

PLACEMENT RISK ASSESSMENT GUIDANCE (STUDENT AND ORGANISATION)

Factor	Rating profile	Risk Indicators	Examples of Specific Actions Necessary to Reduce Risk
INDIVIDUAL STUDENT FACTORS*	High	The student has relevant personal factors e.g. relating to 'protected characteristics' (such as race, sex, sexual orientation, gender reassignment, religion or belief, pregnancy or maternity, marital status, age and disability), mental health and wellbeing concerns, linguistic or cultural challenges which may increase the risk of accident or illness during placement related activities even following reasonable adjustments. The student has personal factors 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 involved.	Discuss elements of high risk with the student to try to eliminate or reduce them where possible. Take account of impact of other risk factors identified in the risk profiling table when determining suitability of placement. Engage with student, placement provider and health & / or disability support professionals to develop and agree reasonable adjustments. Confirm these in the written communication with the placement provider and student. Consider provision of additional pastoral support contact e.g. access to HEI's student support professionals. Discuss with provider and student how any competence / capability gaps can be addressed. Consider pre-placement site visit. All relevant PL1 forms must have been completed satisfactorily before the placement commences. Placement must not commence if remaining risk is still high Contact H&S Team or Student Services Team for further guidance if required.

	Medium	The student has personal factors which may require specific adjustments or support during work, or in social interactions at work.	Engage with student, placement provider and health & / or disability support professionals to develop and agree reasonable adjustments.
	Low	The student has no personal health factors 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

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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 licenses or qualifications (e.g. diving, flying aircraft / UAV). • Work involving significant hazards in small companies that do not have professional health and safety advice.	Ensure competency requirements for high risk activities have been agreed and ensure student meets them. Confirm that training & supervision will be provided by the placement provider. Consider pre-placement site visit. Ensure student is aware of the hazards of the placement as part of the briefing process. Placement must not commence if remaining risk is still high
	Medium	Working in proximity to high risk factors (but not directly with them). Work involving more practical elements with moderate potential for harm, e.g. education and service sectors.	Seek confirmation from employer that the student will not be expected to participate in high risk activities and will be supervised in medium risk activities.
	Low	Office work or other low hazard environments and activities	General student briefing covering generic risks and controls

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LOCATION / REGIONAL FACTORS	High	International placement with associated high risk factors e.g. significant medical risks, civil disorder, crime or similar dangers.	The International travel policy followed to determine country specific risk factors. Suitable controls to be identified and built into student placement risk assessment Agree robust arrangements for maintaining contact with the HEI.
	Medium	Placement based in UK with evidence of increased localised risk factors OR International placement with low / medium risk factors.	International travel policy followed to determine country specific risk factors. Discuss UK based risk factors with student to determine suitable controls to be followed. The International Travel policy to be followed for overseas placements. Suitable controls to be identified and built into student placement risk assessment Ensure student understands the implications of differences in legal frameworks. Agree how the student will maintain contact with the HEI.
	Low	Placement based in the UK with no specific increased localised risk factors	

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INSURANCE FACTORS	High	Locations, activities and/or circumstances that are excluded from the HEI's travel and 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.	If locations, activities and/or circumstances are excluded from the HEI's travel and other insurance cover, consider alternative placements. Refer to HEI's insurance specialist or HEI procedures /guidance before for advice before approval. For further information on insurance cover contact UMAL at https://umal.co.uk
	Medium	Locations, activities and/or circumstances that require prior acceptance from the HEI's insurers before being covered.	If locations, activities and/ or circumstances require prior acceptance from the HEI's insurers, ensure notification and acceptance is given. For further information on insurance cover contact UMAL at https://umal.co.uk Raise student awareness about potential restrictions within insurance policies.
	Low	Locations, activities and/or circumstances that are automatically included in the University's insurance cover. UK locations, where the Placement Provider must have employers' liability insurance cover.	None

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HEALTH / ENVIRONMENT FACTORS	High	Regional/local health risks require mandatory and specific health protection measures e.g. inoculations or quality of healthcare services uncertain. 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). Standards of safety / hygiene very low International Travel required	In additional to below: Consider ensuring the student consults a medical/travel health professional or occupational health for advice regarding immunisations and other preparations, for example to advise on pre-existing health conditions. A medical travel kit is a sensible precaution. Students should have training in how to use the medical kit, or be able to demonstrate competence. For international travel follow the International Travel Policy for obtaining guidance on destination risks.
	Medium	Regional/local conditions recommend precautionary measures,	Advise student to seek medical advice regarding immunisations, medications and management of health conditions. See International Travel Policy regarding overseas placements. Highlight potential issues which could occur regarding medication (potential for loss, unavailability in country, illegality, and requirement for GP note). Include within briefing or direct students to sources of information about living arrangements (health, accommodation, food safety, cultural issues etc.)
	Low	No significant environmental health risks.	None

