitations of PL and EL liability

Insurance cover and legal liability varies considerably outside the UK. It is essential that the extent of cover provided by the placement provider is determined before the placement is agreed and any additional cover in place before the placement commences. It may be possible to arrange for the University insurer's UMAL to cover individual students but this is not always the case and should not be assumed.

Legal responsibility for damage and loss due to an accident at work vary worldwide. In the UK the employer would be held wholly or partially responsible for injury or loss caused by the actions of an employee*, this may not be the case outside the UK; and must be checked before the placement is approved.

There may be considerable delay in the settling of an insurance claim, particularly if liability is not clear. Students should ensure they have adequate personal insurance to provide immediate support such as medical expenses and legal representation.

*Neither EL nor PL insurance will provide cover for the consequences of any deliberate, malicious or irresponsible acts.

6.4 Placements within the European Economic Area and Switzerland

The European Health Insurance Card (EHIC) provides health care to people ordinarily resident in the European Economic Area (EEA) and Switzerland. The EHIC is valid for temporary visits and provides any medical treatment that becomes necessary because of either illness or an accident, giving access to reduced cost or free medical treatment from state healthcare providers on the same basis as residents of the country. Different rules apply if someone is moving within the EEA and Switzerland to live, work or study. Visit the [EHIC web site](#) for further details.

Appendix I Risk profiling and risk reducing actions
 Click here for a [pdf](#) download, or [word](#) download

Risk Profile	Indications	Possible specific action to reduce risk
Work Factors		
High	<p>Work with hazards that have the potential to cause permanent injury or fatalities, including;</p> <p>Working at height; for example using ladders, platforms and cherry pickers/tallosopes, working on lighting rigs</p> <p>Operation of machinery with mechanical hazards such as high speed rotating parts, crushing, entanglement and impact risks</p> <p>Working with toxic and/or hazardous substances.</p> <p>Working with known high risk groups or in locations for example working at night, lone working, in areas of civil unrest or war zones, with groups known for violent and/or criminal behaviour.</p> <p>Working with animal bedding or large or dangerous animals..</p> <p>Activities requiring specific licences or qualifications for example diving or flying.</p>	<p>Seek confirmation with placement provider about the expectations of student’s prior competency in high risk activities, and ensure student meets these.</p> <p>Confirm that training and supervision will be provided by the placement provider throughout the placement. Include in the written communication with the placement provider.</p> <p>Consider pre-placement site visit.</p>
Medium	<p>Working in proximity to high risk factors, but not directly with them.</p>	<p>Seek confirmation from the placement provider that the student will not be expected to participate in high risk activities and will be appropriately supervised in medium risk activities. Include. In the written communication with the placement provider.</p>
Low	<p>Office work or other low hazard environments and activities.</p>	<p>None</p>

Risk Profile	Indications	Possible specific action to reduce risk
Travel and transportation factors		
High	<p>Significant travel to reach placement, prolonged or on local transport facilities known to be high risk.</p> <p>Demanding travel during placement.</p> <p>Student required to drive others in unfamiliar vehicles.</p> <p>Student required to drive unfamiliar transport or transport in unfamiliar conditions.</p> <p>Student required to travel alone in unfamiliar or high risk circumstances.</p>	<p>Discuss with students the travel implications of their placement. Students should provide information about control measures, any additional training or information they need and provide proof of relevant driving licenses and insurances. Copies must be kept by the placement organiser.</p> <p>Seek confirmation from the placement provider of travel arrangements that will be made for the students and the expectation the placement provider has of the students willingness and competence to accept higher risk travel arrangements.</p>
Medium	<p>Travel at night.</p> <p>Long daily commuting required.</p> <p>Student required to drive familiar vehicle in reasonable conditions.</p>	<p>Brief student on travel arrangement or require student to research travel arrangements and confirm they are acceptable to them.</p> <p>Advise to check students have the necessary licences and insurances.</p>
Low	<p>No significant travel, comfortable daily commute.</p> <p>No driving associated with placement.</p>	None.
Location and/or regional factors		
High	<p>Significant risk of civil disorder, crime or similar danger.</p> <p>Placements in countries the Foreign and Commonwealth Office (FCO advises not to travel.</p>	<p>Check FCO restrictions and recommendations. Recommend British national students enrol with the FCO Locate service when working and travelling overseas. A similar service is provided by many other countries including the USA and</p>

