Placement opportunity identified by student or University

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

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.

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

Placement opportunity identified by student or University

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

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 significant concerns that cannot be overcome?

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

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

Yes

Contact employer and ask them for additional information

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

Yes

Record action taken and why on the Student Placement Risk Assessment Record. The “For University Use box” on Employer Health and Safety Checklist: UK Placements can also be used for this purpose if you will not be doing a full student placement risk assessment.

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

Are there any significant risk factors that need action to address

Yes

Advise student that placement not suitable and why.

Are you satisfied that risks associated with placement are tolerable?

Yes

Approve placement

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