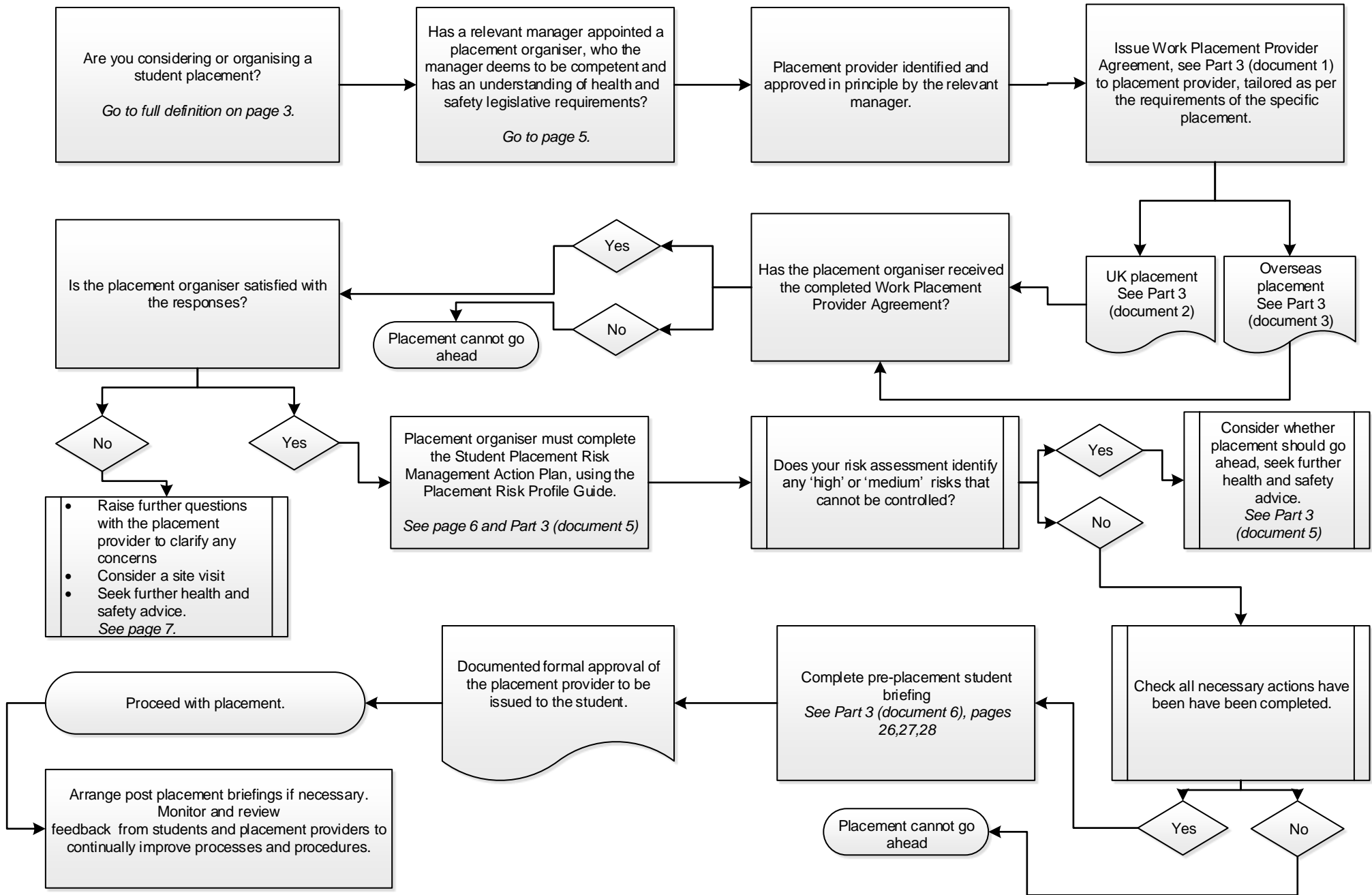**Student Placement Health and Safety
Policy Flowchart**

Are you considering or organising a student placement?

Go to full definition on page 3.

→

Has a relevant manager appointed a placement organiser, who the manager deems to be competent and has an understanding of health and safety legislative requirements?

Go to page 5.

→

Placement provider identified and approved in principle by the relevant manager.

→

Issue Work Placement Provider Agreement, see Part 3 (document 1) to placement provider, tailored as per the requirements of the specific placement.

UK placement
See Part 3 (document 2)

Overseas placement
See Part 3 (document 3)

Has the placement organiser received the completed Work Placement Provider Agreement?

Yes →

No →

Placement cannot go ahead

Is the placement organiser satisfied with the responses?

No

Yes

- Raise further questions with the placement provider to clarify any concerns
- Consider a site visit
- Seek further health and safety advice.
See page 7.

Placement organiser must complete the Student Placement Risk Management Action Plan, using the Placement Risk Profile Guide.

See page 6 and Part 3 (document 5)

→

Does your risk assessment identify any 'high' or 'medium' risks that cannot be controlled?

Yes →

No →

Consider whether placement should go ahead, seek further health and safety advice.
See Part 3 (document 5)

Check all necessary actions have been have been completed.

Yes

No

Placement cannot go ahead

Complete pre-placement student briefing
See Part 3 (document 6), pages 26,27,28

←

Documented formal approval of the placement provider to be issued to the student.

←

Proceed with placement.

Arrange post placement briefings if necessary. Monitor and review feedback from students and placement providers to continually improve processes and procedures.