

RISK PROFILING AND RISK REDUCING ACTIONS FOR WORK PLACEMENT

Factors	Risk Profile	Indications	Possible specific actions to reduce risk
Work	HIGH	<p>Work with hazards that have potential to cause permanent injury or fatalities, including:</p> <p>Construction site with work at height, dusts, moving machinery, electrical systems.</p> <p>Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks.</p> <p>Laboratory work with toxic/hazardous materials.</p> <p>Community work with known high risk groups of clients or locations (drug abusers, homeless, violent patients)</p> <p>Work with animal bedding or large or dangerous animals</p> <p>Activities requiring specific licences or qualifications (e.g. diving, flying aircraft, crewing an aerial device)</p>	<p>Seek confirmation from the Work placement provider about expectations of student's prior competency in high risk activities, and ensure student meets these.</p> <p>Confirm that training & supervision will be provided by the Work placement provider throughout the placement. Include in the written communication with the provider.</p> <p>Consider pre-placement site visit</p>
	MEDIUM	Working in proximity to high risk factors (but not directly with them)	Seek confirmation from the Work placement provider that the student will not be expected to participate in high risk activities, and will be supervised in medium risk activities. Include a written communication with the Work placement provider.
	LOW	Office work or other low hazard environments and activities	None
Travel & Transportation factors	HIGH	<p>Significant travel to reach placement, prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards)</p> <p>Demanding travel during placement</p> <p>Students required to drive others in unfamiliar vehicles</p>	<p>Brief student on travel arrangements, discuss implications with them</p> <p>Consider their experience</p> <p>Get confirmation from them that they have relevant driving licences and insurance</p> <p>Consider reducing risks by providing accompanied travel where practicable</p> <p>Specify regular contact times</p>
	MEDIUM	<p>Night travel</p> <p>Long daily commuting requirement</p> <p>Student required to drive familiar vehicle in reasonable conditions</p>	<p>Brief student on travel arrangements. Confirm that these are acceptable to them</p> <p>Advise them to check that they have the necessary driving licences and insurance</p>
	LOW	<p>No significant travel, comfortable daily commute</p> <p>No driving associated with placement</p>	None
Location and or regional factors	HIGH	Significant risk of civil disorder, crime or similar danger (e.g. placement in war zones, countries where the Foreign and commonwealth advises against travel to all or parts of a country)	<p>Check Foreign & Commonwealth Office restrictions and recommendations</p> <p>Consult guides on behaviour and</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 communication likely to be difficult or compromised</p>	<p>clothing etc</p> <p>Arrange briefing/information to be provided in conjunction with someone with local experience and knowledge of conditions (e.g. student who has been on previous placement and or a local placement/University contact in the overseas country)</p>
	MEDIUM	<p>Higher than normal risk of civil disorder, crime or comparable danger</p> <p>Delays likely with commuting</p> <p>Placements abroad in areas identified as low risk by the FCO</p>	<p>Check Foreign & Commonwealth Office restrictions and recommendations</p> <p>Provide information to students on guides on appropriate behaviours, clothing etc (FCO has this advice)</p> <p>Supplement general briefing with information about medium risk factors</p>
	LOW	Placement in the UK with no significant local risks	None
General Environmental factors	HIGH	<p>Regional/local health risks require mandatory and specific health protection measures for example inoculations</p> <p>Very hot or strenuous working conditions (e.g. manual work outdoors in the sun)</p> <p>Very cold working conditions</p>	Consult with University Health Centre or medical professional for advice.
	MEDIUM	Regional/local conditions require some precautionary measures e.g. inoculations against disease, medical travel kits is a sensible precaution	<p>Consult with University Health Centre or other medical professional</p> <p>Provide medical travel kits</p>
	LOW	No significant environmental health risks	None
Individual Student factors	HIGH	<p>The student has personal factors (e.g. health, disability, linguistic or cultural) which may increase the risk of illness or accident during work related activity even following adjustments</p> <p>The student has personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which may require specific adjustment or support if living away from home, or makes them susceptible to episodes of illness</p> <p>The students knowledge, understanding and skills are low for the type of work</p>	<p>Discuss activities of high risk with the student, try to eliminate or reduce them where possible</p> <p>Engage with University Health Centre/Student Support to develop reasonable adjustments. Confirm these in the written communication with the Work placement provider</p> <p>Consider pre-placement site visit.</p>
	MEDIUM	The student has personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which may require specific adjustment or support during work or in social interactions at work	Engage with Student Support Services to develop reasonable adjustment. Confirm these in written communication with the Work placement provider
	LOW	<p>The student has no long term medical conditions 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>	None
Insurance Limitation	HIGH	Locations, activities and or circumstances that are excluded from the University's travel and other insurance policies.	<p>Obtain advice and guidance from the Group Risk Office.</p> <p>If placement is to proceed additional</p>

		Locations where the Work placement providers insurance does not cover the student fro personal or third party liability associated with the work by the student	specific insurances may be needed/available Brief students on the limitations of insurance cover (the exclusions)
	MEDIUM	Locations, activities and or circumstances that require prior acceptance form the University's insurers before being covers	If locations, activities and or circumstances require prior acceptance from the University insurers, ensure notification is made no later than 10 days prior to departure and that acceptance has been given
	LOW	Locations, activities and or circumstances that are automatically included in the University's insurance programme. UK locations (the Work placement provider is required by law to have employers liability insurance cover)	None

RISK ASSESSMENT FORM

Please refer to the risk profiling and risk reducing document for assistance with this process

Work placement provider	Name of Student or Student Group	Start and end dates
Company Name:		
Full address of the location:		

General control measures	Yes/No	Action necessary?	Action completed?
Has the Work placement provider confirmed receipt and acceptance of your written communication?			
Has the Work placement provider been used before and been reviewed with regard to health and safety?			
Does the Work placement provider have a health and safety advisor?			
Has the student received sufficient briefing?			

