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**STUDENT PLACEMENT**

**HEALTH AND SAFETY**

**CODE OF PRACTICE**



**Student Placements Health and Safety Code of Practice**

This document is a policy and guidance note to set out the standards of safety management required by the University to evidence that it has taken all reasonably practicable steps to ensure the health and safety of students on placements.

**Definitions used within this document:**

***Placement****:* A period of work experience or academic experience, paid or unpaid where

1. The placement is undertaken as an integral part of the student’s course; and
2. The student is enrolled at the University during this period; and
3. There is a transfer of direct supervision of the student to a third party.

Examples of placements at the University include periods of study at other institutions (UK and overseas); work experience as part of the Service and Leadership Award; exchange arrangements and workplace placements (for example social work and education students). Fieldwork is not covered under this policy.

***Placement Organiser:*** The member of staff nominated by the Head of Department or Manager to ensure that the process set out in this policy is applied to each placement.

Student Development & Employability has the role of Placement Organiser for Erasmus and Study Abroad students.

***Placement Provider****:* The placement provider is the third party to who, during the placement, responsibility for direct supervision of the student is transferred.

**This policy comprises of the following parts:**

**PART ONE: Example Step by Step Risk Management Process**

**PART TWO: Policy Statement and Guidance**

**PART THREE: Appendices (Example Documents)**

**PART ONE - Example Step by Step Risk Management Process**

**STEP ONE**

Identification of the Placement Provider and “in principle” approval of the Placement Provider by the relevant department.

**STEP TWO**

A Work Placement Provider agreement is sent to the Placement Provider. An example agreement can be found at Part Three of this policy for UK based (1) and Part Three (2) Overseas based placements. No further action is taken until the agreement is completed returned.

**STEP THREE**

A risk assessment profile is undertaken by the Placement Organiser and the Student Placement Risk Management Action Plan is completed see Part Three (4) of this policy. Detail on how to complete the Placement Risk Management Action Plan is available at Part Three (5) of this policy.

**STEP FOUR**

Specific placement information may be sought from the Placement Provider at this stage depending upon any medium/high risks identified. Confirmation of completion of any action points required to be taken by the Placement Provider should be sought to ensure that any suggested action is completed.

**STEP FIVE**

The Placement Organiser needs to decide whether a visit to the Placement Provider is required. Factors to take into account are set out in Part One of this policy.

**STEP SIX**

Student Briefing. Every student that is going on a placement must be given a briefing before they commence their placement. Details of some of the matters that need to go into the briefing are set out in Part Three (6).

**STEP SEVEN**

Approval of the Placement Provider. If the Placement Organiser is satisfied with the health and safety checklist and the risk profiling is complete and any action suggested has been completed, then and only then, should the student be issued with a documented formal approval of the Placement Provider.

**STEP EIGHT**

There should be an on-going process in place to allow students on placement to raise any concerns that may arise during the placement period.

**STEP NINE**

At the end of the placement there should be a formal opportunity for the student to provide feedback and review on the placement and this must be fed back into the process.

**PART TWO – Policy Statement and Guidance**

**Introduction**

The aim of this policy is to advise faculties and departments on the requirements necessary to effectively manage the health and safety risks arising out of student placements. This guidance sets out reasonably practicable actions which if adhered to will help to ensure that the University fulfils its legal duties.

This policy and guidance encourages a risk based approach to student placements. The risks relate to injury/ill health; legal liability, both criminal and civil; and business risk. If a student was injured or suffered ill health whilst on placement or if the student caused injury or ill health to others, damaged property or contributed to a loss of income to a business, then, depending on the circumstances, the University, the student and/or the Placement Provider could be subject to criminal or civil action.

The policy recognises that the statutory liability for the health and safety of a student on placement primarily lies with the Placement Provider but the University still has a duty of care to students on placement. This policy places duties on the University department or faculty to ensure that the student is sufficiently informed, enabling him or her to question the Placement Provider in respect of health and safety provision at the provider's premises and also to be an integral part of the health and safety monitoring process.

Health and safety is only one aspect of the support and development of students on placement and thus it needs to be an integral part, rather than a standalone part, of the whole process.

