

## Guide to risk profiling and suggested actions to reduce risk

Adapted from UCEA Health and Safety Guidance for the placement of Higher Education Students.

Note this document can be used to complete the risk profile section of the placement risk management plan. It is not an exhaustive list and specific local indicators and actions can be included through consultation with your Health and Safety Manager.

	Factor	Risk Level	Indicators	Suggested Actions
F	Work Factors	High	<ul style="list-style-type: none"> <li>Work with hazards that have potential to cause permanent injury or fatalities, including:</li> <li>Construction site with work at height, 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> <li>Community work with known high risk groups of clients or locations (drug abusers, homeless, violent patients).</li> <li>Work with animal bedding or large or dangerous animals.</li> <li>Activities requiring specific licences or qualifications (e.g. diving, flying aircraft, crewing an aerial device).</li> <li>Work involving significant hazards in small companies that do not have professional health and safety advice.</li> </ul>	<ul style="list-style-type: none"> <li>Seek confirmation from Placement Provider about the expectations of the student's prior competency in high risk activities, and confirm with the student that they meet these.</li> <li>Confirm that training and supervision will be provided by the Placement Provider throughout the placement.</li> <li>Include in the written communication with the Placement Provider.</li> <li>Consider pre-placement site visit.</li> <li>Ensure a named supervisor is in place for the student on a day-day basis and that the student knows who this is.</li> </ul>
		Medium	<ul style="list-style-type: none"> <li>Work in proximity to high risk factors (but not directly with them). (e.g. working in an office within a factory)</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Include in the written communication with the Placement Provider.</li> </ul>
		Low	<ul style="list-style-type: none"> <li>Office work or other low hazard environments and activities.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

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<b>G</b>	<b>Travel and transportation factors</b>	<b>High</b>	<ul style="list-style-type: none"> <li>• Significant travel to reach placement, prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards).</li> <li>• Demanding travel during placement e.g. length of time, over physical terrain, through time zones; night driving.</li> <li>• Student is required to drive others in unfamiliar vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>• Request further information on travel arrangements for work activities from the Placement Provider.</li> <li>• Brief student on travel arrangements, discuss implications with them.</li> <li>• Consider their experience.</li> <li>• Get confirmation from them that they have relevant driving licences and insurances.</li> <li>• Consider reducing risks by requesting that the Placement Provider ensures travel is accompanied where practicable.</li> <li>• Specify regular contact times with the Placement Provider.</li> </ul>
		<b>Medium</b>	<ul style="list-style-type: none"> <li>• Night travel.</li> <li>• Long daily commuting requirement.</li> <li>• Student required to drive familiar vehicle in reasonable conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Brief student on travel arrangements. Confirm that these are acceptable to them.</li> <li>• Advise students to check that they have the necessary driving licences and insurances.</li> </ul>
		<b>Low</b>	<ul style="list-style-type: none"> <li>• No significant travel, comfortable daily commute.</li> <li>• No driving associated with placement</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>H</b>	<b>Location and / or regional factors</b>	<b>High</b>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Unavoidable lone or remote working in proximity to significant risk (e.g. medical student elective in a refugee camp).</li> <li>• Medical and rescue services not available quickly or locally.</li> <li>• Means of communication likely to be difficult or compromised.</li> </ul>	<ul style="list-style-type: none"> <li>• Check Foreign and Commonwealth Office restrictions and recommendations</li> <li>• Ask International Office for recommendations and consult guides on appropriate behaviour, clothing, etc.</li> <li>• Provide information and discuss potential cultural issues around disability, gender and sexual orientation.</li> <li>• Arrange briefing / information to be provided in conjunction with someone with local experience or knowledge of conditions (e.g. student on previous</li> </ul>

