

Appendix A: Risk Profiling and Risk Reducing Actions

Factor	Risk Profile	Indications	Possible specific action to reduce risk
Work Factors	High	<p>Work with hazards that have potential to cause permanent injury or fatalities, including:</p> <ul style="list-style-type: none"> 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. <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>Un-supervised work with children or vulnerable adults</p>	<p>Seek confirmation from placement provider about expectations of student's prior competency in high risk activities, and ensure student meets these.</p> <p>Confirm that training & supervision will be provided by the placement provider throughout the placement. Include in the written communication with the placement provider.</p> <p>Consider pre-placement site visit.</p> <p>Check University HR and student policies. The student will need a Criminal Records Bureau check.</p>
	Medium	<p>Working in proximity to high risk factors (but not directly with them).</p> <p>Supervised work with children or vulnerable adults</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. Include in the written communication with the placement provider.</p> <p>Check University HR and student policies. The student may need a Criminal Records Bureau check.</p>
	Low	Office work or other low hazard environments and activities.	None
Travel and Transportation Factors	High	<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 in unfamiliar vehicles.</p>	<p>Brief student on travel arrangements, discuss implications with them.</p> <p>Consider their experience.</p> <p>Get confirmation from them that they have relevant driving licences and insurances.</p> <p>Consider reducing risks by providing accompanied travel where practicable.</p> <p>Specify regular contact times.</p>
	Medium	Night travel.	Brief student on travel arrangements. Confirm that these

Factor	Risk Profile	Indications	Possible specific action to reduce risk
		Long daily commuting requirement. Student required to drive familiar vehicle in reasonable conditions.	are acceptable to them. Advise them to check that they have the necessary driving licences and insurances.
	Low	No significant travel, comfortable daily commute. No driving associated with placement.	None

Factor	Risk Profile	Indications	Possible specific action to reduce risk
Location and/or Regional Factors	High	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). 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 communications likely to be difficult or compromised.	Check Foreign and Commonwealth Office restrictions and recommendations. Consult guides on appropriate behaviour, clothing, etc. Arrange 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).
	Medium	Higher than normal risk of civil disorder, crime or comparable danger. Delays likely in communicating with tutors and others. Placements abroad in areas identified as low risk by the Foreign and Commonwealth Office.	Check Foreign and Commonwealth Office restrictions and recommendations. Provide information to students on guides on appropriate behaviour, clothing, etc. Supplement general briefing with information about medium risk factors.
	Low	Placements in the UK with no significant local risks.	None

General/ Environmental Health Factors	High	Regional / local health risks require mandatory and specific health protection measures e.g. inoculations. Local climate is very hot or potential for high UV exposure. 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).	Student needs to confirm that they have sought and followed advice from their General Practitioner or a Travel Clinic. Consult the University's Occupational Health for advice.
	Medium	Regional/local conditions require some precautionary measures, e.g. optional inoculations against diseases, or a medical travel kit is a sensible precaution.	Student needs to confirm that they have sought and followed advice from their General Practitioner or a Travel Clinic. Student should consider taking a medical travel kit as a sensible precaution.

	Low		No significant environmental health risks.	None
Factor	Risk Profile		Indications	Possible specific action to reduce risk
Individual Student Factors	High		<p>The student has personal factors (e.g. health, disability, linguistic or differing national expectations) which may increase the risk of illness or accident during work-related activity even following adjustments.</p> <p>The student has personal factors (e.g. health, disability, linguistic or differing national expectations) 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 of high risk with the student, try to eliminate or reduce them where possible.</p> <p>Contact the University's Disability Advisor in the first place to develop reasonable adjustments. Confirm these in the written communication with the placement provider.</p> <p>Consider pre-placement site visit.</p>
	Medium		<p>The student has personal factors (e.g. health, disability, linguistic or differing national expectations) which may require specific adjustments or support during work, or in social interactions at work.</p>	<p>Engage with occupational health professional / disability support professionals to develop reasonable adjustments. Confirm these in the written communication with the placement provider.</p>
	Low		<p>The student has no long-term medical conditions or disability 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>	None
Insurance Limitations (see Appendix D for more detailed guidance)	High		<p>Placements in Africa and South America can be problematic with regard to insurance cover.</p> <p>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.</p> <p>Placements Offshore.</p> <p>Locations advised by the Foreign & Commonwealth Office as high risk.</p>	<p>If appropriate insurance cover cannot be obtained, consider alternative placements.</p> <p>If placement is to proceed, additional specific insurances may be available.</p> <p>Consult the University's Insurance Office.</p> <p>Brief student on limitations of insurance cover (the small print).</p> <p>Check that necessary insurance has been obtained.</p>
	Medium		<p>Medical healthcare insurance for placements in the USA.</p> <p>Clinical placements in Australia.</p>	<p>Consult the University's Insurance Office.</p> <p>Check that necessary insurance has been obtained.</p> <p>Brief student on limitations of insurance cover (the small print).</p>
	Low		<p>Locations, activities and/or circumstances that are automatically included in the University's insurance cover.</p> <p>UK locations (where the placement provider must have employers' liability insurance cover).</p>	None