The University has adopted the principles of the UCEA Health and Safety Guidance for the Placement of Higher Education Students. This policy sets out one way of achieving the standards required; however, it is generic and written for use across all faculties and services and may therefore need local translation. You can seek assistance in adopting this guidance from the Health and Safety and Legal Services Assistant.

**General Approval of all Placements**

Departments will need to ensure that all student placements:

* Provide opportunities which enable the intended learning outcomes to be achieved;
* Fulfil the relevant responsibilities as regards students’ health, safety and security;
* Are provided by a Placement Provider that can demonstrate that it can support students during their placement;
* Are within an environment where students are treated equally and that Placement Providers comply where appropriate with the Equality Act 2010;
* Fulfil the academic requirements required under the QAA Codes of Practice (if applicable).

Some of the issues above are outside the scope of this policy. Final sign off and approval of placements should be by [the Head of Department in academic departments or relevant department manager in non-academic departments.

**The Role of the Placement Organiser**

The Head of Department or Manger must appoint one or more Placement Organisers who are competent and have an understanding of health and safety legislative requirements. Organisers need to be able to identify from information provided from the Placement Provider any possible basic health and safety defects within a placement workplace or institution and make informed decisions and know where to access further advice if required.

It is the role of the Placement Organiser to assess the placement and consider whether there are any major risks and also whether suitable controls have been identified to control those risks. The identification of these major risks and verification of appropriate controls must be done, so far as possible, prior to taking up the placement. Methods of identifying major risks and verifying controls must be developed and owned locally based on the guidance within this policy.

**Risk Management Process**

All faculties and departments must implement the following 3-step approach:

1. The Placement Organiser must implement a risk management based process for all placements. A suggested process is set out in Part Two of this policy. The actual method chosen is a matter for local management but this must be a risk based decision. Above all, the chosen process should be no less stringent than what is suggested in Part Two of this policy.
2. There must be procedures to ensure that all students are briefed before the placement commences; and
3. There must be procedures for the monitoring and review of placements as far as is reasonably practicable.

The appropriate mechanism to verify Placement Providers’ control measures will vary between Faculties and departments. For some placements it will be appropriate to set out the University requirements relating to the health and safety of the student in writing to the Placement Provider in advance of the placement. If this method is used, it is important that the placement does not go ahead unless the Placement Provider accepts in writing the University’s requirements for the management of the student’s health and safety by the Placement Provider. An example of a letter outlining the requirements is set out in Part Three (1) of this policy.

In some instances, the University has formal partnership arrangements with relevant Placement Providers. Placement Organisers will be responsible for ensuring that these are up to date; have been subject to regular reviews and contain wording that offers assurance that the Placement Provider understands, agrees and is able to ensure the health and safety of students.

For other departments a visit by the Placement Organiser to the provider prior to the placement that includes a health and safety review may be more appropriate. In most cases a visit will not be required unless there are specific concerns that are best resolved by a documented visit and inspection. Departments may wish to visit the Placement Provider with any disabled student prior to the commencement of the placement to ensure adequate support mechanisms are in place.

Alternatively, and particularly relevant to placements overseas, a questionnaire and answer form may be used to establish basic health and safety information at the placement. This can also be used to elicit insurance information. Part Three (2) of the policy there is an example of a questionnaire that can be used for a placement in the UK or the questionnaire contained Part Three (3) has been adapted for overseas placements.

It is essential that all placements are the subject of a formal approval process documented in writing. If a placement is self-generated by the student then they must inform the Placement Organiser immediately of the prospective placement to ensure the correct procedure for that department is followed. There must be a means of ensuring that all students are made aware of this requirement. Consideration should be given to the suitability of the placement. Where significant risks remain, the student and Department must consider carefully whether the placement is still appropriate.

**Risk Assessment Profiling**

The University does not expect members of staff to carry out formal risk assessments for the activities of another organisation as this is part of the Placement Provider’s responsibility. However, by considering the risks the University could be expected to be aware of, a risk profile can be created for the placement which will allow the Placement Organiser to make an informed decision on the suitability of the placement. By completing the Placement Risk Management Action Plan set out in Part Three (4) of the policy, the Placement Organiser’s time and resources can be more effectively targeted at the higher risk activities rather than as a common approach to every placement. Guidance on how to complete this form is available in Part Three (5). The University expects Placement Organisers to carry out a risk profiling exercise for each placement.

