# Doctoral Innovation Placement Risk Assessment and Declaration

1. Before you start your placement, please complete the following request for information on five environmental and individual factors related to your placement (to the best of your knowledge).
2. Please sign the declaration at the end of the document.

Note: All placements must undergo a risk assessment before they are approved by Loughborough University. Your placement will not be approved by the University, until this form has been signed by you, the placement student.

|  |  |  |
| --- | --- | --- |
| **Factor** | **Indications** | **Yes/No/Unsure** |
| **1a. Work - Hours Per Week** | Student will not be expected to be working for more than 48 hours per week on a regular basis. | If yes, proceed to Q1b |
|  | I might be expected to work more than 48 hours | Further assessment required (See Appendix C) |
| per week on a regular basis and/or my Placement |
| Provider has requested I opt out of the ‘working |
| time directive’. |
| **1b. Work - Working with Hazards** | I will be working in an office-based environment (if you will be lone working select the option below please). | If yes, proceed to Q2 |
|  | I will be working in proximity to any of the hazards | Further |
| outlined in the following section, but not directly with | assessment |
| them. | required(See |
|  | Appendix C) |
|  | I will be working with hazards that have potential to cause permanent injury or fatalities, including: | Further assessment required(See Appendix C) |
| * Construction site with work at height, dusts, moving machinery, electrical systems.
* Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks.
* Laboratory work with toxic/hazardous materials.
 |  |
| Community work with known high risk groups of clients or locations (drug abusers, homeless, violent patients, young offenders or prison inmates). |  |
| Working with animal bedding or large or dangerous animals. |  |
| Working off shore. |  |

|  |  |  |
| --- | --- | --- |
|  | Activities requiring specific licenses or qualifications (e.g. diving, or flying an aircraft).Work involving significant hazards in small companies that do not have professional health and safety advice.Lone working (those who work by themselves without close or direct supervision) e.g. mobile working away from a fixed base, working at home, social workers, working outside normal hours. |  |
| **2. Travel and Transportation** | I will not have a long commute (a long commute is more than 90 minutes per journey).Aside from commuting there is no significant travel associated with my placement. | If yes, proceed to Q3 |
|  | I will have a long daily commute (more than 90 minutes | Further |
| per journey). | assessmentrequired(See |
|  | Appendix C) |
| I will be driving regularly at night. |  |
| I will be required to drive familiar vehicle as part of the |  |
| placement, in reasonable conditions. |  |
|  | There is significant travel to reach my place of work and/or the placement. | Further assessmentrequired (See |
|  | Appendix C) |
| I am expecting travel to be prolonged or on local |  |
| transport facilities known to be high risk (poor driving or |  |
| vehicle safety standards). |  |
| Demanding travel during my placement. |  |
| I will be required to drive passengers in unfamiliar |  |
| vehicles. |  |
| **3. Location****and/or regional factors** | My placement is in the UK. | If yes go to Q4 |
|  | My placement is based overseas and/or there is a | Further |
| requirement to undertake travel overseas. | assessment |
|  | required (See |
|  | Appendix C) |

|  |  |  |
| --- | --- | --- |
|  |  | Overseas placement checklist required (See Appendix D) |
| **4. General/ environmental health factors** | There are no significant environmental health risks associated with my placement. | If yes, go to Q5 |
|  | There are regional/local conditions requiring some precautionary measures, e.g.:* Recommended inoculations against diseases
* Medical travel kit has been advised as a sensible precaution
* Working alone or in remote and isolated conditions
 | Further assessment required (See Appendix C) |
|  | There are regional/local health risks requiring mandatory and specific health protection measures e.g.* Inoculations
* Very hot or strenuous working conditions (e.g. manual working outdoors in the sun).
* Very cold working conditions (e.g. catering placement in a food cold storage/cook chill or

freeze facility). | Further assessment required (See Appendix C) |
| **5. Individual student factors** | I do not envisage needing any additional support from Loughborough University during my placement. | If yes, go to Q6 |
|  | There are personal factors (e.g. health, disability, pregnancy, linguistic or cultural), which:* May require specific adjustments or support during work, or in social interactions at work
* Increase the risk of illness or accident during work-related activity even following adjustments.

