

## Placement Learning Risk Assessment Form

Please ensure you have read fully the University Placement Learning Policy, in particular Section 5: Roles and Responsibilities, before completing this form.

This form must be completed by each student PRIOR to the commencement of the placement and returned to your University Placement Organiser.

International students on a Tier 4 student visa MUST also send a scanned fully completed signed document by you and your Placement Organiser direct to [visaadvice@uca.ac.uk](mailto:visaadvice@uca.ac.uk) for your placement to be reported to the Home Office and ensure full compliance with Immigration regulations. Incomplete or partially completed forms will be returned.

INSERT UNIVERSITY PLACEMENT ORGANISER CONTACT DETAILS

### STUDENT DETAILS

Student Name:

Course & Year:

Student Contact Number:

Contact address during Placement:

Next of Kin / Contact for emergency use only:

Name:

Tel/Mobile Number:

Relationship to Student:

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### PLACEMENT PROVIDER DETAILS – TO BE COMPLETED IN FULL

Full Company Name (Placement Provider):

Full Company Address:

Postcode:

Country:

Company Telephone Number:

Company Named Contact i.e. person you are working for:

Company Contact E-mail Address:

Company Web Address:

Start date of Placement:

End date of Placement:

Brief Description of your Role & Responsibilities (i.e. what will you be doing during the Placement):

Will you receive any training? If so please provide details:

Placement Provider Signature:

## Placement Learning Risk Assessment Form

### RISK ASSESSMENT

#### SECTION A: INSURANCE

Please complete ALL of the following questions YES or NO: YES NO

1. Does the Placement Provider have both Employers Liability and Public Liability Insurance (where members of public use the business)?
2. If overseas, does the Placement Provider have insurance that covers you for personal or third party liability associated with your work?

IF THE ANSWER TO QUESTION 1 or 2 is NO, then the placement will not be approved.  
If you are unsure please discuss with your Placement Organiser.

#### SECTION B: WORK FACTORS

Please complete ALL of the following questions YES or NO: YES NO

3. Does the company have a written health and safety policy?
4. Will a health and safety induction be provided?
5. Will you be working with hazards that have the potential to cause injury, eg. construction site, work at height, dusts, operating machinery, electrical systems?
6. Have you received copies of any relevant risk assessments or safe working procedures relating to any medium or high risk work you will be undertaking?
7. Will you be told what to do in an emergency?

If you answer NO to question 3 or 4 or YES to questions 5 or 6 on Work Factors, please provide details below, together with any specific action to reduce the risk such as supervision, training, use of protective clothing or equipment:

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YES NO

8. Are you satisfied that you will be working in a safe environment?

9. Will you be provided with supervision and/or training?

### SECTION C: TRAVEL AND TRANSPORTATION FACTORS

Please complete ALL of the following questions YES or NO:

YES NO

10. Will you be required to use transport facilities known to be high risk (poor driving or vehicle safety standards)?

11. Will you be required to drive others as part of your placement?

12. Will you be required to drive at night?

If you answer YES to any of these questions 10–12 on Travel & Transportation, please provide details in the box below, together with any specific action to reduce the risk, such as supervision, training, driving license, driving experience, insurances:

### SECTION D: LOCATION and /or REGIONAL FACTORS

Please complete ALL of the following questions YES or NO:

YES NO

13. If the placement is abroad, is it in an area of risk identified by the Foreign Office?

14. Is there unavoidable lone or remote working in proximity to significant risk?

15. Might there be foreseeable difficulties in communicating with tutors?

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If you answer YES to any questions on Location and/or Regional Factors, please provide details below, together with any specific action to reduce the risk, such as FCO recommendations, briefing from local contact:

### SECTION E: GENERAL, ENVIRONMENTAL, HEALTH, SAFETY AND WELFARE ISSUES

Please complete ALL of the following questions YES or NO: YES NO

16. Does the company have an equal opportunities policy?
17. Will working conditions be very hot/cold/strenuous?
18. If abroad, will you require specific immunisations?

If you answer NO to question 16 (on Equal Opps) or YES to any of these statements, please provide details below, together with any specific action to reduce the risk such as FCO recommendations, briefing from local contact:

### SECTION F: INDIVIDUAL STUDENT FACTORS

Please complete ALL of the following questions YES or NO: YES NO

19. Are there personal factors including disability which may require specific adjustments or support to carry out the placement?
20. Are there personal factors which may increase your risk of illness or accident during work-related activity, even following adjustments?

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If you answered YES to one or both of these questions, please provide brief details below:

### Student Declaration

I have read and understand the University Placement Learning Policy including Section 5: Roles and Responsibilities.

To the best of my knowledge the information provide on this form is accurate.

Student Signature:

Date Completed:

If you have any concerns over health and safety issues at work or would like further information, you should discuss these concerns directly with your Placement Provider or your Placement Organiser at UCA.

If you have any concerns of any nature prior to commencing or whilst undertaking your placement, you should contact your Placement Organiser.

If you have specific concerns around Immigration issues and are a student on a Tier 4 student visa contact your Immigration Compliance Coordinator [visaadvice@uca.ac.uk](mailto:visaadvice@uca.ac.uk)

If you are an International students on a Tier 4 student visa you **MUST** send a scanned fully completed and signed document by you and your Placement Organiser direct to [visaadvice@uca.ac.uk](mailto:visaadvice@uca.ac.uk) for your placement to be reported to the Home Office and ensure full compliance with Immigration regulations. Incomplete or partially completed forms will be returned.

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For internal use only

Date Received by UCA:

Placement Organiser: Signature:

Approved /  Not approved?

Reasons for non-approval or summary of further information required:

Does this Company require a Pre-Placement Visit: Yes      No      If yes, please provide details below:

Risk Profile (Low, Medium, High)	Other considerations	Action to be taken

Action Completed, including brief details of pre-visits

Are risks tolerable that the Placement can still be approved? Yes      No      Please provide a brief explanation.