Departments may wish to use further guidance on risk profiling which is available in the UCEA document Health and Safety Guidance for the placement of Higher Education students.

**Student Briefing**

Students should receive a verbal briefing before going on placement that includes health and safety risks and the student’s attendance at the briefing should be formally recorded. The aim of the briefing is to ensure that the student is sufficiently informed, enabling him or her to question the Placement Provider in respect of health and safety provision in the provider's premises and also to be an integral part of the health and safety monitoring process. Topics to be covered are contained in Part 3 (6) of the policy including additional information for overseas hazards.

[The International Office] has the responsibility for organising briefings for students that are going overseas under the Erasmus and Study Abroad schemes and to monitor student attendance.

It is the responsibility of departments to ensure that all students going on placement attend a briefing -this can be on a one to one or in a group session. A written copy of the information imparted must be given to all students that are going on placement.

**Monitoring of placements**

Monitoring of a placement can take the form of;

* Regular feedback from the student including information received following contact by the Placement Organiser;
* Feedback from the Placement Provider including information received following contact by the Placement Organiser;
* Observations and discussions during periodic staff visits; and
* Other contact by the Placement Organiser with the student.

Negative feedback received during the placement must receive the appropriate level of investigation by the Placement Organiser. This will involve discussions with both the student and the Placement Provider, and could include seeking advice from the Health and Safety and Legal Services Assistant.

The Placement Organiser or other visiting tutor should consider visiting the Placement Provider where possible. A risk-based approach must be used to determine whether a visit is required during the placement and the frequency of such visits. Account should also be taken of factors including the nature of the work, experience of the student, any special vulnerabilities of the student, duration of the placement, nature of the employer and feedback received from previous students or other sources.

The visiting Placement Organiser or visiting tutor is not expected to be an expert in health and safety but should be aware of, and understand their health and safety monitoring role. Staff visiting students on work placement have a duty of care to observe the health and safety practices and to take any action that they consider to be necessary. Higher risk placements may warrant more specialist placement visitors. Departments must clarify the expectations of any visiting tutors and provide guidance and training as appropriate.

Study placement students must be monitored by the Placement Organiser or by an appropriate member of university academic or administrative staff ensuring that the partner Universities are risk assessed and regular constructive student feedback is received.

**Other relevant considerations**

Where students are working or studying outside the UK, Placement Organisers should insist that students take out adequate travel insurance to cover them for the whole period of the placement. Travel insurance can be arranged via the University Insurance Officer.

By law students cannot be required to disclose a disability. However, it is reasonable to encourage students to do so and to make them aware of the possible consequences of not disclosing (i.e. that no support will be provided. It should be openly discussed with the student as to whether they wish any information to be shared with the Placement Provider. Explicit consent will be required from the student before any such information can be shared.

**PART THREE – Appendices (Example Documents)**

1. Example Work Placement Provider Agreement (UK)
2. Example Work Placement Provider Agreement (Overseas)
3. Student Placement Risk Management Action Plan
4. Placement Risk Profile Guide
5. Suggested Contents for a Student Briefing

***NB These documents are more tailored towards work experience based placements but can be adopted for academic placements. If you require any guidance on adapting these documents please contact the Legal Services and Health and Safety Assistant.***

**Liverpool Hope University**

**Work Placement Provider Agreement**

|  |  |
| --- | --- |
| Placement of (Students Name and ID) |  |
| At (Placement Provider) |  |
| Dates of Placement  |  |

Thank you for facilitating the above placement/ work experience/ study programme.

The University is grateful for your offer of this placement opportunity, we hope our student(s) will learn from this placement, skills and competencies specific to their profession along with general employability skills.

Both Liverpool Hope University and you as placement provider have a role to play with regards to students’ health and safety whilst on placement.

**Liverpool Hope University** **will;**

* Prepare the student for the placement and ensure they are aware of general health and safety aspects.

(This however is of a general nature and cannot include the specific information needed for the role provided to them as part of their placement, particular circumstances within your organisation or the surrounding environment).