If appropriate, I have consulted a relevant medical professional who is aware of the placement and has not advised against the placement and/or the location. | Further assessment required |

**Student Declaration**

I have read and understood the risk assessment and answered all the questions to the best of my ability.

I understand that if any of these factors change throughout my placement, I must inform the University.

I understand that if during my placement I am absent from work, for longer than 5 consecutive working days, I must inform the University.

If I am unsure of any of the answers, or I don’t know what the answer will be until I start my placement, I confirm I will contact the University within 10 days of my placement commencing and provide the relevant information, as requested by my School.

In addition, I confirm, I have read, understood and will follow:

* [Student Placement Charter](http://www.lboro.ac.uk/admin/ar/policy/aqp/appendix/11/index.htm) ([www.lboro.ac.uk/admin/ar/policy/aqp/appendix/11/index.htm](http://www.lboro.ac.uk/admin/ar/policy/aqp/appendix/11/index.htm) )
* [Regulation XI](http://www.lboro.ac.uk/governance/regulations/11/current/) ([www.lboro.ac.uk/governance/regulations/11/current/](http://www.lboro.ac.uk/governance/regulations/11/current/))

**I understand that during my placement I remain a Loughborough University student and am therefore subject to University disciplinary procedures in respect of my conduct away from University premises *(including placement students employed locally at the University).***

**In addition, as employees of the host organisation, I understand that I am subject to the same disciplinary procedures and employment legislation as my work colleagues, and must adhere to all relevant policies and regulations of my placement provider.**

**Host Organisation (Placement Provider): Student Name:**

# Appendix C - Student Placement Risk Profiling and Risk Reducing Actions

The risk profiling and actions have been adapted from the Appendix A of the [*UCEA Health and Safety*](http://www.ucea.ac.uk/download.cfm/docid/6217CBEC-4722-43F5-877B61D6F7986BCB)[*Guidance for the Placement of Higher Education Students*](http://www.ucea.ac.uk/download.cfm/docid/6217CBEC-4722-43F5-877B61D6F7986BCB). It identifies the following six health and safety factors associated with a placement:

* Work
* Travel and transportation
* Location and/or region
* General/environmental health
* Individual student
* Insurance limitations

Please see the notes and guidance below for each section of the student risk assessment. If the student’s answer to any question requires further assessment, please refer to the following guidance notes.

**Make a note of any further assessment and/or communication with the student and/or their placement provider on the student’s Co-Tutor record.**

|  |  |  |
| --- | --- | --- |
| **Factor** | **Risk profile****(Medium - yellow or High - red)** | **Indications** |
| **Q1a Working Hours Per Week** |  | Student may be expected to work more than 48 hours per week and/or their placement provider has requested they opt out of the ‘European Working Directive’. |
| **Notes:**Inform the student about the European Working Directive (details in the paragraph below). Check the student understands the law and their rights to opt out of the agreement.If the student is overseas where UK/European Law does not apply, seek clarification from the placement provider on how many hours they expect the student to be working on a regular basis. Ask yourself if you think this is reasonable. If in doubt, refer to the HSEM and/or the Placements Governance Manager.Check the student is comfortable with the hours they are expected to work and if not, ensure they are prepared to speak to their employer to discuss alternative options with their working pattern, either before or after their placement starts.**The European Working Hours Directive:**There may be some occasions, for example during particularly busy times at work, that you may be expected to stay late or work longer hours. That is a fact of the world of work! |

