

## Tool A: UCL Careers Risk Profiling

(derived from ASET Good Practice Guide for Health and Safety for Student Placements)

### General Placement Risk Profile and Level/Type of Student Briefing

General Placement Risk Profile		Examples	Level/Type of Briefing for Student
Low		UK office based / business	<p>Standard student briefing delivered by in-house staff / placement organiser covering generic risks and controls.</p> <p>This could be verbal or via pre-placement email / documents. Information package to include Placement Handbook for the course, Induction Checklist, Diary Template and End of Placement Report Template</p>
Medium		UK other (eg. industrial, nursing, laboratory) or Europe, North American and Australasian (office based)	<p>Standard student briefing delivered by in-house staff / placement organiser with Study Abroad staff as necessary, covering generic risks and controls with extra information on any additional risks identified during risk profiling against specific factors.</p> <p>This could be verbal or via email and documents. Information package to include Placement Handbook for the course or International Placement Handbook as necessary, Induction Checklist, Diary Template and End of Placement Report Template and extra risk information.</p>
High		<p>UK – particular high risk (eg. construction, forestry, agriculture, medical, dental)</p> <p>Europe, North American and Australasian (other or particular high risk)</p> <p>Rest of the world (office based, other or particular high risk)</p>	<p>Specific student briefing, delivered by in-house staff / placement organiser with additional advice / input from in-house Study Abroad, Health &amp; Safety and/or Insurance staff. This should include extra information on any additional risks identified during specific risk profiling.</p> <p>This could be verbal and with written correspondence to include information on the risks identified. Information package to include Placement Handbook for the course or International Placement Handbook as necessary, Induction Checklist, Diary Template and End of Placement Report Template and extra risk information.</p>

## Risk Profiling Factors - Indicators and Actions Necessary, Student Considerations/Briefing/Expectations, Placement Provider Expectations and Approval

**NB – we are assessing the situation, organisation and systems – not premises and activities**

**Unless there are significant and multiple high risk factors site visits will generally not be required before the start of a placement**

Factor	Rating Profile	Examples of Risk Indicators	Student Considerations, Briefing Actions and Clarifying Expectations of Student	Clarifying the Expectations of the Placement Provider and Approving the Placement Provider
<b>Work Factors</b>	<b>High</b>	<p>Work with hazards that have potential to cause permanent injury or fatalities, including:</p> <ul style="list-style-type: none"> <li>• Construction site with work at height or below ground, dusts, moving machinery, electrical systems.</li> <li>• Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks.</li> <li>• Laboratory work with toxic/hazardous materials.</li> </ul> <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 qualification (e.g. diving, flying aircraft, crewing an aerial device).</p> <p>Work involving significant hazards in small companies that do not have professional health and safety advice.</p>	<p>Confirm with academics that student meets required competency levels.</p> <p>Include details in the written communication with academic and student.</p> <p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Seek confirmation from Placement Provider about expectations of student's prior competency in high risk activities,</p> <p>Confirm that training and supervision will be provided by the Placement Provider throughout the placement.</p> <p>Include details in the written communication with the Placement Provider.</p> <p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>

	<b>Medium</b>		Working in proximity to high risk factors (but not directly with them).	<p>Include details in the written communication with student about not participating in high risk activities and the supervision levels expected from the placement provider. Ask the student to confirm that they will let us know if they are asked to engage with high risk activities or if they believe they are not being adequately supervised.</p> <p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Seek confirmation from Placement Provider that the student will not be expected to participate in high risk activities, and will be appropriately supervised in medium risk activities.</p> <p>Include details in the written communication with the Placement Provider.</p> <p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>
	<b>Low</b>		Office work or other low hazard environments and activities.	Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)	Signed and Returned Agreement Letter and Health & Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)
<b>Travel and Transportation Factors</b>	<b>High</b>		<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>Student required to drive others, or in unfamiliar vehicles.</p>	<p>Brief student on travel arrangements; discuss implications of high risk factors with them. – See student briefing checklist for International Placements</p> <p>Consider the student's experience.</p> <p>Consider reducing risks by providing accompanied travel where practicable.</p> <p>Specify regular contact times (such as arrival and departure)</p> <p>Consider requesting student obtains additional travel insurance</p> <p>Consider if student is eligible for UCL travel insurance – discuss with UCL Insurance Manager</p> <p>Include above factors in written communication with student</p> <p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Check the Placement Provider's insurances.</p> <p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>