Risk Profile	Indications	Possible specific action to reduce risk
	<p>Unavoidable lone or remote working in proximity to significant risk for example in refugee or displacement camps, working with groups in slums or favelas.</p> <p>Areas where medical and rescue services are not available quickly or locally.</p> <p>Means of communication likely to be difficult or compromised.</p> <p>Area prone to natural disasters and/or placement is taking place during particularly high risk season e.g. August – October is the highest risk for hurricanes in the Caribbean and Florida.</p> <p>Placements that would be otherwise categorised as medium risk in areas/cultures the student is unfamiliar with; placements undertaken by students who have little or no experience of living overseas or in a different culture.</p>	<p>Australia, students should be encouraged to register with their national equivalent to the FCO Locate service if they are taking a placement in any country other than theirs.</p> <p>Consult guidance on appropriate behaviours, clothing, cultural norms etc.</p> <p>Arrange briefing/ information to be provided in conjunction with someone with local knowledge of conditions e.g. student who has returned from a similar placement or a placement practitioner at an HEI local to the placement, or an agent who works with UAL, based in the country the placement is in.</p> <p>Ensure robust periodic communication arrangements are in place e.g. student to contact a named person at agreed times and agree actions to be taken if the contact is not maintained.</p>
Medium	<p>Higher than normal risk of civil disorder, crime or comparable danger</p> <p>Delays likely in communicating with placement organiser, tutors and others</p> <p>Placements abroad in areas identified as low risk by the FCO</p>	<p>Check FCO restriction and recommendations. Recommend British national students enrol with the FCO Locate service when working travelling overseas. A similar service is provided by many other countries including the USA and Australia, students should be encouraged to register with their national equivalent to the FCO Locate service if they are taking a placement in any country other than theirs.</p>

Risk Profile	Indications	Possible specific action to reduce risk
	<p>Placements that would be otherwise categorised as low risk in areas/ cultures the student is unfamiliar with; placements undertaken by students who have little or no experience of living overseas or in a different culture.</p>	<p>Recommend robust periodic communication arrangements are in place e.g. student to contact a named person at agreed times and agree actions to be taken if the contact is not maintained.</p> <p>Students to research appropriate behaviour, clothing etc and consider findings in their preparations for the placement.</p> <p>Supplement general briefing with information about particular factors. Encourage students to attend briefings about the local area.</p>
Low	Placements in the UK or students country of residents with no significant local risks.	None
General/ environmental health factors		
High	<p>Regional/local health risks requiring mandatory and specific health protection measures e.g. inoculations</p> <p>Strenuous work in extreme environmental conditions i.e. very hot or cold, dry or high humidity</p>	<p>Obtain advice about immunisations and other precautions for specific countries, both the FCO and the NHS provide this information. Strongly advise that advice is followed through.</p> <p>Failure to obtain appropriate vaccinations is likely to make medical insurance invalid.</p>
Medium	Regional/local conditions require some precautionary measures e.g. optional inoculations, endemic diseases that are not life threatening.	Obtain advice about immunisations and other precautions for specific countries, both the FCO and the NHS provide this information. Advise that advice is followed through. Failure to obtain appropriate vaccinations is likely to make medical insurance invalid.

Risk Profile	Indications	Possible specific action to reduce risk
Low	No significant environmental health risks.	None
Individual student factors		
High	<p>The student has personal factors which may increase the risk of illness or accident during work-related activity even following adjustment e.g. due to health, disability, linguistic or cultural factors.</p> <p>The student has personal factors which may require specific adjustments or support if living away from home, or make them susceptible to episodes of illness e.g. due to health, disability, pregnancy, linguistic or cultural.</p> <p>The student’s knowledge, understanding and skills are low for the type of work.</p>	<p>Discuss activities of high risk with the student, try to eliminate or reduce them where possible.</p> <p>Engage with occupational health/disability support professionals to develop reasonable adjustments. Confirm these in written communication with the placement provider.</p> <p>Identify any additional information, instruction or training required to prepare for the placement.</p>
Medium	<p>The student has personal factors e.g. health, disability, pregnancy, linguistic or cultural, which may require specific adjustments or support during work, or in social interactions at work.</p> <p>The student’s knowledge, understanding and skills are low for the type of work; however the placement provider has agreed, in writing to provide adequate information, instruction and training to overcome the skills gap.</p>	<p>Engage with occupational health/ disability support professionals to develop reasonable adjustments. Confirm these in written communication with the placement provider.</p>
Low	The student has no long term medical conditions or disability likely to cause episodes of illness or require specific support.	None

