

## Student Work Placement Risk Profiling and Actions Table<sup>1</sup>

To be used in conjunction with the ***Student placement risk assessment record*** to assist in assessing health and safety risks associated with placement.

- [Work factors: Low/Medium](#)
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- [Travel and transportation factors](#)
- [Location and/or Region Factors](#)
- [General / Environmental Health Factors](#)
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Factor	Rating Profile	Indications for Risk Profiling	Examples of Specific Actions Necessary
<b>Work Factors</b> Refer to <i>Employer Health and Safety checklist</i> and any other information from the host employer about what the student will be doing during the placement.	<b>Low</b>	Office work or other low hazard environments and activities in larger, well-established organisations or in smaller organisations that have responded positively to verbal questioning on health and safety processes.	No further measures.
	<b>Medium</b>	Working in proximity to high risk factors (but not directly with them).  Work involving more practical elements with moderate potential for harm, e.g. education and service sectors.  Low hazard work in small companies (less than 6 employees) that do not have professional health and safety advice and have not responded positively to questions on health and safety processes or on the <i>Employer Health and Safety Checklist</i> .	Ask the host employer for confirmation in writing that the student will not be expected to participate in high risk activities, and will be appropriately supervised and trained.  Ensure student is aware of the hazards of the placement as part of the briefing process.  Ask small employer to complete the HSE Health and Safety Policy Template. See: <i>Small employer Health and Safety Requirements</i> .

<sup>1</sup> Note: This risk profile has been adapted from Appendix A of the UCEA Health and Safety Guidance for the placement of Higher Education students

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<p><b>Work Factors (continued)</b> Refer to <i>Employer Health and Safety checklist</i> and any other information from the host employer about what the student will be doing during the placement.</p>	<p><b>High</b></p>	<p>Work with hazards that have potential to cause permanent injury or fatalities, including work on/with:</p> <ul style="list-style-type: none"> <li>▪ Construction site ( work at height or below ground, dusts, moving machinery, electrical)</li> <li>▪ Operation of machinery with mechanical hazards (rotating parts, crushing or entanglement risks).</li> <li>▪ Laboratory work with toxic/hazardous materials or hazardous equipment.</li> <li>▪ Community work with known high risk groups of clients or locations (drug abusers, homeless, violent patients).</li> <li>▪ Animal bedding or large or dangerous animals.</li> <li>▪ Activities requiring specific licences or qualification (e.g. diving, flying aircraft, crewing an aerial device).</li> </ul> <p>Work involving significant hazards in small/medium companies (less than 250 employees) that do not have professional health and safety advice and/or have not responded positively to questions on health and safety processes or on the <i>Employer Health and Safety checklist</i>.</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>Seek written confirmation that appropriate training and supervision will be provided by the Placement Provider throughout the placement.</p> <p>Include details in the written communication with the Placement Provider.</p> <p>Request evidence of adequate risk controls.</p> <p>Consider pre-placement site visit.</p> <p>Ensure student is aware of the hazards of the placement as part of the briefing process.</p> <p>Seek advice from Health and Safety Advisory Service if unsure about the suitability of the placement.</p>

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<p><b>Travel and Transportation Factors</b>  <i>Travel to and from the placement or accommodation, or travelling as part of placement activities.</i></p> <p>The <i>Employer Health and Safety checklist</i> will provide information on travel associated specifically with a work placement.</p> <p>Travel risk information relating to specific countries can be found in the Country Guides provided by our Travel insurer and Gov.UK . (See links at <a href="http://www.essex.ac.uk/health-safety/activities/overseas-travel.aspx">http://www.essex.ac.uk/health-safety/activities/overseas-travel.aspx</a>)</p>	<b>Low</b>	<p>No significant travel, comfortable daily commute.</p> <p>No driving associated with placement.</p>	<p>No special measures.</p>
	<b>Medium</b>	<p>Night travel.</p> <p>Long daily commuting requirement.</p> <p>Student required to drive familiar vehicle in reasonable conditions.</p>	<p>Discuss travel arrangements with the student to ensure risks are considered. Consider the student's experience.</p> <p>Advise students to ensure, they have an appropriate driving licence and, if using their own vehicle, that it is roadworthy and they have business use insurance.</p> <p>Where relevant check the host employer's insurance and driving policy.</p>
	<b>High</b>	<p>Demanding travel during placement.</p> <p>Role requires student to drive others in unfamiliar vehicles or locations.</p> <p>Student will be driving their own or unfamiliar vehicles overseas.</p> <p>Significant travel to reach placement. Travel on local transport facilities known to be high risk (e.g. overseas locations where driving or vehicle safety standards are generally known to be poor).</p>	<p>Discuss travel arrangements implications with student. Consider the student's driving experience.</p> <p>Check the host employer's insurance and driving policy.</p> <p>If using own vehicle, advise students to ensure they have appropriate driving licence and insurance (for Country they will be working in) and of need to be familiar with local driving legislation. They may need to arrange a service and MOT before leaving the UK. Advise that they should consider arranging emergency breakdown cover.</p> <p>Consider reducing risks by providing accompanied travel where practicable.</p> <p>Specify regular contact times.</p>