	<b>Medium</b>	<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; discuss implications of medium risk factors with them. – See student briefing checklist for International Placements</p> <p>Consider the student's experience.</p> <p>Include above factors in written communication with student</p> <p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Check the Placement Provider's insurances</p> <p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>
	<b>Low</b>	<p>No significant travel, comfortable daily commute.</p> <p>No driving associated with placement.</p>	<p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>

<b>Location and/or Region Factors</b>	<b>High</b>	<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.</p> <p>Means of communications likely to be difficult or compromised.</p>	<p>Check FCO restrictions and recommendations.</p> <p>Arrange briefing/information to be provided in conjunction with Study Abroad team for International Placements and/or 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). – See student briefing checklist for International Placements</p> <p>Consult guides on appropriate behaviour, clothing etc. and provide information to students as well as signposting them to guides</p> <p>Consider the student's experience of the country and specific region/location</p> <p>Include above factors in written communication with student</p> <p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>
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	<b>Medium</b>		<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 abroad in areas identified as low risk by the FCO.</p>	<p>Check FCO restrictions and recommendations.</p> <p>Brief students with information about medium risk factors. – See student briefing checklist for International Placements</p> <p>Provide information to students on guides on appropriate behaviour, clothing, etc.</p> <p>Include above factors in written communication with student</p> <p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>
	<b>Low</b>		<p>Placements in the UK with no significant local risks.</p>	<p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>
<b>General/ Environmental Health Factors</b>	<b>High</b>		<p>Regional/local health risks require mandatory and specific health protection measures e.g. inoculations.</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>Consult occupational health professional for advice re inoculations and other preparations then brief student about these. Discuss what actions they need to take – See student briefing checklist for International Placements</p> <p>Include above factors in written communication with student</p> <p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Check with placement provider about what provisions they have in place around specific health protection measures</p> <p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>
	<b>Medium</b>		<p>Regional/local conditions require some precautionary measures, e.g. optional inoculations against diseases, medical travel kit is a sensible precaution.</p>	<p>Consult occupational health professional for advice re inoculations and other preparations then brief student about these. Discuss what actions they could take – See student briefing checklist for International Placements</p> <p>Include above factors in written communication with student</p> <p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>

	<b>Low</b>		No significant environmental health risks.	Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)	Signed and Returned Agreement Letter and Health & Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)
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<b>Individual Student Factors</b>	<b>High</b>		<p>The student has declared personal factors (e.g. health, disability,<sup>1</sup> linguistic or cultural) which may increase the risk of illness or accident during work-related activity even following adjustments.</p> <p>The student has declared personal factors 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 activities with the student to try to eliminate or reduce potential risks where possible.</p> <p>Get confirmation from student about us liaising with placement provider about reasonable adjustments.</p> <p>Include above factors in written communication with student</p> <p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Engage with occupational health professional/other support professionals to develop reasonable adjustments.</p> <p>Confirm these in the written communication with the Placement Provider.</p> <p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>
	<b>Medium</b>		<p>The student has declared personal factors which may require specific adjustments or support during work, or in social interactions at work.</p>	<p>Discuss activities with the student to try to eliminate or reduce potential risks where possible.</p> <p>Get confirmation from student that they would like us to liaise with placement provider about reasonable adjustments or ask them to agree to do this themselves.</p> <p>Include above factors in written communication with student</p> <p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Engage with occupational health professional/other support professionals to develop reasonable adjustments.</p> <p>Confirm these in the written communication with the Placement Provider.</p> <p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>
	<b>Low</b>		<p>The student has no personal factors 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>	<p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>

<sup>1</sup> For managing placements for disabled students see: DfES, *Providing Work Placements for Disabled Students*.

<b>Insurance Limitations</b>  (see Section 8 for more detailed guidance)	<b>High</b>	<p>Locations, activities and/or circumstances that are excluded from the HEI's travel and other insurance cover.</p> <p>Countries 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 employers insurance cover, consider alternative placements.</p> <p>If placement is to proceed, additional specific insurances may be available via UCL's insurance. Consult with UCL Insurance Manager.</p> <p>Brief student on limitations of insurance cover (the small print). – See student briefing checklist for International Placements</p> <p>Ask student to provide insurance if necessary.</p> <p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>
	<b>Medium</b>	<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 UCL's insurers, ensure notification and acceptance is given to UCL Insurance Manager prior to the beginning of the placement.</p> <p>Brief student on limitations of insurance cover (the small print). – See student briefing checklist for International Placements</p> <p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>
	<b>Low</b>	<p>Locations, activities and/or circumstances that are automatically included in the HEI's insurance cover.</p> <p>UK location and the Placement Provider has Employers' and Public Liability Insurance cover.</p>	<p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Signed and Returned Agreement Letter and Health &amp; Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>