

PART 3: APPENDICES

Appendix A: Risk profiling and risk reducing actions

This table provides indicators for categorising risk (step 1) and suggests additional actions

to be taken in steps 2 to 4 depending upon the risk profile of each factor. It can be adapted to suit your HEI's placement profile.

Risk profile	Indications	Possible specific action to reduce risk
Work		
Low	Office work or other low hazard environments and activities.	None.
Medium	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.	Ensure student is aware of the hazards of the placement as part of the briefing process.
High	<p>Work with hazards that have potential to cause permanent injury or fatalities, including:</p> <ul style="list-style-type: none"> • Construction site with work at height, dusts, moving machinery, electrical systems. • Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks. • Laboratory work with toxic / hazardous materials. • Community work with known high risk groups of clients or locations (drug abusers, homeless, violent patients). Work with animal bedding or large or dangerous animals. • Activities requiring specific licenses or qualifications (e.g. diving, flying aircraft / UAV). • Work involving significant hazards in small companies that do not have professional health and safety advice. 	<p>Ensure competency requirements for high risk activities have been agreed and ensure student meets them.</p> <p>Confirm that training & supervision will be provided by the placement provider.</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>

Risk profile	Indications	Possible specific action to reduce risk
Travel and transport factors		
Low	<p>No significant travel, comfortable daily commute.</p> <p>No driving associated with placement.</p>	None.
Medium	<p>Night travel.</p> <p>Long daily commuting requirement.</p> <p>Student required to drive their vehicle in reasonable conditions.</p>	<p>Discuss travel arrangements with the student to ensure risks are considered.</p> <p>Advise them to check that they have the necessary licenses, insurances & experience.</p>
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>Role requires student to drive others in unfamiliar vehicles or locations.</p>	<p>Discuss travel arrangements with the student to ensure risks are considered.</p> <p>Get confirmation they have relevant driving licenses, insurances & experience.</p> <p>Consider actions to reduce risks where practicable e.g. providing accompanied travel, avoiding night driving, and use of public transport rather than drive.</p>

Risk profile	Indications	Possible specific action to reduce risk
Location & / or regional factors		
Low	Placements in student's home region with no significant elevated local risks (e.g. low/medium risk countries*).	None.
Medium	<p>Higher than normal risk of civil disorder, crime or comparable danger.</p> <p>Delays likely in communicating with tutors and others.</p> <p>Placements not in the student's home region with no significant elevated local risks (e.g. low/medium risk countries*).</p> <p>Placements in international locations with significantly different regulatory frameworks.</p>	<p>Include within briefing or direct students to sources of information about travel advice* on their location (personal safety, accommodation, food safety, cultural differences etc.)</p> <p>Agree how the student will maintain contact with the HEI.</p> <p>Ensure student understands the implications of differences in legal frameworks.</p>
High	<p>Significant risk of civil disorder, crime or similar danger (e.g. placement in war zones, countries where the Foreign and Commonwealth Office (FCO) advises against travel).</p> <p>Unavoidable lone or remote working in proximity to significant risk (e.g. medical student elective in a refugee camp).</p> <p>Medical and rescue services not available quickly or locally or where means of communication likely to be difficult or compromised.</p>	<p>In addition to the above;</p> <p>Follow your HEI requirements / approval escalation processes for high risk travel.</p> <p>Check travel advice* restrictions and recommendations and agree precautions with the student. Encourage them to subscribe to travel advice updates for destination.</p> <p>Agree robust arrangements for maintaining contact with the HEI.</p> <p>Consider providing information from 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>

*Travel advice by country or region can be sought from the Foreign & Commonwealth Office website or from your HEIs competent third party advisory service if available or home country's equivalent service for international students where appropriate.

Risk profile	Indications	Possible specific action to reduce risk
Health and environment factors		
Low	No significant environmental or health risks.	None.
Medium	Regional/local conditions recommend precautionary measures, e.g. optional inoculations against diseases.	<p>Advise student to seek medical advice regarding immunisations, medications and management of health conditions.</p> <p>Highlight potential issues which could occur regarding medication (potential for loss, unavailability in country, illegality, and requirement for GP note).</p> <p>Include within briefing or direct students to sources of information about living arrangements (health, accommodation, food safety, cultural issues etc.)</p>
High	<p>Regional/local health risks require mandatory and specific health protection measures e.g. inoculations or quality of healthcare services uncertain.</p> <p>Very hot or strenuous working conditions (e.g. manual working outdoors in the sun).</p> <p>Very cold working conditions (e.g. catering placement in a food cold storage / cook chill or freeze facility).</p> <p>Standards of safety / hygiene very low.</p>	<p>In additional to the above:</p> <p>Consider ensuring the student consults a medical/travel health professional or occupational health for advice regarding immunisations and other preparations, for example to advise on pre-existing health conditions.</p> <p>A medical travel kit is a sensible precaution. Students should have training in how to use the medical kit, or be able to demonstrate competence.</p>

Risk profile	Indications	Possible specific action to reduce risk
Individual student factors (see App. B for detail)		
Low	<p>The student has no mental or physical medical conditions or disability likely to cause episodes of illness or require specific support whilst on placement. Student has relevant knowledge, understanding and skills for the type of work.</p>	<p>None.</p>
Medium	<p>The student has personal factors (e.g. mental or physical health conditions, disability, pregnancy, linguistic or cultural) which may require specific adjustments or support during work, or in social interactions at work.</p>	<p>Engage with student, placement provider and health & / or disability support professionals to develop and agree reasonable adjustments. Confirm these in the written communication with the placement provider and student.</p>
High	<p>The student has personal factors (e.g. protected characteristics) which may increase the risk of illness or incident even following adjustments.</p> <p>The student has personal factors (e.g. mental or physical health conditions, disability, pregnancy, linguistic or cultural) which may require specific adjustments or support if living away from home, or makes them susceptible to episodes of illness.</p> <p>The student's knowledge, understanding, and skills are low for the type of work.</p>	<p>Discuss elements of high risk with the student to try to eliminate or reduce them where possible. Take account of impact of other risk factors identified in the risk profiling table when determining suitability of placement.</p> <p>Engage with student, placement provider and health & / or disability support professionals to develop and agree reasonable adjustments. Confirm these in the written communication with the placement provider and student.</p> <p>Consider provision of additional pastoral support contact e.g. access to HEI's student support professionals.</p> <p>Discuss with provider and student how any competence / capability gaps can be addressed.</p> <p>Consider pre-placement site visit.</p>

Risk profile	Indications	Possible specific action to reduce risk
Insurance limitations (see App. C for detail)		
Low	<p>Locations, activities & /or circumstances that are automatically included in HEI's insurance cover.</p> <p>UK locations (where the placement provider must have employers' liability insurance cover).</p>	None.
Medium	<p>Locations, activities and/or circumstances that require prior acceptance from the HEI's insurers before being covered.</p>	<p>If locations, activities and/or circumstances require prior acceptance from the HEI's insurers, ensure notification and acceptance is given.</p> <p>Raise student awareness about potential restrictions within insurance policies.</p>
High	<p>Locations, activities and/or circumstances that are excluded from the HEI's travel and other insurance cover.</p> <p>Locations where the placement provider's insurance does not cover the student for personal or third party liability associated with the work by the student.</p>	<p>If locations, activities and/or circumstances are excluded from the HEI's travel and other insurance cover, consider alternative placements.</p> <p>Refer to HEI's insurance specialist or HEI procedures /guidance before for advice before approval.</p>