

## Risk Assessment Tool for Student Placements

Once completed by the student this form should be forwarded to the Placement Organiser who will formally confirm whether the Placement is Low Risk, Medium Risk or High Risk. Students should use this Risk Assessment Tool to log or 'flag' issues prior to the commencement of the placement.

Student and Placement Details			
Surname	First name	Registration Number	
Name of Placement Provider			
Location			
Risk Factors	Risk? (high, medium or low)	Action necessary? Control measures required.	Action complete?
<b>Assessment</b> e.g. is the placement provider involved in assessing students in any way?			
<b>Work Factors</b> e.g. does it involve hazardous substances, manual handling, entering laboratories, workshops, using machinery or research equipment, working alone? e.g. will a Criminal Records Bureau check be required (where working with vulnerable groups)?			
<b>Travel/ transportation factors</b> e.g. levels of travel during placement, including driving and commuting; risky local transport facilities, does the placement itself involve using vehicles?			
<b>Location and/or regional factors</b> e.g. Foreign Office advice (in terms of risk)? Availability of services, like emergency services?			
<b>Environmental &amp; health factors</b> e.g. climate; infectious diseases etc			
<b>Individual student factors</b> Do you feel that there are any matters which need to be given special consideration in relation to health, a disability, linguistic ability, cultural awareness?			
<b>Insurance limitations</b> Does the placement provider have appropriate public liability insurance? If in any doubt consult the University's Insurance Manager.			
Formal Confirmation of Level of Risk (this section to be completed by Placement Organiser/Tutor)			
Is a site safety visit required prior to approval?		Are risks tolerable so placement can be authorised?	
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Level of Risk: High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>		Signed:	Date:
		Print Name:	