Risk Profile	Indications	Possible specific action to reduce risk
	<p>whilst on placement.</p> <p>Student has relevant knowledge, understanding and skills for the type of work.</p>	
Insurance limitations		
High	<p>Locations, activities and/or circumstances that are excluded from the University’s travel and other insurance cover</p> <p>Locations where the placement provider’s insurance does not cover the student for personal or third party liability associated with the work by the student</p> <p>Personal factors, as identified above, restrict the insurance cover available, putting the student at risk of being unable to access emergency care whilst on placement</p> <p>The placement is in the UK and rated as high risk for other factors and the placement provider is exempt from employers liability insurance (click here for further details)</p>	<p>If locations, activities and/or circumstances require prior acceptance from the University’s travel and other insurance cover ensure additional insurances are in place. If it is not possible to get adequate insurance serious consideration should be given to restricting the placement, or prohibiting altogether.</p> <p>Ensure the student is aware of any limitations on insurance.</p> <p>Confirm in writing with the placement provider any limitations on insurance cover provided by them and any limitations of the insurance cover of the University and or the student that may affect the activities the student can undertake whilst on placement.</p> <p>If a UK placement provider is exempt from EL insurance then appropriate alternative arrangements should be made. Consult the University’s insurance provider for details of cover provided; if the University insurance cover is inadequate the student should arrange additional cover.</p>

Risk Profile	Indications	Possible specific action to reduce risk
Medium	<p>The placement includes locations, activities and/or circumstances that require prior acceptance from the University's insurers, or the student's insurance policy before cover is activated.</p> <p>The placement is in the UK and rated as high risk for other factors and the placement provider is exempt from employers liability insurance. (click here for further details)</p>	<p>Ensure all foreseeable locations, activities and/or circumstances likely to be included in the placement are notified to the insurer and insurance is adequate.</p> <p>If a UK placement provider is exempt from EI appropriate alternative arrangements should be in place. Consult the University's insurance provider for details of cover; if the University insurance cover is inadequate the student should arrange additional cover.</p>
Low	<p>Locations, activities and/or circumstances are automatically included in the placement provider's insurance or University's insurance.</p> <p>UK locations where the placement provider must have EL insurance cover</p>	<p>Get written confirmation that the placement providers insurance policy will cover the activities of the student.</p>

Appendix II UAL Student Placement H&S Assessment form

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Student Details				
Name				
Duration of placement	Start date	Click here to enter a date.	End date	Click here to enter a date.
Contact details during placement	Address			
	Email			
	Phone			
	Mobile phone			
General contact details (If different from above)	Address			
	Email			
	Phone			
	Mobile phone			
Nationality	Choose an item.			
Personal factors that increase risk	<input type="radio"/> Yes <input type="radio"/> No	please provide details of personal factors increasing the risk		
Emergency contact details.	Relationship to student			
	Address			
	Phone			
	Mobile phone			

Placement Provider Details		
Name		
Business details	Address	
	Phone	
Location and contact details for	Address	
	Phone	

placement			
Placement Supervisor	Name		
	Address		
	Email		
	Phone		
Is the company based in the UK	<input type="radio"/> Yes <input type="radio"/> No	if no please provide details	
If the placement isn't located in the UK then is it based in the student's country?	<input type="radio"/> Yes <input type="radio"/> No	please provide details	
Does the placement provider have a H&S Adviser?	<input type="radio"/> Yes <input type="radio"/> No	Name	
		Address	
		Email	

General control measures		Action necessary	Action completed?
Has the placement provider confirmed receipt and acceptance of written communication?	<input type="radio"/> Yes <input type="radio"/> No		
Has the placement provider been used by the University or College before?	<input type="radio"/> Yes <input type="radio"/> No		
If yes was a H&S assessment carried out?	<input type="radio"/> Yes <input type="radio"/> No		
Do any concerns remain unresolved?	<input type="radio"/> Yes <input type="radio"/> No		
Was there any feedback about the placement provider that increases the risk of this placement?	<input type="radio"/> Yes <input type="radio"/> No		