|  |
| --- |
| However, the law states that workers don’t have to work more than 48 hours a week, based on an average over 17 weeks (i.e. on a regular basis), unless they choose to. This law is sometimes called the ‘working time directive’ or ‘working time regulations’. Your working hours should be stipulated in your written contract, or may be agreed between you and the organisation verbally.If you are unsure of what hours you are expected to work on placement, you should contact your employer to confirm this. Your employer may ask (or it may be written into your contract) that you opt out of the European Working Hours Directive which means they may well expect you to work longer than 48 hours per week. If so, please ensure you are physically capable and comfortable with doing this.If you do not want to work longer than 48 hours per week (even if you decide this once you've started your placement) you can opt back into the European Working Hours Directive by giving your employer at least 7 days’ notice. This could be longer (up to 3 months), if you've previously agreed this in a written opt-out agreement with your employer.Your employer isn’t allowed to force you to cancel their opt-out agreement and shouldn't discriminate against or 'make like difficult' for you if you wish to cancel your opt out agreement. What counts as work? As well as doing 'normal' duties (which should be specified in your contract or job description), a working week includes:* Job-related training
* Time spent travelling if you have to travel as part of your job, e.g. travelling sales reps.
* Working lunches, e.g. business lunches
* Time spent working abroad in some cases
* Paid and some unpaid overtime
* Time spent on call at the workplace
* Any other time that is treated as ‘working time’ under a contract What doesn’t count as work:
* Breaks when no work is done, e.g. lunch breaks
* Normal travel to and from work
* Time on call away from the workplace
* Evening and day classes not related to work
* Travelling outside of normal working hours
* Unpaid overtime a worker has volunteered for, e.g. staying late to finish something off
* Paid or unpaid holiday

(Source: [www.gov.uk/maximum-weekly-working-hours/weekly-maximum-working-hours-and-opting-](http://www.google.com/url?q=http%3A%2F%2Fwww.gov.uk%2Fmaximum-weekly-working-hours%2Fweekly-maximum-working-hours-and-opting-out&sa=D&sntz=1&usg=AFQjCNHNcfmZG9KAF9yPBwHp2bMddTphWw) [out](http://www.google.com/url?q=http%3A%2F%2Fwww.gov.uk%2Fmaximum-weekly-working-hours%2Fweekly-maximum-working-hours-and-opting-out&sa=D&sntz=1&usg=AFQjCNHNcfmZG9KAF9yPBwHp2bMddTphWw)) |
| **Q1b** |  | Student will be working in proximity to hazards. |
| **Notes:**Satisfactory completion of Host Organisation Declaration Form.In addition the School may wish to seek confirmation from the placement provider that the student will not be expected to participate in high risk activities, and will be appropriately supervised in medium risk activities. |
|  |  | Student will be working directly with hazards. |
| **Notes:** |

|  |
| --- |
| Satisfactory completion of Host Organisation Declaration Form. In addition the School must:* Seek confirmation from placement provider about expectations of student’s prior competency in high risk activities, and ensure student meets these.
* Seek written confirm that appropriate training & supervision will be provided by the placement provider throughout the placement (covered by HODF but for overseas providers if the School has specific concerns they may wish to seek further confirmation/clarification in writing).
* Consider pre-placement site visit.

For further advice, please contact Health & Safety Team (hse@lboro.ac.uk )  |
| **Q2 Travel and Transportation** |  | The placement will:* Require night travel.
* Involve a long daily commute (longer than 90 minutes per journey)
* Require the student to drive familiar vehicles in reasonable conditions.
 |
| **Notes:**Discuss travel arrangements and implications with student (see below).Check if more suitable accommodation is available to reduce commuting (see below). For example:If you will have a long daily commute (longer than 90 minutes per journey), you may wish to think about moving closer to your place of work to reduce commuting times.If you are travelling at night, and/or; your employer expects you to drive unfamiliar vehicles (with or without passengers), and/or there is a lot of travel associated with the placement, please ensure you are physically capable and comfortable with doing this, and check with your employer that you have the appropriate licence and insurance in place.If you will be driving your own vehicle for work purposes (other than commuting), you will need to check your insurance covers business use. |
|  |  | The placement will:* Involve significant travel, prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards).
* Require the student to carry passengers in unfamiliar vehicles.
 |
| **Notes:**Discuss travel arrangements implications with student (as in Notes above). |

|  |
| --- |
| Consider the student’s experience of driving/travel.Seek confirmation from the student that they have relevant driving licenses and insurances for country they will be working in and that they have confirmed they are capable of undertaking this driving. If relevant, check if the placement provider’s insurance and driving policy will cover the student.Consider reducing risks by asking placement provider to provide accompanied travel where practicable. |
| **Q3 Location** |  | The student has indicated that their placement is overseas or they may be expected to undertake overseas travel during their placement in countries where:* There is a higher than normal risk of civil disorder, crime or comparable danger.
* There are likely delays in communicating with LU.
* The placement is in an area identified as low risk by the Foreign and Commonwealth Office (FCO) -

