Health and Safety Processes for Non UK Student Placements

All forms referred to on this flowchart are available at www.essex.ac.uk/health-safety/activities/student-placements

Non UK Placement opportunity identified by student or University

FPM assesses placement provider H&S standards See: Assessing a placement provider’s health and safety arrangements

Use questioning or the Employer Health and Safety Checklist (non-UK placements) to get more information on health and safety. Use the Risk Profiling and Actions Table to assist you.

Ask placement provider to provide evidence of employer and public liability insurance

Is overseas travel risk assessment needed? (IO will advise)

EA informs FPM

Are there any health and safety/insurance concerns that you need advice on?

Contact HSAS (health and safety concern) or IO (insurance concern)

Are there any health and safety/insurance concerns that you need advice on?

Contact employer and ask them for additional information

Are there any areas where you need further information/assurance from employer

Are there significant concerns that cannot be overcome?

Advise employer/student that placement not suitable and why.

Are you satisfied that suitable workplace arrangements for H&S and insurance are in place?

Record action taken and why on the Student Placement Risk Assessment Record.

The “For University Use box” on Employer Health and Safety Checklist: Non-UK Placements can also be used for this purpose if you will not be doing a full student placement risk assessment.

Has approval been given?

EA informs FPM and records action taken and why on Risk assessment for students working in high/extreme risk overseas locations and keep record.

EA sends risk assessment and certificate of completion (if relevant) to IO and FPM

Are there any significant risk factors that need action to address?

Take action and record action taken on Student Placement Risk Assessment Record.

FPM uses the Risk Profiling and Actions Table to assist with assessing other risk factors

Are you satisfied that suitable workplace arrangements for H&S and insurance are in place?

Record action taken and why on Student Placement Risk Assessment Record

Are you satisfied that suitable workplace arrangements for H&S and insurance are in place?

FPM informs relevant academic department Placement Officer/Co-ordinator (Placement Officer/Co-ordinator to ensure that relevant department staff aware)

FPM advises student that placement is not suitable and why.

FPM approves placement

IO = insurance officer
HSAS = Health and Safety Advisory Service
FPM = Faculty Placements Manager
EA = Essex Abroad – show in blue