Risk assessment and further specific actions necessary (add additional rows as necessary)

Factor	Risk profile	Action necessary?	Action completed?
Choose an item.	Choose an item.		
Choose an item.	Choose an item.		
Choose an item.	Choose an item.		
Choose an item.	Choose an item.		
Choose an item.	Choose an item.		
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Choose an item.	Choose an item.		
Choose an item.	Choose an item.		
Choose an item.	Choose an item.		
Choose an item.	Choose an item.		
Choose an item.			

Conclusions		Action necessary?	Action completed?
Is a site safety visit required before	<input type="radio"/> Yes <input type="radio"/> No		

placement is approved?			
Are the risks tolerable such that the placement can be approved?	<input type="radio"/> Yes <input type="radio"/> No		

Acknowledgement

Student

I confirm that the information I have provided in this assessment of my placement is correct and I will abide by the control measures identified.

Signature

Date

Click here to enter a date.

Placement Organiser

I confirm that this assessment is accurate.

Signature

Date

Click here to enter a date.

Appendix III Content of written communication

Below is a set of information that should be confirmed in writing when assessing and agreeing the placement. The form the communication should take is not specified but as it may be necessary to prove the information was requested and provided it is recommended that any verbal agreements/conversations are confirmed in writing, either by letter or electronic communication and records kept for at least 7 years in case of any civil or insurance claim.

Before the placement is agreed the following information should have either been provided by the College to the parties involved i.e. student, placement provider, placement organiser or placement tutor; or received from the parties involved. Depending on the placement additional information may be necessary; this will be identified during the risk assessment process.

Information the Placement Organiser should provide

To the student

- Information about general health and safety responsibilities of employers and employees.
- Any specialist advice and guidance because of the nature of the placement i.e. risks specific to the industry/ location or type of work being carried out.
- Contact details, including emergency details for the duration of the placement.
- Details of the University's insurance provision.

To the placement provider

- Details of the student's skill, knowledge and competences, relevant to the placement.

To the visiting tutor (if relevant)

- Risks involved in visiting the placement
- Control measures in place
- Any relevant arrangements made between the College and both the placement provider and the student.

Information the Placement Provider should provide

To the Placement Organiser

- The plan of work or study programme and associated health and safety training to be undertaken by the student whilst on the placement.
- Expectations the placement provider has of the competence, skill or specific training the student will have prior to taking up the placement.
- Agreement to provide the student with a full induction to the organisation and its working practices, including health and safety arrangements, fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions. Preferably this information will be provided before the placement commences.

- The name and contact details of the Placement Supervisor who will be the student's point of contact in the organisation and who will supervise the student on placement.
- Details of their public liability and employee liability insurance, or equivalent arrangements, or confirmation that these are not in place. This information should be used to identify if any additional insurance is required and organise before the placements starts.
- Information about any risks involved in travel, location, general and environmental health, language or culture the student and placement tutor may encounter.
- Any specific hazards the student may encounter on the work placement i.e. hazardous substances, dangerous machinery, working at height, lone working, interacting with high risk groups; and the control measures in place to mitigate these risks.

To the Student

- Any specific hazards the student may encounter on the work placement i.e. hazardous substances, dangerous machinery, working at height, lone working, interacting with high risk groups etc.; and the control measures in place to mitigate these risks.
- Information about any risks involved in travel, location, general and environmental health, language or culture the student and placement tutor may encounter.
- The skills, training and knowledge the placement provider expects the student to have before the placement.
- The plan of work or study programme and associated health and safety training to be undertaken by the student whilst on the placement.

Information the student should provide

- Any personal factors that may affect their health and safety or the health and safety of others whilst on placement.
- Emergency contact details and next of kin.
- Additional insurance details if necessary.
- A statement agreeing to cooperate with H&S arrangements identified by the risk assessment of the placement and those required by the placement provider.

Written confirmation should be provided by all parties that they accept the arrangements and responsibilities documented in the various correspondences set out above.