**Student Placement – Risk Profile and Possible Actions to reduce Risk**

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| **Work Factors**  These relate to the placement provider and to the work that the student will be carrying out. They include the nature of the work-based hazards to which the student may be exposed. Control measures may include the professional knowledge and expertise of the student. There may be occasions where a student may undertake a self-employed placement. This should only be adopted where it is academically/professionally appropriate and not to circumvent usual placement requirements, and careful consideration should be given to the risk levels involved in the work activity. | | | |
| **Risk Level** | **Indications** | | **Possible specific action to reduce risk** |
| 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 (e.g. diving, flying aircraft, crewing an aerial device). * Work involving significant hazards in small companies that do not have professional health and safety advice. * Significant potential impact on mental health (e.g. high stress, long hours, isolation, working with people navigating adversity such as social work, medicine, psychiatry) | | * Seek confirmation from placement provider about expectations of student’s prior competency in high risk activities, and ensure   the student(s) meets these.   * Confirm that training & supervision will be provided by the placement provider throughout the placement. * Clarify roles and responsibilities with the placement provider – using the Guide to Stakeholder Responsibilities or include relevant wording within placement agreement (Appendix 4) * Consider pre-placement visit. * Ensure student is aware of University Wellbeing Support Services and any wellbeing support provided by the placement provider |
| Medium | Working in proximity to high risk factors (but not directly with them). | | * 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. * Clarify roles and responsibilities with the placement provider – using the Guide to Stakeholder Responsibilities or include relevant wording within placement agreement (Appendix 4) * Ensure student is aware of University Wellbeing Support Services and any wellbeing support provided by the placement provider |
| Low | Office work or other low hazard environments and activities.  Self-employed or working from home. | | No special measures  Counsel student to consider support networks |
| **Travel and Transportation**  Driving and travel while carrying out the business of the placement provider can be a risk. Placements do not just involve the work carried out by the placement provider. Depending on the nature and location of the placement, the student may face significant health, safety and welfare issues associated with their travel to and from the placement and to and from their accommodation. | | | |
| **Risk Level** | | **Indications** | **Possible specific action to reduce risk** |
| High | | * Significant/prolonged travel to reach placement or on local transport facilities known to be high risk (eg. poor driving or vehicle safety standards). * Demanding travel during placement. * Student required to drive others in unfamiliar vehicles. | * Brief student on travel arrangements, discuss implications of high risk factors with them. * Consider the student’s experience. * Check with the placement provider that their insurance covers the student driving. * Consider reducing risks by providing accompanied travel where practicable. * Specify regular contact times. * Advise the student to check that they have the necessary driving licences. |
| Medium | | * Night travel. * Long daily commuting requirement. * Student required to drive familiar vehicle in reasonable conditions. | * Brief student on travel arrangements, discuss implications of medium risk factors with them. * Consider the student’s experience * Check with the placement provider that their insurance covers the student driving. * Advise the student to check that they have the necessary driving licences. |
| Low | | * No significant travel, comfortable daily commute. * No driving associated with placement. | No special measures |
| **Location and/or Regional Factors**  The location of the placement can have considerable impact particularly if it is abroad in a country that the student is not acquainted with, though it could apply to international students enrolled at a UK Higher Education Institute and going on placement in the UK. A student returning to their home country for their placement may provide some mitigation from risks, but risk assessment will still be required as it may not mitigate all risks, for example, there may be regional differences in risk or elevated risks from association with the HEI or provider.  Note: Refer to the Overseas Travel webpage <http://www.gcu.ac.uk/healthandsafety/travel/> for details on the travel process including the relevant forms to complete, for example, travel risk assessment form and emergency details form | | | |
| **Risk Level** | | **Indications** | **Possible specific action to reduce risk** |
| 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. medical student elective in a refugee camp).   * Medical and rescue services not available quickly or locally. * Means of communication likely to be difficult or compromised. | * Include details on the [University Travel process](https://www.gcu.ac.uk/healthandsafety/travel/) within the student briefing or direct students to sources of information on travel, including checking relevant travel webpages such as the [University Travel process](https://www.gcu.ac.uk/healthandsafety/travel/) office and [RiskMonitor Travel](https://umal.co.uk/travel-hub/pre-travel-advice/) and for details on the relevant forms to complete, for example, travel risk assessment and emergency details form * Arrange briefing/information to be provided to the student(s) including appropriate behaviour, clothing etc relevant to the country. Preferably, in conjunction with someone with local experience or knowledge of conditions (e.g. student on previous placement or a placement practitioner at a local Higher Education Institute in the overseas country). * Provide students with the Travel Prepare E-Learning link so they can register to complete prior to travel. The link can be found via the Risk Monitor link above. |