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TRAVEL / TRANSPORT FACTORS	High	Significant travel to reach placement, local transportation known to be of high risk. Demanding travel during placement. Student required to drive others or in unfamiliar vehicles.	Discuss travel arrangements with the student to ensure risks are considered. Check employer's insurances. Get confirmation they have relevant driving licenses, insurances & experience. Consider actions to reduce risks where practicable e.g. providing accompanied travel, avoiding night driving, and use of public transport rather than drive
	Medium	Travel at night. Long daily commute. Student required to drive a familiar vehicle in reasonable conditions.	Discuss travel arrangements with the student to ensure risks are considered. Advise them to check that they have the necessary licenses, insurances & experience. Check employer's insurances.
	Low	No significant travel, comfortable daily commute. No driving associated with placement.	None

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SAFEGUARDING FACTORS	High	Significant regular contact/activities with children and/or vulnerable adults. Sport coaching, social work, volunteering, dance, etc.	Appendix PL1a Placement Provider Agreement (signed and returned); Appendix PL1c Student Placement Information and Personal Details; Liaison with Provider on requirements for the student to be DBS checked Confirm these in the written communication with the Provider and level of safeguarding induction student will receive; Pre-placement visit maybe required; Specific H&S briefing session; Provision of specific workplace H&S information to students. Placement must not commence if remaining risk is still high
	Medium	Infrequent contact/activities with children and/or vulnerable adults not in 'regulated' or 'controlled' settings.	Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1c Student Placement Information and Personal Details; Liaison with Provider on requirements for the student to be DBS checked; Specific risk assessment may be required.
	Low	No placement activities with children or vulnerable adults.	Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1c Student Placement Information and Personal Details; No special measures required, generic placement risk assessment; Provision of generic workplace H&S information to students.

Supporting students with protected characteristics or health conditions

Work placements provide an opportunity for vocational learning and personal development. They can be a particularly valuable way for students with protected characteristics or mental and physical health conditions to experience the world of work from which they might otherwise be excluded. It is important that all students have equal access to work placements.

The Protected Characteristics

The main piece of legislation in the UK is the Equality Act 2010 which defines “protected characteristics” upon which discrimination is unlawful. These are:

- Age
- Disability
- Gender Re-assignment
- Pregnancy and maternity
- Race
- Religion and Belief
- Sex or Gender
- Sexual Orientation.

Full definitions of these characteristics are available on the Equality and Human Rights Commission website.

Disclosure

All students should be provided with opportunities to disclose disabilities, mental and physical medical conditions and other factors (e.g. pregnancy and maternity, childcare, periods of religious observance, transport limitations etc.) which may affect their work placement experience.

It is important that explicit consent is sought from students to share relevant personal information (such as disabilities) with the placement provider. This information should only be passed to people to whom it is relevant (e.g. to HR managers or placement provider supervisors). Institutions should ensure their procedures meet the requirements of the General Data Protection Regulations 2016.

Where a disability may impact on the safety of the placement the university will be obliged to ensure that either the information is passed on to the provider or the placement is not approved e.g. where students will be working with children or other vulnerable people, or where chemicals or dangerous equipment will be used and there are health and safety considerations.

In the case of a disability or health condition, the disabled student concerned will often be the best placed person to advise potential employers as to what adjustments could

be made available; there may also be other specialist advisory services within the HEI that can assist.

Reasonable Adjustments

The majority of 'reasonable adjustments' involve adaptations which require no cost outlay for employers. Although many employers are willing and able to make adjustments, it should be noted the legal duty for ensuring reasonable adjustments are made rests with the HEI, because the disadvantage suffered would be academic. Therefore, if reasonable adjustments cannot be made by a provider, the HEI must seek to ensure the student does not suffer disadvantage, for example by funding adjustments or sourcing another suitable placement.

Examples of reasonable adjustments might include:

- Selecting placements to minimise travelling for disabled students.
- A preliminary visit before the placement starts for the employer and student to discuss support needs.
- An orientation visit before the placement starts so that disabled students can find their way about the location.
- Adjustments to practical arrangements, such as travel and accommodation, rather than to the work itself.
- Extra rest breaks, and the chance to take care of medical needs.
- Assistive technology (including standard accessibility functions built into all Microsoft programmes).
- A support worker or job coach.
- Access to counselling services.
- A "work buddy" to provide ongoing support and training.
- Part-time rather than full-time placements.
- Support at interview.
- Adjustments at pre-placement training e.g. at first aid courses.

Work placements abroad

The student who is intending to travel should research how their destination considers their protected characteristic(s) may mean they encounter additional risks (e.g. in some countries homosexuality is illegal). They must consider the possible risks that may be associated with their travel in relation specifically to one or more protected characteristics. Typically the Foreign and Commonwealth Office website details this information about the country in their travel advice section on their website. Follow the International Travel Policy.