* Give the student an opportunity to feedback to us as regards any problems they have experienced with regard to health and safety whilst on placement.
* Respond to this by informing you, and;
* Give you the opportunity to feedback to us any concerns that you have regarding the student or the placement arrangements.

During the placement we expect [STUDENT NAME] to prove to be an effective and reliable individual however you will appreciate that during this period the student is under your control and therefore the primary duty of care and consequent liabilities must rest with you as placement provider. The University requests that you as placement provider will treat the student as one of your employees with regards to their health, safety and welfare.

As part of this role you will be required to fulfil the following responsibilities;

**The Placement Provider will**;

* Sign and return this agreement to the University’s appointed Placement Coordinator.
* Provide the student with an induction in the workplace health and safety arrangements, including arrangements in the event of a fire; in the event of an accident or incident or with regard to specific hazards that may be encountered in the workplace and the necessary health and safety precautions.
* Have a plan of work to be undertaken by the student and associated health and safety training to be completed.
* Provide opportunities which enable the intended learning outcomes to be achieved.
* Ensure the student has a supervisor within the work environment and that the student knows who to contact in the workplace with regards to health, safety and welfare issues.
* Comply with appropriate health and safety legislation.
* Include the student in the risk assessment process for the activities they are involved in, taking into account the student may lack experience in the activity.
* Ensure the student is made aware of the risk and control measures associated with their work activities.
* Provide appropriate information, instruction, training and supervision in working practices to allow them to fulfil their role.
* Have a system for recording and investigating accidents and incidents.
* Notify the University’s Placement Coordinator of any accidents or incidents involving the student, as soon as possible.
* Facilitate access to students for visits by the nominated tutor, by prior agreement.
* In cases of serious breaches of discipline by the student inform the named Placement Coordinator at the University.
* Inform the Academic Tutor or Placement Coordinator if the student fails to attend as agreed.
* Have Employers’ Liability insurance in place for the period of the placement and that this will apply to the student as it would to any member of staff. This insurance cover must provide an indemnity in respect of damages awarded to a student for personal injury, loss or damage sustained by the student.

If any of the above creates any questions or problems, please contact the Placement Coordinator as soon as possible.

**Health and Safety Arrangements**

The University requires that the following is in place in order to approve placements. We would be grateful if you could fully complete the declaration below and return to:

|  |  |  |
| --- | --- | --- |
| 1. We have a written Health and Safety policy
 | Yes | No |
| 1. We accept responsibility for the student under the Health and Safety at Work Act 1974
 | Yes | No |
| 1. We will provide health and safety training for placement students and this will include induction and fire safety information.
 | Yes | No |
| 1. Should the student be expected to work with machinery, equipment or substances hazardous to health, safety precautions will first have been taken. This includes the availability of first aid facilities and training and protective clothing will be provided.
 | Yes | No |
| 1. Adequate supervision will be provided to all placement students.
 | Yes | No |
| 1. We confirm we have in place Employers’ and Public Liability insurances and that the student is deemed to be an employee for the purposes of these insurance policies.
 | Yes | No |
| 1. We confirm we will advise the University immediately of any injury or damage involving the student.
 | Yes | No |
| 1. We will report to the University any sickness involving students which may be attributable to their work
 | Yes | No |
| 1. We confirm risk assessments of work practices that pose significant hazards to employees and others within the organisation are carried out routinely and reviewed regularly.
 | Yes | No |
| 1. The organisation is registered with the Health and Safety Executive / Local Authority Environmental Health Department
 | Yes | No |
| 1. We confirm we will provide an environment in which to work which complies with health and safety requirements, equal opportunities and diversity legislation, policy and procedure.
 | Yes | No |

I confirm that I agree to the responsibilities detailed by Liverpool Hope University as regards this placement.

|  |  |
| --- | --- |
| **Name of Employer** |  |
| **Employer Address**  |  |
| **Placement Provider Signature**  |  Date:  |
| **Print Name**  |  |
| **Job Title** |  |
| **Telephone Number** |  |

|  |  |
| --- | --- |
| **Signed University Nominee**  |  |
| **Job Title**  |  |
| **Date** |  |

