



UNIVERSITIES & COLLEGES
EMPLOYERS ASSOCIATION

UCEA Health and Safety Guidance

**for the placement
of Higher Education students**

Produced in association with



Part 3: Appendices

Appendix A: Risk profiling and risk reducing actions

Factor	Risk profile	Indications	Possible specific action to reduce risk
Work factors	High	<p>Work with hazards that have potential to cause permanent injury or fatalities, including:</p> <ul style="list-style-type: none"> • 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. <p>Community work with known high risk groups of clients or locations (drug abusers, homeless, violent patients).</p> <p>Work with animal bedding or large or dangerous animals.</p> <p>Activities requiring specific licences or qualifications (e.g. diving, flying aircraft, crewing an aerial device).</p> <p>Work involving significant hazards in small companies that do not have professional health and safety advice.</p>	<p>Seek confirmation from placement provider about expectations of student's prior competency in high risk activities, and ensure student meets these.</p> <p>Confirm that training & supervision will be provided by the placement provider throughout the placement. Include in the written communication with the placement provider.</p> <p>Consider pre-placement site visit.</p>
	Medium	<p>Working in proximity to high risk factors (but not directly with them).</p>	<p>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 communication with the placement provider.</p>
	Low	<p>Office work or other low hazard environments and activities.</p>	<p>None.</p>
Travel and transportation factors	High	<p>Significant travel to reach placement, prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards).</p> <p>Demanding travel during placement.</p> <p>Student required to drive others in unfamiliar vehicles.</p>	<p>Brief student on travel arrangements, discuss implications with them.</p> <p>Consider their experience.</p> <p>Get confirmation from them that they have relevant driving licences and insurances.</p> <p>Consider reducing risks by providing accompanied travel where practicable.</p> <p>Specify regular contact times.</p>
	Medium	<p>Night travel.</p> <p>Long daily commuting requirement.</p> <p>Student required to drive familiar vehicle in reasonable conditions.</p>	<p>Brief student on travel arrangements. Confirm that these are acceptable to them.</p> <p>Advise them to check that they have the necessary driving licences and insurances.</p>
	Low	<p>No significant travel, comfortable daily commute.</p> <p>No driving associated with placement.</p>	<p>None.</p>

Factor	Risk profile	Indications	Possible specific action to reduce risk
Location and/or regional factors	High	<p>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).</p> <p>Unavoidable lone or remote working in proximity to significant risk (e.g. medical student elective in a refugee camp).</p> <p>Medical and rescue services not available quickly or locally.</p> <p>Means of communication likely to be difficult or compromised.</p>	<p>Check Foreign and Commonwealth Office restrictions and recommendations.</p> <p>Consult guides on appropriate behaviour, clothing, etc.</p> <p>Arrange briefing/information to be provided in conjunction with someone with local experience or knowledge of conditions (e.g. student on previous placement or a placement practitioner at a local HEI in the overseas country).</p>
	Medium	<p>Higher than normal risk of civil disorder, crime or comparable danger.</p> <p>Delays likely in communicating with tutors and others.</p> <p>Placements abroad in areas identified as low risk by the FCO.</p>	<p>Check Foreign and Commonwealth Office restrictions and recommendations.</p> <p>Provide information to students on guides on appropriate behaviour, clothing, etc.</p> <p>Supplement general briefing with information about medium risk factors.</p>
	Low	<p>Placements in the UK with no significant local risks.</p>	<p>None.</p>
General/environmental health factors			
General/environmental health factors	High	<p>Regional/local health risks require mandatory and specific health protection measures e.g. inoculations.</p> <p>Very hot or strenuous working conditions (e.g. manual working outdoors in the sun).</p> <p>Very cold working conditions (e.g. catering placement in a food cold storage/cook chill or freeze facility).</p>	<p>Consult occupational health or medical/health professional for advice regarding immunisations and other preparations.</p>
	Medium	<p>Regional/local conditions require some precautionary measures, e.g. optional inoculations against diseases, medical travel kit is a sensible precaution.</p>	<p>Consult occupational health or medical/health professional for advice regarding immunisations and other preparations.</p> <p>A medical travel kit is a sensible precaution.</p>
	Low	<p>No significant environmental health risks.</p>	<p>None.</p>

Factor	Risk profile	Indications	Possible specific action to reduce risk
Individual student factors	High	<p>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.</p> <p>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.</p> <p>The student's knowledge, understanding, and skills are low for the type of work.</p>	<p>Discuss activities of high risk with the student, try to eliminate or reduce them where possible.</p> <p>Engage with occupational health professional / disability support professionals to develop reasonable adjustments. Confirm these in the written communication with the placement provider.</p> <p>Consider pre-placement site visit.</p>
	Medium	<p>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.</p>	<p>Engage with occupational health professional / disability support professionals to develop reasonable adjustments. Confirm these in the written communication with the placement provider.</p>
	Low	<p>The student has no long-term medical conditions or disability likely to cause episodes of illness or require specific support whilst on placement.</p> <p>Student has relevant knowledge, understanding and skills for the type of work.</p>	<p>None.</p>
Insurance limitations (see Appendix C for more detailed guidance)	High	<p>Locations, activities and/or circumstances that are excluded from the HEI's travel and other insurance cover.</p> <p>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.</p>	<p>If locations, activities and/or circumstances are excluded from the HEI's travel and other insurance cover, consider alternative placements.</p> <p>If placement is to proceed, additional specific insurances may be available.</p> <p>Consult the HEI's insurance specialist.</p> <p>Brief student on limitations of insurance cover (the small print).</p>
	Medium	<p>Locations, activities and/or circumstances that require prior acceptance from the HEI's insurers before being covered.</p>	<p>If locations, activities and/or circumstances require prior acceptance from the HEI's insurers, ensure notification and acceptance is given.</p> <p>Brief student on limitations of insurance cover (the small print).</p>
	Low	<p>Locations, activities and/or circumstances that are automatically included in the HEI's insurance cover.</p> <p>UK locations (where the placement provider must have employers' liability insurance cover).</p>	<p>None.</p>

Appendix B: Risk assessment form

Placement provider		Student of student group	Start and end dates
Company:			
Location:			
1. General control measures		Action necessary?	Action completed?
Has the placement provider confirmed receipt and acceptance of your written communication?	Yes/No		
Has this placement provider been used before and been reviewed with regard to health and safety?	Yes/No		
If 'Yes', do any concerns remain unresolved?	Yes/No		
Does the placement provider have a H&S advisor?	Yes/No		
Has the student received sufficient briefing?	Yes/No		
2. Risk assessment and further specific actions necessary		Action necessary?	Action completed?
	Risk profile (high, medium or low)		
Work factors			
Travel and transportation factors			
Location and/or regional factors			
General/environmental health factors			
Individual student factors			
Insurance limitations			
3. Conclusions		Action necessary?	Action completed?
Is a site safety visit required before placement is approved?	Yes/No		
Are the risks tolerable such that the placement can be approved?	Yes/No		

Prepared by:

Date:

Have the above actions being completed?

Yes / No

I (print name:

) approve this placement.

Signed:

Date: