Placement opportunity identified by student or University

WBLM/O assesses placement provider H&S standards

See: Assessing a placement provider’s health and safety arrangements

and

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

If provider does not meet “low risk” criteria, use questioning or the Employer Health and Safety Checklist to get more information on health and safety.

Use the Risk Profiling and Actions Table to assist you.

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

Yes

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

No

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

Yes

Contact employer and ask them for additional information

No

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

Yes

Complete the Student Placement Risk Assessment Record using the guidance in the Risk Profiling and Actions Table

No

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

Yes

Take action within your control and record action taken on Student Placement Risk Assessment Record

No

Advise employer/student that placement not suitable and why.

Record action taken and why on Student Placement Risk Assessment Record and keep record.

Advise student that placement not suitable and why.

Yes

Approve placement

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

IO = insurance Officer
HS = Health and Safety Team (Workplace Wellbeing)
WBLM/O = Work-based learning Manager / Officer

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