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| Student Placement Risk Assessment Record |

This form is to be completed by students prior to attending their appointment with a Work Based Learning Officer. This form is for placements that are either in the UK or are overseas but at a low risk (i.e. the overall Drum Cussac rating is below 3, and all Drum Cussac categories, such as Security, are below 3 as well).

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| **Student Placement Information (Student use only)** | | | | |
| **Name of Student** |  | | | |
| **Name of placement provider (host organisation) and student role** |  | | | |
| **Address of placement provider** |  | | | |
| **Period of placement (Dates)** | From: | | Until: | |
| **General control measures**  **(Staff use only)** | **In place** | **Action needed?** | | **Action completed (date)** |
| **Have the student(s) received general information on health and safety relating to student placements[[1]](#footnote-1)**  Where specific information needs to be given, record under relevant risk profile below | Y / N |  | |  |
| **Has the Placement Provider acknowledged receipt of the Tri-Partite Agreement?** | Y / N |  | |  |
| **Have the Placement Provider’s health and safety arrangements been assessed?[[2]](#footnote-2)** If there are concerns that remain unresolved, record action needed. | Y / N |  | |  |
| **Has the placement provider provided evidence of current employer and public liability insurance?** | Y/ N |  | |  |
| **Risk profile** | **Provide detail regarding placement (Student to complete)** | | | |
| **Work Factors**  Please provide as much detail as possible regarding:   * The environment you will be working in * The size of the company you will be working for * What hazards you will be working with or near. For example this could include working with or near machinery, hazardous chemicals, animals etc. |  | | | |
| **Travel and Transportation Factors**  Please provide as much detail as possible regarding:   * The nature of your commute to your placement * The length of time your commute will take and if it will occur at night * Is driving required as part of your commute? * Is driving required for your role? If so will you be required to drive your vehicle or an unfamiliar vehicle? Will you be asked to travel to unfamiliar places? Will you be required to transport others as well? * Will you be driving overseas? |  | | | |
| **Location and/or Region Factors**  Please provide as much detail as possible regarding:   * If your placement is in the UK or overseas * The level of risk from civil disorder, crime or other danger as identified by gov.uk or the University’s travel insurer * If on placement overseas:   Is the legal framework significantly different to the UK? (Gain an understanding of how the country you are travelling to operates)  Will there likely be delays in communicating with tutors and/or others?  Will medical services be quickly available?  Are there remote or unavoidable lone working risks? |  | | | |
| **General/Environmental Health Factors**  Please provide as much detail as possible regarding:   * The nature of your accommodation (flat, house-share, onsite accommodation, hotel, staying with family/friends etc) * Please describe the working conditions. For example if this will be in an office, working outside, lab work, field work, from home etc * If on placement overseas   What the health requirements are of where you are travelling to and if any inoculations are needed?  Are there differences in cultural laws and norms to the UK? (For example this could include differences in dress code, attitudes to LGBTQ+, alcohol etc) |  | | | |
| **Individual Student Factors**  Please provide as much detail as possible regarding:   * Do you require any reasonable adjustments or support whilst on placement? This can relate to your physical and/or mental wellbeing, and the support you are currently receiving. Please note that, whilst on a placement, you can access the University’s [SWIS](https://www.essex.ac.uk/staff/professional-services/student-wellbeing-and-inclusivity-team)  for support with your mental and emotional health, disability, academic concerns, financial worries and accommodation issues. * Do you have any concerns regarding your knowledge, understanding and skills for the type of work you will undertake on your placement? |  | | | |

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| **Risk profile**  **(refer to** [**risk profile table**](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/student-placement-risk-profile-action-table.pdf?la=en)**)** | **Risk (Staff use only)**  **High/Med/Low** | **Action Needed? (Staff use only)** |
| **Work Factors** |  |  |
| **Travel and Transportation Factors** |  |  |
| **Location and/or Region Factors** |  |  |
| **General/Environmental Health Factors**  Includes accommodation (Information for students returning to campus accommodation can be found [here](https://www.essex.ac.uk/life/accommodation/apply/returning-students/colchester)) |  |  |
| **Individual Student Factors**  Ensure student understands the importance of completing OLR on time |  |  |
| **Insurance Information**  Ensure student understands what they are insured for  Ensure student has completed MoveOn form and TIAF |  |  |

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| **Conclusion (Staff use only)** | **In place** | **Action needed?** | **Action completed (date)** |
| **Are the risks tolerable such that the placement can be approved?** | Y / N |  |  |
| **If placement is high risk, can risk be reduced to medium level or below?** | Y / N |  |  |

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| **Assessment carried out by:** | | | | | |
| **Name** |  | | | | |
| **Job title** |  | | **Department** |  | |
| **Placement approved** | | Yes / No | **Date approval given** | |  |

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| **Student declaration and approval** | | | |
| * By signing I agree with the information stated in this document | | | |
| **Signed:** |  | **Date:** |  |

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| **Additional notes**  You can use this section to record the information provided by placement provider and student that have informed your assessment. |
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1. Completion of health and safety element of *Placement Year* Moodle course and, for overseas travel, *Preparing for your time abroad* (or their face–to- face equivalents). [↑](#footnote-ref-1)
2. See Guidance on assessing a placement provider’s health and safety arrangements [↑](#footnote-ref-2)