[https://www.gov.uk/foreign-travel-advice.](https://www.gov.uk/foreign-travel-advice) |
| **Notes:**Students must complete the Overseas Placement Checklist (Appendix D)Students must be registered for travel security alerts for the country or countries where they will be placed (Appendix L).Schools must:* Check the FCO website for restrictions and recommendations.
* Check [Drumm Cussac RiskMonitor](https://www.drum-cussac.net/login) (<https://www.drum-cussac.net/login>) for further recommendations.
* Where a location’s overall risk is identified as a moderate (rating 3) or high on the Drumm Cussac RiskMonitor then an additional Risk Assessment: Overseas Placement is required (Appendix J).
* LU cannot approve placements based in extreme risk locations.
* Arrange for a briefing/information to be provided in conjunction with 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).
* Brief students on what to do in an emergency and ensure they have in-country and UK emergency contacts readily available and a mobile phone. This includes providing the [Emergency Protocol Document](http://www.lboro.ac.uk/media/wwwlboroacuk/external/content/international/downloads/exchanges/Emergency%20Protocol%20V10%20-%20FINAL.pdf) ([http://www.lboro.ac.uk/media/wwwlboroacuk/external/content/international/downloads/exchang es/Emergency%20Protocol%20V10%20-%20FINAL.pdf](http://www.lboro.ac.uk/media/wwwlboroacuk/external/content/international/downloads/exchanges/Emergency%20Protocol%20V10%20-%20FINAL.pdf)), emergency contact sheet (Appendix

K) and Insurance Cover Sheet (Appendix G). |
|  |  | The student has indicated that their placement is overseas or they may be expected to undertake overseas travel during their placement in countries where:* There is significant risk of civil disorder, crime or similar danger.
 |

|  |  |  |
| --- | --- | --- |
|  |  | * Unavoidable lone or remote working in proximity to significant risk (e.g. medical student elective in a refugee camp).
* Medical and rescue services not available quickly or locally.
* Means of communication likely to be difficult or compromised.
 |
| **Notes:**Students must complete the Overseas Placement Checklist (Appendix D)Students must be registered for travel security alerts for the country or countries where they will be placed (Appendix L).Schools must:* Check the FCO website for restrictions and recommendations. The placement cannot be approved if the FCO advises against “all but essential travel”.
* Check [Drumm Cussac RiskMonitor](https://www.drum-cussac.net/login) (<https://www.drum-cussac.net/login>) for further recommendations.
* Where a location’s overall risk is identified as a moderate (rating 3) or high on the Drumm Cussac RiskMonitor then an additional Risk Assessment: Overseas Placement is required (Appendix J).
* LU cannot approve placements based in extreme risk locations.
* Arrange for a briefing/information to be provided in conjunction with 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).
* Brief students on what to do in an emergency and ensure they have in-country and UK emergency contacts readily available and a mobile phone. This includes providing the [Emergency Protocol Document](http://www.lboro.ac.uk/media/wwwlboroacuk/external/content/international/downloads/exchanges/Emergency%20Protocol%20V10%20-%20FINAL.pdf) ([http://www.lboro.ac.uk/media/wwwlboroacuk/external/content/international/downloads/exchang es/Emergency%20Protocol%20V10%20-%20FINAL.pdf](http://www.lboro.ac.uk/media/wwwlboroacuk/external/content/international/downloads/exchanges/Emergency%20Protocol%20V10%20-%20FINAL.pdf)) , Insurance Cover Sheet (Appendix

G) and Contact Details Sheet (Appendix . |
| **Q4 Environmental/Health Factors** |  | There are regional/local conditions requiring some precautionary measures, e.g.* Recommended optional inoculations against diseases
* A medical travel kit would be a sensible precaution
* Lone working
 |
| **Notes:**The student must be advised to consult an occupational health or medical/health professional for advice regarding immunisations and other preparations.If a medical travel kit is a sensible precaution, as a rough guide a medical travel kit could include all or some of the following items depending on the circumstances:* Water: one gallon per person, per day (3-day supply for evacuation, 2-week supply for home)
* Food: non-perishable, easy-to-prepare items (3-day supply for evacuation, 2-week supply for home)
* Flashlight
* Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
* Extra batteries
* First aid kit (plasters, bandages, safety pins, antiseptic wipes etc.)
 |

|  |
| --- |
| * Medications (7-day supply) and medical items
* Multi-purpose tool
* Blanket/sleeping bag
* Sanitation and personal hygiene items
* Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
* Mobile phone with charger
* Family and emergency contact information
* Extra cash
* Emergency blanket
* Whistle
* protective and warm clothing
* Map(s) of the area