Please Complete and return to [PLACEMENT ORGANISER]

Liverpool Hope University

Hope Park

Taggart Avenue

Liverpool

L16 9JD

[EMAIL]

**Liverpool Hope University**

**Work Placement Provider Agreement (Overseas Placements)**

|  |  |
| --- | --- |
| Placement of (Students Name and ID) |  |
| At (Placement Provider) |  |
| Dates of Placement  |  |
| Type of Business  |  |
| Typical role & responsibilities of student whilst on placement  |  |
| Address |  |
| Telephone Number  |  |
| Email |  |
| Key Contact  |  |

Thank you for facilitating the above placement/ work experience/ study programme.

The University is grateful for your offer of this placement opportunity, we hope our student(s) will learn from this placement, skills and competencies specific to their profession along with general employability skills.

Both Liverpool Hope University and you as placement provider have a role to play with regards to students’ health and safety whilst on placement.

**Liverpool Hope University** **will;**

* Prepare the student for the placement and ensure they are aware of general health and safety aspects.

(This however is of a general nature and cannot include the specific information needed for the role provided to them as part of their placement, particular circumstances within your organisation or the surrounding environment).

* Give the student an opportunity to feedback to us as regards any problems they have experienced with regard to health and safety whilst on placement.
* Respond to this by informing you, and;
* Give you the opportunity to feedback to us any concerns that you have regarding the student or the placement arrangements.

During the placement we expect [STUDENT NAME] to prove to be an effective and reliable individual however you will appreciate that during this period the student is under your control and therefore the primary duty of care and consequent liabilities must rest with you as placement provider. The University requests that you as placement provider will treat the student as one of your employees with regards to their health, safety and welfare.

As part of this role you will be required to fulfil the following responsibilities;

**The Placement Provider will**;

* Sign and return this agreement to the University’s appointed Placement Coordinator.
* Provide the student with an induction in the workplace health and safety arrangements, including arrangements in the event of a fire; in the event of an accident or incident or with regard to specific hazards that may be encountered in the workplace and the necessary health and safety precautions.
* Have a plan of work to be undertaken by the student and associated health and safety training to be completed.
* Provide opportunities which enable the intended learning outcomes to be achieved.
* Ensure the student has a supervisor within the work environment and that the student knows who to contact in the workplace with regards to health, safety and welfare issues.
* Comply with appropriate health and safety legislation.
* Include the student in the risk assessment process for the activities they are involved in, taking into account the student may lack experience in the activity.
* Ensure the student is made aware of the risk and control measures associated with their work activities.
* Provide appropriate information, instruction, training and supervision in working practices to allow them to fulfil their role.
* Have a system for recording and investigating accidents and incidents. Please notify the University’s Placement Coordinator of any accidents or incidents involving the student, that you are made aware of.

If any of the above creates any questions or problems, please contact the Placement Coordinator as soon as possible.

**Health and Safety Arrangements**

The University requires that the following is in place in order to approve placements. We would be grateful if you could fully complete the declaration below and return to: 1)

|  |  |  |
| --- | --- | --- |
| 1. Do you have a policy regarding health and safety training for people working in your organisation, including use of vehicles, plant and equipment, and will you provide all necessary health and safety training for the placement student?
 | Yes | No |
| 1. Will your insurance cover
2. Liability for injuries or sickness suffered by placement students attributable to their duties within your organisation?
3. Liability incurred by the student for injuries to other parties (including co-workers) or property damage arising from their duties within your organisation?
 | Yes/ No | Yes/ No |
| Yes/ No | Yes/ No |
| 1. Have you carried out risk assessments of your work practices to identify possible risks, whether to your own employees or to others within your undertaking?
 | Yes | No |
| 1. Are risk assessments kept under regular review and the results of risk assessments implemented?
 | Yes | No |
| 1. Is there a formal procedure for reporting accidents and incidents?
 | Yes | No |
| 1. Will you report to the University all recorded accidents involving placement students?
 | Yes | No |
| **Health And Safety Contact At Your Organisation**  |
| **Name** |  |
| **Position** |  |
| **Telephone**  |  |
| **Email**  |  |