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<p><b>Location and/or Region Factors</b></p> <p>This will have considerable impact if the placement is overseas. Country Guides provided by our travel insurer and Gov.UK (see links at: <a href="http://www.essex.ac.uk/health-safety/activities/overseas-travel.aspx">http://www.essex.ac.uk/health-safety/activities/overseas-travel.aspx</a> ) will give information about specific risks. Where placements in high risk locations are planned the University's overseas travel risk assessment requirements must be met.</p>	<p><b>Low</b></p>	<p>Placements in the UK with no significant local risks.</p>	<p>No special measures.</p>
	<p><b>Medium</b></p>	<p>Higher than normal risk of civil disorder, crime or comparable danger.</p> <p>Placements abroad in areas identified as low /medium risk by the Gov.UK or the University's travel insurer.</p> <p>Placements in international locations with significantly different legal frameworks.</p> <p>Delays likely in communicating with tutors and others.</p>	<p>Advise students to research their destination using the links on the University's Overseas travel website: <a href="http://www.essex.ac.uk/health-safety/activities/overseas-travel.aspx">http://www.essex.ac.uk/health-safety/activities/overseas-travel.aspx</a>. Encourage students to consider potential risks as part of pre-departure information and training. Provide information about risk factors and signpost to relevant information, including guides on appropriate behaviour, clothing, etc. Ensure student understands the implications of differences in legal frameworks</p> <p>Advise students to sign up to regular email travel alerts for the Country they are visiting from Control Risks/International SOS or Gov.UK.</p> <p>Agree strategy for keeping in touch. Ensure students are aware of what to do in an emergency and have in-country and UK emergency contacts. Draw their attention to the <i>While you are away</i> advice on the University's Overseas Travel website.</p> <p>NB: Copies of Overseas travel leaflet <a href="#">Going Overseas? Stay Safe</a> available from the Health and Safety Advisory Service.</p>
	<p><b>High</b></p>	<p>Significant risk of civil disorder, crime or similar danger (e.g. placement in countries where the University's travel insurers advises travel risk is high or extreme, or where Gov.UK travel advice advises against travel (See: <a href="http://www.gov.uk/foreign-travel-advice">www.gov.uk/foreign-travel-advice</a> )</p> <p>Unavoidable lone or remote working in proximity to significant risk</p> <p>Medical and rescue services not available quickly or locally.</p> <p>Means of communications likely to be difficult or compromised.</p>	<p>In addition to the examples given under Medium above:</p> <ul style="list-style-type: none"> <li>▪ Formal risk assessment and approval will be needed in accordance with University of Essex procedures. See: <a href="http://www.essex.ac.uk/health-safety/activities/overseas-travel.aspx">http://www.essex.ac.uk/health-safety/activities/overseas-travel.aspx</a></li> <li>▪ Student will need to complete the University's overseas travel security training.</li> </ul> <p>Also consider arranging information to be provided by 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>

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<p><b>General/ Environmental Health Factors</b></p> <p>Mainly an issue for overseas placements. Covers risks from natural hazards (e.g. earthquakes), health hazards and poor standards of health, safety and hygiene. Also cultural issues.</p> <p>The Country Guides provided by the University's travel insurance provider or Gov.UK will provide some information on environmental and health risks, as will the <a href="http://www.nhs.uk/fitfortravel">NHS fitfortravel</a> and/or <a href="http://www.masta.org.uk">MASTA</a> websites</p>	Low	No significant environmental health risks.	No special measures.
	Medium	<p>Regional/local conditions recommend some precautionary measures, e.g. inoculations/medication against diseases.</p> <p>Differences in cultural norms and laws in overseas locations (e.g. dress, attitudes to women and LGBT travellers) may put certain students at greater risk.</p> <p>Standards of safety / hygiene can be poor.</p> <p>The placement may involve work that puts student at increases risk of infection (e.g. tetanus, blood borne infections).</p>	<p>Advise students to consider potential risks as part of pre-departure information and training, signposting to links in <i>Research your Destination</i> and <i>Travel Health Risks</i> section of the University's Overseas Travel website: <a href="http://www.essex.ac.uk/health-safety/activities/overseas-travel.aspx">http://www.essex.ac.uk/health-safety/activities/overseas-travel.aspx</a></p> <p>Advise students to check health requirements and to arrange appropriate health protection via their GP or a travel clinic at least 8 weeks prior to departure.</p> <p>Advise student to research cultural norms and laws. (Guidebooks such as Lonely Planet and Rough Guides are good sources of information). The Gov.uk site also has some specific advice for <a href="http://www.gov.uk/guidance/disabled-travellers">disabled</a> and <a href="http://www.gov.uk/guidance/lgbt-travellers">LGBT</a> travellers.</p> <p>Check proposed accommodation arrangements. If concern about suitability provide guidance on <a href="http://www.essex.ac.uk/health-safety/activities/overseas-travel.aspx">Choosing safe accommodation</a>.</p> <p>Where an employer has specified health protection measures, confirm requirements with student. NB: Employer may require evidence of inoculations as condition of placement.</p>
	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</p> <p>Standards of safety / hygiene very low</p> <p>Significant differences in cultural norms and laws (e.g. dress, attitudes to women and LGBT travellers) may put certain students at greater risk.</p>	<p>In addition to the examples given under Medium above:</p> <ul style="list-style-type: none"> <li>Formal risk assessment and approval in accordance with University of Essex procedures if Gov.UK has advised against travel due to health risks or natural disasters. See: <a href="http://www.essex.ac.uk/health-safety/activities/overseas-travel.aspx">http://www.essex.ac.uk/health-safety/activities/overseas-travel.aspx</a></li> </ul> <p>Medical travel kit may be required if medical/health standards are poor.</p>

