**Placements Risk Review process:**

**F&Qs**

1. **Do I need a copy of the Placement Provider’s health and safety policy?**
2. If you are setting up a new relationship with a placement provider, the provider should complete a **Student Placement Form of Indemnity.** In cases where this is not possible, e.g. the placement has been self-sourced by the student, it is acceptable for the student to undertake their own risk assessment of the placement provider. The student should be fully briefed of the potential risks before the placement begins. If the student does have concerns, there should be a clear procedure outlined by the academic lead or placement tutor, which will offer support to the student to resolve the issue/s.

A good example of this is a Health and Safety checklist that Dr Matt Edwards has created for The CoSS Professional Development module. This has been included in a Placements Handbook which all students are issued with prior to them undertaking the placement.

Q. **Do I need to conduct a site visit?**

A. If the placement has been arranged by the University it is recommended when possible a site visit should be conducted before the placement starts. If the placement has been self-sourced then this is not always possible so it is important that all students are briefed on the potential health and safety risks before they undertake the opportunity. If the placement is long-term e.g a Year in Industry, at least one site visit should take place during the placement. In cases where you are not able to carry out a site visit on the basis that it is not reasonably practical, it should be recorded on the **Risk Assessment Form**.

Q. **What if the student is undertaking their placement outside of the U.K?**

A. Follow the Placement Risk Review process to risk asses the placement. For placements in countries where there is no legal requirement to have a Health and Safety Policy, discussions must be held between the programme and the student as to what are appropriate risks and Health and Safety measures to be undertaken. Fully prepare the student for any potential risks before they undertake the placement by asking them to work through a **checklist** similar to the one above**.** It is advisable to encourage the student to familiarise themselves with the emergency procedure whilst overseas.

Students must ensure that they abide by the terms and conditions of the University Insurance Policy and familiarise themselves with it. It is the students’ responsibility to check if additional insurance is required and it is the students’ responsibility to pay for this.

Under no circumstances should the placement be approved if the travel is to a ‘Prohibited Country’. Always check the **FCO website** for up to date travel advice.

Q. Who is liable if things go wrong?

A. This is a very broad question as there are many things that can go wrong (as well as right). Below are a few scenarios of things that could go wrong and how to deal with them.

Scenario A. Student leaves placement before completion or is dismissed by the placement provider:

It is important that there is a clear process in place for the student to contact you should this situation arise. If the student wants to leave for non-medical reasons, you should make the student aware of the academic consequences of not completing a placement: however there should be a contingency plan in place should this situation occur. For example is the student able to finish their placement within the University? There should be a range of options fully explored.

If the student is unable to complete the placement due to medical reasons,……………..

Prior to the placement, both student and provider should be made fully aware of what is expected of them, however sometimes things don’t work out. If this is the case, again a contingency plan in place should this situation occur. For example is the student able to finish their placement within the University? There should be a range of options fully explored.

In all of the above the placement provider should be kept informed of the status of the placement.

Scenario B. The student has an accident at work:

The employer placement provider is responsible for the health and safety of the student whilst on placement as if the student were their employee. When the student is placed overseas some placement providers in certain countries may try and place the responsibility onto the University. As long as the student has registered for free University travel insurance in advance of their placement, they are covered for free emergency medical cover. This is both in and out of the workplace, however if the overseas student intends to undertake it personal activities such as extreme sports, it is advisable that the student purchases appropriate insurance to cover these activities.