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**Policy on the Management of Placement and Work-Based Learning - Appendix 1**

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| **University Student Placement Risk Assessment Record** | | | |
| **To be completed by University of Worcester (or collaborative partner) staff in the approval of the placement. Complete risk assessment for each organisation and placement experience. This document can be managed and recorded electronically.**  **Please Note:** One risk assessment is sufficient per placement organisation if groups of students attending the same placement have no significant difference in their risk profile. A record must be kept within the University School (or Partner Institution) for each student attending the placement and any individual student factors considered and recorded. A separate risk assessment is necessary if students in the same organisation/placement area have different needs or are undertaking significantly different roles requiring a specific risk assessment. | | | |
| **Placement Provider** | | | |
| **Name of Placement Provider (Company/organisation):**  **Address and location of placement provider:** | | | |
| **Student or Student Group:**  If completing the form for approval of a placement area prior to allocation of students, please identify here (NB a record of all students attending a placement, dates and any individual factors taken into account in risk management must be held within the School/Department) | | | |
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| **Programme/Course/Module:** | | | |
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| **Type of activity (please highlight or tick):** | | **Location of placement (please highlight or tick):** | |
| **Workplace visit**  **Work shadowing**  **Project work**  **Work placement**  **Sandwich Year/Year Abroad** | | **UK**  **EU**  **International** | |
| **Period of Placement - Start and End Dates** | | **Start:** | **End:** |
|  | |  |  |
| **General Control Measures** | **In Place** | **Describe any action needed** | **Action completed**  **(date)** |
| **Employer/Placement Provider** |  |  |  |
| **Has the Placement Provider provided evidence of current:**  a) Employer’s Liability Insurance  b) Public Liability Insurance  This information should be submitted by the placement organisation with Appendix 2 - Employer/Placement Provider Health and Safety Questionnaire | Yes/No  Yes/No | NB if the organisation is overseas please describe due diligence undertaken |  |
| **Has the Employer/Placement Provider Health and Safety Questionnaire (Appendix 2)** **been completed and returned?**  If there are concerns that are unresolved record action needed | Yes/No |  |  |
| **Has the placement provider confirmed updated risk assessment and appropriate control measures in place (if required) in light of current Government and Public Health guidance for Covid-19?** | Yes/No |  |  |
| **Is a Placement Agreement or equivalent outlining relative roles and responsibilities in place?** | Yes/No |  |  |
| **Student(s) Factors** |  |  |  |
| **Has the student(s) been briefed on general information for health and safety and their personal responsibilities for health, safety and welfare (of self and others) related to student placements?** Include current Government and Public Health guidance related to Covid-19 relevant to placement, including travel to, from and on placement. (Where specific information is required, record under relevant risk factor below) | Yes/No |  |  |
| **Has the student(s) received a Placement/WBL Handbook or equivalent?** | Yes/No |  |  |
| **Has each student signed their** **Student Placement Conduct and Health and Safety Agreement (Appendix 3)?** | Yes/No |  |  |

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| **RISK PROFILE (see University Guidance on Risk Factors and Risk Reducing Actions)**  Risk Profile Factors below reflect those of the [Universities Safety and Health Association (USHA) Guidance on Health and Safety of Placements for Higher Education Students (June 2018)](https://www.usha.org.uk/images/stories/files/guidance-documents/MASTER_Health-and-Safety-of-Placements-Guide.pdf) and the [ASET Good Practice Guide for Health and Safety for Student Placements (2016 Update)](https://www.asetonline.org/wp-content/uploads/2016/11/e-ASET-Health-Safety-for-Student-Placements-2016.pdf) | | | | | | |
| **Risk Factors** | **Level of Risk**  **(High, Medium or Low)** | | | **Identify action(s) needed to reduce the risk** (e.g. [Overseas Travel Risk Assessment Form](http://www.worc.ac.uk/finance/documents/Overseas_Travel_Risk_Assessment_Form.docx)) | **Action completed (Date)** | **Risk profile, after action taken (High, Medium or Low)** |
|  | **Risk Level** | | |  |  |  |
|  | **H** | **M** | **L** |  |  |  |
| **Work Factors** |  |  |  |  |  |  |
| **Travel and Transportation Factors** |  |  |  |  |  |  |
| **Location and/or Regional Factors** |  |  |  |  |  |  |
| **General/Environmental Health Factors** |  |  |  |  |  |  |
| **Individual Student Factors** |  |  |  |  |  |  |
| **Insurance Limitations** |  |  |  |  |  |  |
| **Additional Notes**  This can be used to record key information from the placement provider and student that has informed your judgement. | | | | | | |
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| **Conclusions** | **Please highlight or circle** | | | **Describe any necessary action** | | **Action completed (Date)** |
| **Is a site safety visit required before placement is approved?** | **Yes/No** | | |  | |  |
| **Are the risks tolerable such that the placement can be approved?** | **Yes/No** | | |  | |  |

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| **ADDITIONAL CONSIDERATIONS (this information can be recorded separately for specific students):** | | |
| **Students with Entitlements**   |  | | --- | | Contact Disability Services for advice where the student requires additional support or reasonable adaptations for placements. List advice below and/or attach correspondence to form. | | | |
| **Does the student have any entitlements listed on SOLE?** | **Yes/No** |  |
| **Does the student require additional support or reasonable adaptations or adjustments to be made to complete the placement?** Note: keep a record for each student being placed in one host organisation (this information can be recorded separately) | **Yes/No** |  |
| Overseas Placements   |  | | --- | | Contact the School’s International Coordinator and International Student Experience at international-experience@worc.ac.uk for all placements outside the UK including placements within the EU / EEA and under the Erasmus + scheme. Maintain a record of advice given and associated correspondence. NB consult the [Overseas Flowchart](https://www2.worc.ac.uk/finance/documents/Overseas_flowchart(1).docx) on the Finance webpage and a University [Overseas Travel Risk Assessment Form](https://www2.worc.ac.uk/finance/documents/Overseas_Travel_Risk_Assessment_Form.docx) must be completed. | | | |
| **Will any part of the placement take place outside of the UK?** | **Yes/No** | **Advice:** |
| **Students from outside of the EU**   |  | | --- | | Please consult the International Experience team at international-experience@worc.ac.uk (and Registry Services as appropriate) for all placements involving students from outside of the EU to ensure that the placement is compliant with visa and immigration rules and to arrange support. Maintain a record of advice and associated correspondence. | | | |
| **Is the student from outside the EU?** | **Yes/No** | **Advice:** |
| Please retain and copy relevant correspondence to the Placement/WBL Coordinator and/or placement administrator. Seek advice from the School Manager for the relevant University School regarding transfer of confidential correspondence. | | |

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| **Risk Profile completed by:** | |
| Name: |  |
| Job Title: |  |
| School/Department |  |
| Have the above actions been completed? | Yes/No |
| **Placement approved: Yes/No** | Signed: |
| **NB Refer this placement to the Head of School where any risk factors remain high risk after actions taken** | |
| **Referred by:** | Signed: Date: |
| **Head of School** | Print Name: |
| Placement approved/Not approved (please attach an explanation) |  |
| Signed: | Date: |

NB: This document **must** be retained for 6 years by the University (or its partner organisation) in order to comply with operational and legal requirements, including data protection legislation (Data Protection Act 1998/GDPR). Please see the [Records and Document Management](https://www2.worc.ac.uk/informationassurance/records-management.html) webpage for further information.

Please return the completed form to the following person in writing or electronically before the placement is due to commence: *Insert School details as appropriate*