

**RISK ASSESSMENT FORM - STUDENT PLACEMENTS**

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| **Placement provider (ie. Company name(s) and location(s))** | **Student or Student Group on placement** | **Time period the placement covers** |
|  |  |  |
| **Provide a brief description of the work the student/student group will be doing as part of the placement:** | | |

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| 1. **General Control Measures** |  | **Action necessary?** | **Action completed?** |
| Has the placement provider acknowledged receipt of the Stakeholder Responsibilities[[1]](#footnote-1)/returned a Placement Agreement? | Yes/No |  |  |
| Has the placement provider has been used before and reviewed with regard to health and safety?  If no, record what actions are required  If yes, record any unresolved issues or concerns as appropriate | Yes/No |  |  |
| 1. **Risk Profile** | **Risk Profile**  **(High, Medium or Low)** | **Action Necessary?** | **Action completed?** |
| **Work Factors** – risks associated with student’s work activities |  |  |  |
| **Travel and Transportation Factors** – commuting to/from placement and/or driving as part of placement activities |  |  |  |
| **Location and/or Region Factors** – location of placement in particular if overseas |  |  |  |
| **General/Environmental Health Factors** – very hot/cold working conditions, vaccinations required etc |  |  |  |
| **Individual Student Factors** –personal factors (e.g. health, disability, linguistic or cultural) that may require a Placement Planning Report (PPR) to be in place prior to the start of the placement |  |  |  |
| **Insurance Limitations** – provider has adequate insurance to cover student on placement |  |  |  |
| 1. **Conclusion** |  | **Action Necessary?** | **Action completed?** |
| Is a safety visit required before placement is approved? | Yes/No |  |  |
| Are the risks tolerable such that the placement can be approved? | Yes/No |  |  |
| Confirm that the student has or will receive sufficient briefing prior to the placement starting? | Yes/No |  |  |

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| **Prepared by** |  | **Date** |  |
| **Placement approved by (Print name)** |  | **Job Title** |  |
| **Signed** |  | **Date** |  |

1. See Appendix 4 of the Student Placement Procedure for further information [↑](#footnote-ref-1)