| Medium | | * Higher than normal risk of civil disorder, crime or comparable danger. * Delays likely in communicating with tutors and others. * Placements abroad in areas identified as low risk by the FCO. | * Include details on the [University Travel process](https://www.gcu.ac.uk/healthandsafety/travel/) within the student briefing or direct students to sources of information on travel, including checking relevant travel webpages such as the [Foreign and Common wealth](https://www.gov.uk/foreign-travel-advice) office and [RiskMonitor Travel](https://umal.co.uk/travel-hub/pre-travel-advice/) and for details on the relevant forms to complete, for example, travel risk assessment and emergency details form * Arrange briefing/information to be provided to the student(s) including appropriate behaviour, clothing etc relevant to the country. Preferably, in conjunction with someone with local experience or knowledge of conditions (e.g. student on previous placement or a placement practitioner at a local Higher Education Institute in the overseas country). * Provide students with the Travel Prepare E-Learning link so they can register to complete prior to travel. The link can be found via the Risk Monitor link above. |
| Low | | Placements in the UK with no significant local risks. | No special measures |
| **General/Environmental Health Factors**  The student may face significant health, safety and welfare issues associated with the environmental conditions in their place of work or the general location, their accommodation, or their food and drink. | | | |
| **Risk Level** | | **Indications** | **Possible specific action to reduce risk** |
| High | | * Regional/local health risks require mandatory and specific health protection measures (e.g. inoculations, medical travel kit). * 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). | * Consult occupational health or medical/health professional for advice regarding immunisations and other preparations. * Where the health factors are related to overseas travel, check the [Travel Health Pro](http://travelhealthpro.org.uk/countries) website as part of the University Travel process. |
| Medium | | Regional/local conditions require some precautionary measures (e.g. optional  inoculations against diseases, medical travel kit etc). | * Consult occupational health or medical/health professional for advice regarding immunisations and other preparations. * Where the health factors are related to overseas travel, check the [Travel Health Pro](http://travelhealthpro.org.uk/countries) website as part of the University Travel process. |
| Low | | No significant environmental health risks | No special measures |
| **Individual Student Factors**  Each student is an individual. Their health; their knowledge, skills and experience; and their personality could have an impact on health and safety in particular environments. Students with personal factors (e.g. health, disability, linguistic or cultural) that may require specific adjustments or support should have equivalent opportunities in choice of placements.  The School or Department should encourage students with a health condition or disability that may require adjustments or support whilst on placement to disclose this, or to agree for the School or Department to disclose information on this when identifying possible providers. The University should work with placement providers to ensure that access and support requirements will be provided for the student when on placement. Information on the Placement Planning Report can be found [here](https://www.gcu.ac.uk/student/support/disabilityservice/staffmaterials/guideforinclusiveplacementplanning/). Advice on managing placements for disabled students is available in section 6 and Appendix 5 of this document. | | | |
| **Risk Level** | | **Indications** | **Possible specific action to reduce risk** |
| 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 reasonable adjustments. * The student has personal factors (e.g. 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 and the placement provider and try to eliminate or reduce them where possible (eg. review of work to be carried out, increased supervision etc) * Engage with occupational health/disability support professionals to determine if further reasonable adjustments can be developed. * Agree the reasonable adjustments/support with the placement provider and the student and confirm these in the written communication. * Consider pre-placement visit with the student or prepare student for meeting with the placement provider |
| Medium | | The student has personal factors (e.g. health, disability, pregnancy, linguistic or cultural)  which may require specific adjustments or support during work, or in social interactions  at work. | * Agree reasonable adjustments/support with the student and placement provider. * Engage with occupational health/disability support professionals to develop reasonable adjustments/support. * Confirm adjustments/support in the written communication with the placement provider. |
| Low | | * The student has no 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. | No special measures |
| **Insurance Limitations**  Any assessment must include consideration of the extent and limitations of the insurance arrangements of both the University, the placement provider and student, the contractual arrangements in place and the legal requirements in the country or countries where the placement will take place. Any questions on the University insurance including, where applicable, any questions on potential insurance limitations can be emailed to insurance@gcu.ac.uk | | | |
| **Risk Level** | | **Indications** | **Possible specific action to reduce risk** |
| 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 University’s travel and other insurance cover, consider alternative   placements.   * If placement is to proceed, additional specific insurances may be required, for example, professional indemnity insurance. * Brief student on limitations of insurance cover (the small print). |
| Medium | | Locations, activities and/or circumstances that require prior acceptance from the  University insurers before being covered. | * If locations, activities and/or circumstances require prior acceptance from the University insurers, ensure notification and acceptance is given. * Brief student on limitations of insurance cover (the small print). |
| Low | | Locations, activities and/or circumstances that are automatically included in the University insurance cover.  UK locations (where the placement provider must have employers’ liability insurance  cover). | No special measures |