				placement or a placement practitioner at a local HEI in the overseas country).
		<b>Medium</b>	<ul style="list-style-type: none"> <li>Higher than normal risk of civil disorder, crime or comparable danger.</li> <li>Delays likely in communicating with tutors and others.</li> <li>Placements abroad in areas identified as low risk by the FCO.</li> </ul>	<ul style="list-style-type: none"> <li>Check Foreign and Commonwealth Office restrictions and recommendations.</li> <li>Provide information to students on guides on appropriate behaviour, clothing etc.</li> <li>Ask International Office for recommendations.</li> <li>Provide information and discuss potential cultural issues around disability, gender and sexual orientation.</li> <li>Supplement general briefing with information about the identified medium risk factors.</li> </ul>
		<b>Low</b>	<ul style="list-style-type: none"> <li>Placements in the UK with no significant local risks.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>I</b>	<b>General / Environmental Health Factors</b>	<b>High</b>	<ul style="list-style-type: none"> <li>Regional / local health risks require mandatory and specific health protection measures e.g. inoculations.</li> <li>Very hot or strenuous working conditions (e.g. manual working outdoors in the sun).</li> <li>Very cold working conditions (e.g. catering placement in a food cold storage / cook chill or freeze facility).</li> </ul>	<ul style="list-style-type: none"> <li>Ensure students consult medical / health professional for advice regarding immunisations and other preparations.</li> <li>Ensure students have received all relevant immunisations.</li> </ul>
		<b>Medium</b>	<ul style="list-style-type: none"> <li>Regional / local conditions require some precautionary measures, e.g. optional inoculations against diseases, medical travel kit.</li> </ul>	<ul style="list-style-type: none"> <li>Consult medical / health professional for advice regarding immunisations and other preparations.</li> <li>A medical travel kit is a sensible precaution.</li> </ul>
		<b>Low</b>	<ul style="list-style-type: none"> <li>No significant environmental health risks.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>J</b>	<b>Individual Student Factors</b>	<b>High</b>	<ul style="list-style-type: none"> <li>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.</li> <li>The student has personal factors (e.g. health (including</li> </ul>	<ul style="list-style-type: none"> <li>Discuss activities of high risk with the student, try to eliminate or reduce them where possible.</li> <li>Engage with Medical Health Professional and / or Disability Support Professionals or other relevant support professionals to develop reasonable</li> </ul>

			<p>mental health), 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> <ul style="list-style-type: none"> <li>The student's knowledge, understanding, and skills are low for the type of work.</li> </ul>	<p>adjustments. Confirm these in the written communication with the placement provider. For information try these websites:  <a href="http://www.equality.leeds.ac.uk/">http://www.equality.leeds.ac.uk/</a>,  <a href="http://www.leeds.ac.uk/lsmg">http://www.leeds.ac.uk/lsmg</a>,  <a href="http://www.leeds.ac.uk/ssn/">http://www.leeds.ac.uk/ssn/</a>,  <a href="http://www.leeds.ac.uk/studentcounselling/">http://www.leeds.ac.uk/studentcounselling/</a>.</p> <ul style="list-style-type: none"> <li>Consider pre-placement site visit to establish suitability for the specific needs of the student.</li> </ul>
		<b>Medium</b>	<ul style="list-style-type: none"> <li>The student has personal factors (e.g. health (including mental health), disability, pregnancy, linguistic or cultural) which may require specific adjustments or support during work, or in social interactions at work.</li> </ul>	<ul style="list-style-type: none"> <li>Engage with Medical Health Professional and / or Disability Support Professionals or other relevant support professionals to develop reasonable adjustments. Confirm these in the written communication with the Placement Provider.</li> </ul>
		<b>Low</b>	<ul style="list-style-type: none"> <li>The student has no known or disclosed long-term medical conditions or disability likely to cause episodes of illness or require specific support whilst on placement.</li> <li>Student has relevant knowledge, understanding and skills for the type of work.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

<b>K</b>	<b>Insurance Limitations</b>	<b>High</b>	<ul style="list-style-type: none"> <li>Locations, activities and / or circumstances that are excluded from the UoL's or students travel and other insurance cover.</li> <li>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.</li> <li>Potential for negligent acts to affect future career prospects e.g. professional negligence such as medical negligence.</li> </ul>	<ul style="list-style-type: none"> <li>If locations, activities and / or circumstances are excluded from the UoL's or students travel and other insurance cover, consider alternative placements.</li> <li>Consult the UoL's insurance specialist.</li> <li>If placement is to proceed, additional specific insurances may be available.</li> <li>Brief student on limitations of the insurance cover available (the small print).</li> </ul>
		<b>Medium</b>	<ul style="list-style-type: none"> <li>Locations, activities and / or circumstances that require prior acceptance from the UoL's insurers before being covered.</li> </ul>	<ul style="list-style-type: none"> <li>If locations, activities and / or circumstances require prior acceptance from the UoL's insurers, ensure</li> </ul>

				notification and acceptance is given.
		<b>Low</b>	<ul style="list-style-type: none"> <li>• Locations, activities and / or circumstances that are automatically included in the UoL insurance cover.</li> <li>• UK locations (where the Placement Provider must have Employers' Liability Insurance cover).</li> </ul>	<ul style="list-style-type: none"> <li>• Brief student on limitations of insurance cover (the small print).</li> <li>• None</li> </ul>