

Adapted from the UCEA Health and Safety Guidance for the placement of Higher Education Students.

This document can be used to complete the risk profile section of the Student Placement Risk Management Action Plan form. It is not an exhaustive list and specific local indicators and actions may also need to be considered.

Factor	Risk Level	Indicators	Suggested Actions
Work Factors	High	<ul style="list-style-type: none"> <li>• Work with hazards that have potential to cause permanent injury or fatalities including:                             <ul style="list-style-type: none"> <li>– Construction site with work at height.</li> <li>– Dusts.</li> <li>– Moving machinery.</li> <li>– Electrical systems.</li> <li>– Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks.</li> <li>– Laboratory work with toxic/ hazardous materials.</li> <li>– Community work with known high risk groups of clients or locations (drug abusers, homeless, violent patients).</li> <li>– Working alone or under limited supervision with children</li> <li>– Taking part in a ‘regulated activity’ relating to vulnerable adults (as defined in the Safeguarding Vulnerable Groups Act 2006).</li> <li>– Work with animal bedding or large or dangerous animals.</li> <li>– Activities requiring specific licences or qualifications (diving, flying aircraft, crewing an aerial device)</li> <li>– Working involving significant hazards in small companies that do not have professional health &amp; safety advice.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Seek confirmation from Placement Provider about the expectations of the student’s prior competency high risk activities and confirm with the student that they will meet these.</li> <li>• Confirm that training and supervision will be provided by the Placement Provider throughout the placement.</li> <li>• Include in the written confirmation with the Placement Provider.</li> <li>• Consider a pre- placement site visit.</li> <li>• Ensure a named supervisor is in place for the student on a day to day basis and that the student knows who this is.</li> </ul>
	Medium	<ul style="list-style-type: none"> <li>• Work in proximity to high risk factors (but not directly with them) e.g. working within an office within a factory.</li> </ul>	<ul style="list-style-type: none"> <li>• Seek confirmation from Placement Provider that the student will not be expected to participate in high risk</li> </ul>

			<p>activities and will be appropriately supervised in medium risk activities.</p> <ul style="list-style-type: none"> <li>• Include in the written confirmation with the Placement Provider.</li> </ul>
	Low	<ul style="list-style-type: none"> <li>• Office working or other low hazard environments or activities</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Travel and transportation factors	High	<ul style="list-style-type: none"> <li>• Significant travel to reach placement, prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards)</li> <li>• Demanding travel during placement e.g. length of time; over physical terrain; through time zones; night driving.</li> <li>• Student is required to drive others in unfamiliar vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Request further information on travel arrangements for work activities from the Placement Provider.</li> <li>• Brief student on travel arrangements, discuss implications of them.</li> <li>• Consider their experience.</li> <li>• Get confirmation from them that they have relevant driving licences and insurances.</li> <li>• Consider reducing risks by requesting that the Placement Provider ensures travel is accompanied where practicable.</li> <li>• Specify regular contact times with the Placement Provider.</li> </ul>
	Medium	<ul style="list-style-type: none"> <li>• Night travel.</li> <li>• Long daily commuting required.</li> <li>• Student required to drive familiar vehicle in reasonable conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Brief student on travel arrangements. Confirm that these are acceptable to them.</li> <li>• Advise students to check that they have the necessary driving licences and insurances.</li> </ul>
	Low	<ul style="list-style-type: none"> <li>• No significant travel, comfortable daily commute.</li> <li>• No driving associated with placement.</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> </ul>
Location and/or regional factors	High	<ul style="list-style-type: none"> <li>• Significant risk of civil disorder, crime or similar danger (e.g. placement in war zones, countries where the Foreign and Commonwealth office (FCO) advises against travel).</li> <li>• Unavoidable lone or remote working in proximity to significant risk (e.g. student working in refugee camp).</li> <li>• Medical and rescue services not available quickly or locally.</li> <li>• Means of communication likely to be difficult or compromised.</li> </ul>	<ul style="list-style-type: none"> <li>• Check Foreign and Commonwealth office restrictions and recommendations.</li> <li>• Consult guides on appropriate behaviour, clothing etc.</li> <li>• Provide information and discuss potential cultural issues around disability, gender and sexual orientation.</li> <li>• Arrange briefing/ information to be provided in conjunction with someone with local experience or knowledge of conditions (e.g. previous students/ tutors).</li> </ul>
	Medium	<ul style="list-style-type: none"> <li>• Higher than normal risk of civil disorder, crime or comparable danger.</li> <li>• Delays likely in communicating tutors and others.</li> </ul>	<ul style="list-style-type: none"> <li>• Check Foreign and Commonwealth office restrictions and recommendations.</li> <li>• Provide information to students on guides on appropriate behaviour, clothing etc.</li> </ul>