(Source: [http://www.redcross.org](http://www.google.com/url?q=http%3A%2F%2Fwww.redcross.org&sa=D&sntz=1&usg=AFQjCNHaWXpl-VHLuqj5_AtB6fLDuAlKFA))If the student has indicated they will be working alone or in remote/isolated locations, they should be briefed as follows:Health and Safety Executive guidance defines a lone worker as someone that works by themselves with no close or direct supervision. Lone workers should not be exposed to significantly higher risks than other employees who work together. Precautions should take into account normal working conditions and any foreseeable emergency situations, e.g. fire, equipment failure, illness and accidents.You may wish to carry an emergency medical kit (see above) and make sure you can contact someone at all times. If you have any concerns about working alone, please speak to your line manager at your placement, or your School. |
|  |  | There are regional/local health risks requiring mandatory and specific health protection measures e.g.* Inoculations
* Working in very hot or strenuous working conditions (e.g. manual working outdoors in the sun).
* Working in very cold working conditions (e.g. catering placement in a food cold storage/cook chill or freeze facility).
 |
| **Notes:**The student must be advised to consult an occupational health or medical/health professional for advice regarding immunisations and other preparations.If the student is working in very extreme environments (hot or cold), and/or expected to work in very strenuous conditions they are advised to consult the relevant health professionals before the placement starts, to assess and confirm their suitability for the placement. The employer must undertake risk assessments to identify and mitigate any risks. |
| **Q5 - Individual student factors** |  | The student has personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which |

|  |  |  |
| --- | --- | --- |
|  |  | may require specific adjustments or support during work, or in social interactions at work |
| **Notes:**Encourage the student to explore any necessary reasonable adjustments, with help from CDS and their employer. Confirm these with the placement provider. Further information for staff and students is available [here](http://www.lboro.ac.uk/services/student-services/support/healthandwellbeing/workplace-wellbeing/) ([http://www.lboro.ac.uk/services/student-](http://www.lboro.ac.uk/services/student-services/support/healthandwellbeing/workplace-wellbeing/) [services/support/healthandwellbeing/workplace-wellbeing/](http://www.lboro.ac.uk/services/student-services/support/healthandwellbeing/workplace-wellbeing/)) |
|  |  | 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.The student has personal factors (e.g. 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.The student’s knowledge, understanding, and skills are low for the type of work |
| **Notes:*** Discuss activities of high risk with the student, try to eliminate or reduce potential risks where possible.
* Consider pre-placement site visit.
* Encourage the student to explore any necessary reasonable adjustments, with help from CDS and their employer. Confirm these with the placement provider. Further information for staff and students is available [here](http://www.lboro.ac.uk/services/student-services/support/healthandwellbeing/workplace-wellbeing/) ([http://www.lboro.ac.uk/services/student- services/support/healthandwellbeing/workplace-wellbeing/](http://www.lboro.ac.uk/services/student-services/support/healthandwellbeing/workplace-wellbeing/))
* Advise students with pre-existing medical conditions to purchase personal medical insurance cover.
 |
| **Insurance limitations** |  | Locations, activities and/or circumstances that require special consideration before the placement proceeds. There may be cover in place, but not in the format we would expect in the UK or at a lower level than expected. |
| **Notes:**Brief student on limitations of insurance cover. Please refer to the *Placement Student Insurance Overview* and *Travel Cover Summary for Placement Student* (Appendix H) for cover details |
|  |  | 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. |
| **Notes:**All potential risks must be thoroughly assessed before a decision is made on whether the placement is to proceed or not. |

If placement is to proceed, appropriate actions must be planned to prevent or minimise the risk. If necessary, additional specific insurances may be required to be put in place by the host.