I confirm that I agree to the responsibilities detailed by Liverpool Hope University as regards this placement.

|  |  |
| --- | --- |
|  **Name of Employer** |  |
| **Name of Placement Supervisor**  |   |
| **Telephone Number** |  |
| **Email** |  |
| **Signed by**  |  Date: |
| **Print Name** |  |

|  |  |
| --- | --- |
| **Signed University Nominee**  |  |
| **Job Title**  |  |
| **Date** |  |

Once completed, please return this form to [PLACEMENT ORGANISER] at

Liverpool Hope University

Hope Park

Taggart Avenue

Liverpool

L16 9JD

[EMAIL]

**Liverpool Hope University**

**Student Placement Risk Management Action Plan**

The following form is to be completed upon receipt of completed copies of the *Placement Scheme Interest Form and Work Placement Provider Agreement* for all UK based student placements.

|  |
| --- |
| **Contact Information** |
| **Placement Provider**Company NameAddress and Nominated Contact  |  |
| **Student (s)**Name ID Number Contact details whilst on placement  |  |
| **Faculty/ School** Academic Tutor Name |  |
| **Placement Coordinator** If different from above |  |
| **Job Title**Role whilst on placement  |  |
| **Placement Dates** From/ To Or expected pattern/ frequency of hours if not completed in block weeks. |  |

|  |
| --- |
| **General Information** |
|  | **Y / N / NA** | **Follow up Action** | **Action By** | **Action Completed** |
| A | Has the Placement Provider fully completed & returned the Placement Scheme Interest form?  |  |  |  |  |
| B | Has the Placement Provider been used before & been reviewed with regards health and safety? |  |  |  |  |
| C | If yes to above, do any concerns remain unresolved and what are they? |  |  |  |  |
| D | Has the student received the health and safety briefing?  |  |  |  |  |
| E | Has student received any written health and safety information?  |  |  |  |  |
| F | If the placement involves a medium/ high risk activity, does the Placement Provider have access to in house professional health and safety advice? |  |  |  |  |

|  |
| --- |
| **Placement Risk Profile (from Placement Risk Profile Guide)**  |
| **Factor** | **Risk Level** | **Follow up Action Necessary?**  | **Action Completed** |
| G | Work Factors | High Medium Low |  |  |
| H | Travel and Transportation Factors | High Medium Low |  |  |
| I | Location and / or regional Factors | High Medium Low |  |  |
| J | General / Environmental Health Factors | High Medium Low |  |  |
| K | Individual Student Factors | High Medium Low |  |  |
| L | Insurance Limitations | High Medium Low |  |  |

|  |
| --- |
| **CONCLUSION** |
|  **Follow up Action** | **Action By** | **Action Completed** |
| Has the student had a briefing prior to the placement beginning? | YES/NO |  |  |  |
| Is a pre placement site visit required before approval? | YES/NO |  |  |  |
| Are the residual risks tolerable such that the placement can be approved? | YES/NO |  |  |  |

|  |  |
| --- | --- |
| **Action plan prepared by:** |  |
| **Role:** |  |
| **Date:** |  |
| **Placement Approved by:**  |  |
| **Role:** |  |
| **Date:** |  |