		<ul style="list-style-type: none"> <li>• Placements abroad in areas identified as low risk by the FCO.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide information and discuss potential cultural issues around disability, gender and sexual orientation.</li> <li>• Supplement any general briefings with information about the identified medium risk factors.</li> </ul>
	Low	<ul style="list-style-type: none"> <li>• Placements in the UK with no significant local risks</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> </ul>
General/ Environmental health factors	High	<ul style="list-style-type: none"> <li>• Regional/ local health risks require mandatory and specific health protection measures e.g. inoculations.</li> <li>• Very hot or strenuous working conditions. e.g. manual working outdoors in the sun.</li> <li>• Very cold working conditions e.g. catering placement in a food cold storage/ cook chill or freeze facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure students consult medical/ health professional for advice regarding immunisations and other preparations.</li> <li>• Ensure students have received all relevant immunisations.</li> </ul>
	Medium	<ul style="list-style-type: none"> <li>• Regional/ local conditions require some precautionary measures e.g. optional inoculations against diseases, medical travel kit.</li> </ul>	<ul style="list-style-type: none"> <li>• Consult medical/ health professional for advice regarding immunisations and other preparations.</li> <li>• A medical travel kit is a sensible precaution.</li> </ul>
	Low	<ul style="list-style-type: none"> <li>• No significant environmental health risks.</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> </ul>
Individual Student Factors	High	<ul style="list-style-type: none"> <li>• The student has personal factors (e.g. health, disability, linguistic or cultural) which may increase the risk of illness or accident during work-related activity even following adjustments.</li> <li>• The student has personal factors (e.g. health, (including mental health) disability, pregnancy, linguistic or cultural) which may require specific adjustments or support if living away from home, or makes them susceptible to episodes of illness.</li> <li>• The student's knowledge, understanding and skills are low for the type of work.</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss activities of high risk with the student, try to eliminate or reduce them where possible.</li> <li>• Engage with Medical Health Professional and/ or Disability Support Professionals or other relevant support professionals to develop reasonable adjustments. Confirm these in the written communication with the Placement Provider, once express permission has been given by the student.</li> <li>• Consider pre-placement site visit, with the student where possible, to establish the suitability for the specific needs of the student.</li> </ul>
	Medium	<ul style="list-style-type: none"> <li>• The student has personal factors (e.g. health, (including mental health) disability, pregnancy, linguistic or cultural) which may require specific adjustments or support during work, or in social interactions at work.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage with Medical Health Professional and/ or Disability Support Professionals or other relevant support professionals to develop reasonable adjustments. Confirm these in the written communication with the Placement Provider, once express permission has been given by the student</li> </ul>
	Low	<ul style="list-style-type: none"> <li>• The student has no known or disclosed long-term medical conditions or disability likely to cause episodes of illness or require specific support whilst on placement.</li> <li>• Student has relevant knowledge, understanding and skills for the type of work.</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> </ul>

Insurance Limitations	High	<ul style="list-style-type: none"> <li>• Locations, activities, and / or circumstances that are excluded from Hope University's or students travel or other insurance cover.</li> <li>• 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.</li> <li>• Potential for negligent acts to affect future career prospects e.g. Professional negligence such as medical negligence.</li> </ul>	<ul style="list-style-type: none"> <li>• If locations, activities and / or circumstances are excluded from the University's or student's travel and other insurance cover, consider alternative placements.</li> <li>• Consult the University's insurance specialist.</li> <li>• If placement is to proceed, additional specific insurances may be available.</li> <li>• Brief student on limitations of the insurance cover. (i.e. the 'small' print)</li> </ul>
	Medium	<ul style="list-style-type: none"> <li>• Locations, activities and / or circumstances that require prior acceptance from the University's insurers before being covered.</li> </ul>	<ul style="list-style-type: none"> <li>• If locations, activities and / or circumstances require prior acceptance from the University's insurers, ensure notification and acceptance is given.</li> <li>• Brief student on limitations of the insurance cover. (i.e. the 'small' print)</li> </ul>
	Low	<ul style="list-style-type: none"> <li>• Locations, activities and / or circumstances that are automatically included in the University's insurance cover.</li> <li>• UK locations (where Placement Provider must have Employer's Liability Insurance cover).</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> </ul>