Risk assessment and further specific actions	Risk Profile (high, medium or low)	Action necessary?	Action completed?
Work factors			
Travel and transportation factors			
Location and or regional factors			
General environmental factors			
Individual student factors			
Insurance limitations			

Conclusion	Yes/No	Action Necessary?	Action Completed?
Is a site safety visit required before placement is approved?			
Are the risks tolerable such that the placement can be approved?			

Risk Assessment prepared by:		
Have the actions been completed?	YES	NO
Name of supervisor approving the placement (please print your name)		
Date of approval		

Statement

The University has a duty of care for students undertaking work placements in premises out with the university and will take reasonable steps to ensure that those workplaces are safe environments.

The university will not use a work placement if there are any concerns about health, safety or welfare aspects of the placement, and if confirmation is not received from the placement that all appropriate and current legislation and regulations are adhered to.

Scope

This policy covers all work placements arranged by the university as part of a programme of study for students of the university who are not employees of that workplace.

Students who are employed by a workplace, in which they may also be undertaking training and assessment as a student of the University, are taken to be the responsibility of their employer in terms of health and safety and disability discrimination act while in the workplace.

Responsibilities

The member of staff arranging a work placement for a student has responsibility for ensuring that an authorised person in that organisation signs a health, safety and welfare agreement. One copy of this agreement will be retained by the placement provider, one will be by the member of university staff for the students file, and another copy sent to the university health safety and risk office. Depending on the nature of the work placement, the member of staff may be a head of section, lecturer or school safety officer.

The member of University staff should go over the terms of the agreement with the authorised person in the work placement, to ensure that all the issues are clear and that there are no matters of concern.

If the member of staff is uncertain or concerned about a particular issue relating to health and safety in a work placement, they should seek advice from the head of university health, safety and risk. Some work placements, or the nature of the activities to be undertaken by the student, may be higher risk than others. Any work placements assessed as being of medium or high risk using the risk assessment guidance should be referred to the head of university health, safety and risk to determine whether any further action is required.

Heads of School have responsibility for ensuring that this policy is implemented in their curriculum area and that the relevant staff are aware of and comply with the policy.

The university health, safety and risk office have responsibility for monitoring and maintaining files of all health, safety and welfare agreements.

The head of university health, safety and risk will also advise staff as necessary of the requirements of health and safety legislation and regulations, and undertake any further actions required for work placements assessed as being of high risk or where a member of university staff has concerns about health and safety in the workplace. This may include visiting the workplace.

Attached Forms: Agreement

Agreement between Heriot-Watt University and Work Placement Provider

The agreement between _____

The work placement provider and Heriot-Watt University (HWU) notes the health and safety requirements for students at HWU to be placed with the placement provider for the purpose of gaining work placement experience.

The details of the negotiated work experience/training/assessment for an individual must be addressed as part of the risk assessment and supporting questionnaire documentation.

Responsibilities of the University to the Student

- HWU will assign a Supervisor for each student, who is responsible for the student and to the placement provider for all aspects of the negotiation and liaison associated with the work placement experience.
- Provide specialist advice and guidance for students with additional support need (e.g. for students with disabilities).
- Provide information to the student on general health and safety prior to their placement.

Responsibilities of the Student to the University

- Each student will attend briefing sessions and familiarise themselves with all the information provided.
- Inform the University of any personal factors such as health, disability, linguistic or cultural matters which may affect the level of risk or may require adjustments.
- Consult with the Supervisor prior to seeking any changes in the terms and duration of the work placement.
- Report any incidents in which they are involved and any health and safety concerns that are not addressed by their work placement provider to the University

Responsibilities of the Placement Provider to the Student and Heriot-Watt University

The Placement Provider will –

- Plan the work programme and associated health and safety training to be undertaken
- Provide the student with a full and clear induction to the organisation and its working practices, including health and safety arrangements, fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.
- Nominate a supervisor who will conduct or make arrangements for day-to-day supervision of the student including instruction regarding hazards and health and safety precautions.
- Comply with all health and safety legislation
- Define the liability and other insurance cover that will be provided by the placement provider for the activities of the student with regard to the student and to others who could be affected by the student's actions or inactions.
- Facilitate access to the student for visits by the visiting Supervisor
- In cases of serious accidents or incidents involving the student or breaches of discipline by the student to advise and consult the specified contact at Petroleum Engineering, Heriot-Watt University.
- The placement provider abides by the sex discrimination act, the disability discrimination act, equal opportunities and the race relations amendment act.

Either party may withdraw from this agreement on one month's written notice, or immediately if the other party breaks this agreement.

Authorised to sign for and on behalf of the placement provider

Signature

Name in capitals

Position

Company name

Address

.....

.....

Date

Authorised to sign for and on behalf of HWU

Signature

Name in capitals

Position

Address Heriot-Watt University
 Edinburgh
 EH14 4AS

Date