**Liverpool Hope University**

**Student Placement Risk Profile Guide**

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 | * Work with hazards that have potential to cause permanent injury or fatalities including:
* Construction site with work at height.
* Dusts.
* Moving machinery.
* Electrical systems.
* Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks.
* Laboratory work with toxic/ hazardous materials.
* Community work with known high risk groups of clients or locations (drug abusers, homeless, violent patients).
* Work with animal bedding or large or dangerous animals.
* Activities requiring specific licences or qualifications (diving, flying aircraft, crewing an aerial device)
* Working involving significant hazards in small companies that do not have professional health & safety advice.
 | * 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.
* Confirm that training and supervision will be provided by the Placement Provider throughout the placement.
* Include in the written confirmation with the Placement Provider.
* Consider a pre- placement site visit.
* Ensure a named supervisor is in place for the student on a day to day basis and that the student knows who this is.
 |
| Medium | * Work in proximity to high risk factors (but not directly with them) e.g. working within an office within a factory.
 | * Seek confirmation from 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 confirmation with the Placement Provider.
 |
| Low | * Office working or other low hazard environments or activities
 | * None
 |
| Travel and transportation factors | High | * Significant travel to reach placement, prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards)
* Demanding travel during placement e.g. length of time; over physical terrain; through time zones; night driving.
* Student is required to drive others in unfamiliar vehicles
 | * Request further information on travel arrangements for work activities from the Placement Provider.
* Brief student on travel arrangements, discuss implications of them.
* Consider their experience.
* Get confirmation from them that they have relevant driving licences and insurances.
* Consider reducing risks by requesting that the Placement Provider ensures travel is accompanied where practicable.
* Specify regular contact times with the Placement Provider.
 |
| Medium | * Night travel.
* Long daily commuting required.
* Student required to drive familiar vehicle in reasonable conditions.
 | * Brief student on travel arrangements. Confirm that these are acceptable to them.
* Advise students to check that they have the necessary driving licences and insurances.
 |
| Low | * No significant travel, comfortable daily commute.
* No driving associated with placement.
 | * None.
 |
| Location and/or regional factors | High | * 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).
* Unavoidable lone or remote working in proximity to significant risk (e.g. student working in refugee camp).
* Medical and rescue services not available quickly or locally.
* Means of communication likely to be difficult or compromised.
 | * Check Foreign and Commonwealth office restrictions and recommendations.
* Consult guides on appropriate behaviour, clothing etc.
* Provide information and discuss potential cultural issues around disability, gender and sexual orientation.
* Arrange briefing/ information to be provided in conjunction with someone with local experience or knowledge of conditions (e.g. previous students/ tutors).
 |
| Medium | * Higher than normal risk of civil disorder, crime or comparable danger.
* Delays likely in communicating tutors and others.
* Placements abroad in areas identified as low risk by the FCO.
 | * Check Foreign and Commonwealth office restrictions and recommendations.
* Provide information to students on guides on appropriate behaviour, clothing etc.
* Provide information and discuss potential cultural issues around disability, gender and sexual orientation.
* Supplement any general briefings with information about the identified medium risk factors.
 |
| Low | * Placements in the UK with no significant local risks
 | * None.
 |
| General/ Environmental health factors | High | * Regional/ local health risks require mandatory and specific health protection measures e.g. inoculations.
* Very hot or strenuous working conditions. e.g. manual working outdoors in the sun.
* Very cold working conditions e.g. catering placement in a food cold storage/ cook chill or freeze facility.
 | * Ensure students consult medical/ health professional for advice regarding immunisations and other preparations.
* Ensure students have received all relevant immunisations.
 |
| Medium | * Regional/ local conditions require some precautionary measures e.g. optional inoculations against diseases, medical travel kit.
 | * Consult medical/ health professional for advice regarding immunisations and other preparations.
* A medical travel kit is a sensible precaution.
 |
| Low | * No significant environmental health risks.
 | * None.
 |
| Individual Student Factors | High | * 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.
* 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.
* The student’s knowledge, understanding and skills are low for the type of work.
 | * Discuss activities of high risk with the student, try to eliminate or reduce them where possible.
* 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.
* Consider pre-placement site visit, with the student where possible, to establish the suitability for the specific needs of the student.
 |
| Medium | * 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.
 | * 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
 |
| Low | * 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.
* Student has relevant knowledge, understanding and skills for the type of work.
 | * None.
 |
| Insurance Limitations | High | * Locations, activities, and / or circumstances that are excluded from Hope University’s or students travel or other insurance cover.
* 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.
* Potential for negligent acts to affect future career prospects e.g. Professional negligence such as medical negligence.
 | * If locations, activities and / or circumstances are excluded from the University’s or student’s travel and other insurance cover, consider alternative placements.
* Consult the University’s insurance specialist.
* If placement is to proceed, additional specific insurances may be available.
* Brief student on limitations of the insurance cover. (i.e. the ‘small’ print)
 |
| Medium | * Locations, activities and / or circumstances that require prior acceptance from the University’s insurers before being covered.
 | * If locations, activities and / or circumstances require prior acceptance from the University’s insurers, ensure notification and acceptance is given.
* Brief student on limitations of the insurance cover. (i.e. the ‘small’ print)
 |
| Low | * Locations, activities and / or circumstances that are automatically included in the University’s insurance cover.
* UK locations (where Placement Provider must have Employer’s Liability Insurance cover).
 | * None.
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**Student Briefing**

The following is a list of the matters that should be included in a student health and safety briefing. The briefing should take place before a placement commences and should be formally recorded and followed up by providing written information to the student.