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<p><b>Individual Student Factors</b></p> <p>Factors that can affect the success of a placement, include</p> <ul style="list-style-type: none"> <li>• their knowledge, skills and experience,</li> <li>• level of maturity, general health or existing health conditions.</li> <li>• Reasonable adjustments may be needed if a student has disclosed a disability.</li> <li>• If a student is pregnant or becomes pregnant during a placement a risk assessment will be needed.</li> </ul>	<p><b>Low</b></p>	<p>The student has not advised the University of any personal factors 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>No special measures.</p>
	<p><b>Medium</b></p>	<p>The student has personal factors (e.g. mental or physical health conditions, disability, linguistic, cultural, pregnancy) which may require specific adjustments or support during the work placement, or in social interactions at work.</p>	<p>Engage with student, host employer and health professional/other support professionals to agree reasonable adjustments.</p> <p>For pregnant students a risk assessment should be undertaken following the guidance at:  <a href="http://www.essex.ac.uk/students/health-and-wellbeing/pregnancy.aspx">http://www.essex.ac.uk/students/health-and-wellbeing/pregnancy.aspx</a></p> <p>Confirm these in the written communication with the host employer and student.</p> <p>If necessary contact the Student Support Wellbeing Team for advice.</p> <p>Advise student of support and counselling available to them whilst on placements (through Student Support Wellbeing Team).</p>
	<p><b>High</b></p>	<p>The student has personal factors (e.g. mental or physical health conditions, disability, linguistic, cultural, pregnancy) which may increase the risk of illness or incident during work-related activity even following adjustments.</p> <p>The student has significant personal factors which may require specific adjustments or support if living away from home, or makes them susceptible to episodes of illness. Other risk factors identified in the risk profiling table (e.g. location) may also impact on the risk.</p> <p>The student's knowledge, understanding, and skills are low for the type of work.</p>	<p>In addition to the examples given under Medium above:</p> <p>Discuss activities that give rise to risk with the student to try to eliminate or reduce potential risks where possible. Take account of impact of other risk factors identified in the risk profiling table (e.g. location) when determining suitability of placement.</p> <p>Consider pre-placement visit.</p> <p>Agree with student and host employer how gap in student's knowledge, understanding, and skills is going to be addressed and by who (e.g. through training or limiting work activities).</p> <p>Confirm arrangements to reduce risk in the written communication with the Host employer.</p>

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<p><b>Insurance Limitations</b> This question is asked on the <i>Employer Health and Safety checklist</i>.</p> <p>In the UK employers must have employers' liability insurance.</p> <p>In some cases students may be in work settings or placements that are not covered by the provider's insurance. For example, a provider may not have personal or third party liability cover for work placement activities undertaken by the student.</p>	Low	UK location and the Host employer has confirmed Employers' and Public Liability Insurance cover.	No special measures.
	Medium	<p>Locations, activities and/or circumstances that require special consideration before the placement proceeds.</p> <p>There may be cover in place, but not in the format we would expect in the UK or at a lower level than expected.</p>	<p>The location or activities being undertaken may be more high risk, therefore specific insurance or the limit may need to be increased to accommodate the placement. Consult the University's Insurance Office if you are in doubt for further advice.</p> <p>See advice below.</p>
	High	Countries where the Host employer's insurance does not cover the student for personal or third party liability associated with the work by the student.	<p>Students undertaking placements outside of the UK with an overseas employer are covered under the University's Travel insurance (at no cost to themselves), where a limited level of Personal Accident Cover is provided. Students are covered for their own actions on the third party but are <b>not</b> covered if they suffer injury or loss due to the fault of the employer.</p> <p>Students are sent information about the University's Travel insurance policy by the Essex Abroad team.</p> <p>The student must sign an <i>Insurance Disclaimer</i>, which outlines the level of insurance cover provided by the University and the overseas employer. The disclaimer confirms that the student is aware of the limitations and that they can source their own private personal insurance.</p> <p>Consult the University's insurance office if you are in doubt for further advice.</p>