**ALL Placements**

* A student’s health and safety responsibilities;
* Health and safety responsibilities of the Placement Provider;
* Health and safety induction at the placement;
	+ The importance of receiving this,
	+ When it must be given,
	+ Topics that must be covered, (e.g. emergency arrangements, reporting of incidents.),
	+ Action to take if not given.
	+ Work factors (these relate to the Placement Provider and to the work that the student will be carrying out);
	+ Travel and transportation (travel and driving whilst on business can involve risk as well as any associated travel to and from the placement);
	+ Location and/or region (location can have a considerable impact especially to an unfamiliar country);
	+ General/environmental health (the student may face significant health, safety and welfare issues associated with the environmental conditions, accommodation, food and drink);
	+ Individual student (each student is an individual and will have a variety of knowledge, skills, experience and their personality will impact on health and safety);
	+ Insurance limitations (assessment required on the limitations of insurance arrangements);
	+ Health and safety information, instruction, training and supervision as the placement progresses;
	+ Assessing and managing risks for activities they will undertake;
	+ Monitoring and providing feedback; and
	+ Instructions about the general requirements and arrangements for the student to report any concerns about their health and safety while on placement.
	+ The Placement Risk Management Action Plan will help identify if any particular or specific guidance should be added to the standard briefing information above.

**EU & International Placements (Include following hazards as they apply to the placement)**

Hazard list taken from UCEA/USHA document “Health and Safety Guidance when working overseas”

* Climatic extremes - Dry/desert (high humidity, hypothermia) monsoon/storms, oxygen deficiency/rarefied air, sunburn/skin cancer, tidal and other water considerations, unusual winds (e.g., tornado, hurricane).
* Contact with animals (wild or domestic) - Allergies, asthma, bites (and other physical contact, dermatitis, rabies).
* Contact with insects - Bites/stings (e.g. Lyme’s disease, malaria, yellow fever, other). Contact with reptiles (snakes, scorpions). Poisoning, remoteness, shock, etc. Availability of antidotes/medical back-up.
* Contaminated food - Allergies, food poisoning, Hepatitis A.
* Contaminated water - Bilharzia, diarrhoea, legionella, and leptospirosis. Contaminated (drinking) water Cholera, polio, typhoid.
* Dental care - Standards may vary, so a check-up prior to travel may be advisable.
* Electricity compatibility of equipment and supply - safety standards (higher/lower/different).
* Emergencies (including fire) - Arrangements and procedures (first-aid provision, “Help” numbers/contacts).
* Environment (local) - Culture (customs, dress, religion)
* Evacuations/confined spaces/tunnelling - Permits to work (risk appreciation, safety systems). Training.
* Hazardous substances/chemicals - Antidote availability (spillage arrangements, transport requirements).
* Legal differences - Local codes/guidance (local standards, local statute – staff informed and trained).
* Language - Understanding information, instruction, training procedures.
* Natural phenomena - Avalanche, earthquake, volcano.
* Personal safety - Local political situation.
* Stress - Accommodation problems, civil unrest, crime, vandalism and violence, Extremes of heat/cold, fatigue, language/communication problems, lack of support (especially family/peers), loads/expectations excessive, loneliness/remoteness, sickness, unfriendly environment.
* Transportation - Competent driver(s)/pilot(s), properly maintained and equipped vehicles, transport suitable for terrain, accident and record of transport companies such as private airlines.
* Vaccination/prophylaxis - Appropriate vaccinations depending on country visited e.g., Tetanus, yellow fever, malaria, polio, Hepatitis.

*The Placement Organiser must regularly review the Foreign and Commonwealth Office website. This will provide further information on a specific country that should be included in the briefing.*