

Loughborough University

Placements & Work Based Learning Health and Safety Policy

Origin: Chris Cole (Placements Governance Manager), Hugh Weaver (Deputy University Health and Safety Manager) and Hiten Patel (Insurance Officer)

Contents

Version Control	3
1. Introduction	4
2. Scope	4
3. Stakeholders.....	5
4. Procedures for Approving PWBL for H&S, Risk Assessment and Insurance Purposes	6
5. Insurance for Overseas Placements	10
6. Placement H&S Incidents.....	11
7. Placement Ethics and Due Diligence	12
Appendix A1 – LU PWBL Requirements Matrix	13
Appendix A2 – LU Placement Approval Process	14
Appendix B - Student Placement Risk Assessment and Declaration	15
Appendix C - Student Placement Risk Profiling and Risk Reducing Actions	18
Appendix D - Overseas placement checklist.....	26
Appendix E - Host Organisation Declaration Form (For UK Based Placements ONLY).....	28
Appendix F - Host Organisation Declaration Form (For Overseas Placements ONLY).....	32
Appendix G – TRAVEL SUMMARY COVER (Student Placements, Study Exchanges and Erasmus).....	36
Appendix H - Student Placement Induction Checklist	39
Appendix I – Addressing HODF Issues	40
Appendix J – Risk Assessment: Overseas Placement.....	46
Appendix K – Traveller Contact Details	47
Appendix L – FULL TRAVEL COVER.....	48
Appendix M – Host Organisation Due Diligence Checklist.....	49

Version Control

Version	Date Published	Author	Change Log
1.0	June 2016	A. Dunbobbin	N/A
2.0	Nov 2018	C.Cole/H.Patel/H.Weaver	<ul style="list-style-type: none"> • Further H&S briefing details • Guidance for unapproved placements • Updated process diagram • Placement Charter referenced, • Ethics Policy Framework, Student • Fatality Guidelines, Emergency • Protocol, Placement Year in • Enterprise and Placement • Agreements Toolkit referenced • Lone working RA item moved • NHS research passports • Overseas checklist updates, overseas risk assessment introduced • Student EHIC changes • UMAL web resource referenced, • Referenced resources for staff and students regarding workplace adjustments • HODF wording, including induction timeline increase to 14 days • HODF added visa sponsorship compliance point, addressing HODF issues staff guidance • Injuries and fatalities reporting and investigation guidance
3.0	Jan 2020	C.Cole/H.Patel/H.Weaver	<ul style="list-style-type: none"> • Title of policy changed • References to H&S best practice frameworks and updated QAA Quality Code for Education • Scope amended to include different types of PWBL • Adjustment to procedures to include enhanced HODF including risk assessment and job description elements • Student briefings to include information regarding accident reporting • Unapproved Placements for Professional Sporting and Tier 4 Reasons section added • Risk Assessment: Overseas Placement amended • Minor updates for clarity

1. Introduction

Placements and work based learning (PWBL) opportunities are highly valued by students and placement providers for the benefits they offer. In adopting this policy, Loughborough University (LU) recognises that it plays a pivotal role in ensuring that students and placement providers achieve a successful outcome from their shared experience.

It is the policy of LU that all appropriate placements and WBL are planned, organised and managed to ensure that:

- a) The student and members of staff involved in the placement are not subjected to unacceptable risks to their health and safety.
- b) The student and members of staff involved in the placement do not create unacceptable risks for the placement provider or others.

Consideration of health and safety (H&S) issues is integral to the process of assuring the suitability of a placement or WBL opportunity under the [University's Student Placement Charter](#).

This Student Placement Charter is incorporated in the Academic Quality Procedures Handbook published by Academic Registry on the authority of Learning and Teaching Committee and Senate. PWBL arranged without undergoing the due process will not be approved by LU.

This policy has been developed following the best practice frameworks of [ASET \(Good Practice Guide for H&S for Student Placements\)](#) and [University Safety and Health Association \(Guidance on Health and Safety of Placements\)](#) along with ensuring that the University meets, where appropriate, [QAA expectations and core practices](#).

N.B. the term Placement and PWBL are used interchangeably.

2. Scope

This policy applies to all placements and other forms of WBL opportunities which have an association with the University including activity that is not part of a module and/or are not assessed or accredited by LU. More information about the different types of activity is covered in Appendix A1. It is recognised that there are several areas of guidance which are beyond the scope of H&S and are included for completeness as they relate to the management and approval of placements.

For undergraduate placements this policy should be read in conjunction with the [University's Student Placement Charter](#) where there is an academic association with The University. The Charter defines what a placement is, and the responsibilities of the main stakeholders in the placements process.

The policy sets out the due diligence procedures for risk assessing PWBL and checking that the placement provider has suitable H&S arrangements in place.

Please note that the Undergraduate Part I Placement Year in Enterprise (PYE) scheme follows this H&S process with some minor adjustments to allow for students running their own business during their placement year. For further information please see details [here](#) (Internal Link: <\\ws3.lboro.ac.uk\Placements-Work-BasedLearning\Policies & Resources\Placement Year in Enterprise Jan LTC Final.docx>) or contact Amanda Berry (Enterprise Education Lead) or Chris Cole (Placements Governance Manager).

3. Stakeholders

The main stakeholders in the placements process are:

- Loughborough University
- Loughborough Students' Union
- LU Schools (and Student Services where School PWBL activity is supported centrally)
- Placement students
- Placement providers/placement host organisations

The roles and responsibilities of each are covered in the [University's Student Placement Charter](#).

The following are also involved in the H&S of placements:

University Health and Safety Service (UHSS)

The role of the UHSS is to:

- Audit compliance with this policy.
- Carry out training for placement staff.
- Report accidents or near miss incidents to the health, safety and environment committee and ensure that the placement provider has reported notifiable accidents to the health and safety executive.
- Investigate accidents.
- Liaise with University Insurance Support regarding civil claims arising from incidents or accidents.
- Provide advice and support to those who use and apply this policy.

Contact: University Health & Safety Team (hse@lboro.ac.uk)

Insurance Support

There are four aspects to insurance:

- Public Liability – i.e. damage caused by students at the placement provider, and:
- Personal Insurance - i.e. covering the H&S of student on placement.
- Travel - including repatriation.
- Professional Liability i.e. bodily injury or damage to third party property.

Insurance support can provide information and advice, (including claims enquiries) to students, placement staff and host organisations on both aspects of insurance prior to, during and post placement.

Contact: insurance.support@lboro.ac.uk

4. Procedures for Approving PWBL for H&S, Risk Assessment and Insurance Purposes

Requirements for different types of PWBL activity are detailed in Appendix A1 and the core approval requirements for academic-related placements are detailed below. Please note that any reference to University Regulation XI is only relevant for academic-related Undergraduate PWBL.

a) Pre-placement

The flow chart in Appendix A2 summarises the procedures for risk assessing the placement and checking the placement provider has suitable H&S arrangements in place. This is so that LU is able to:

- Demonstrate and evidence our duty of care towards our students, and;
- *Ensure the student is insured by LU's Public Liability Insurance* throughout their placement. Students on overseas placements may have to purchase additional insurance (see Section 5).

The following activities must take place in order for the placement to be approved by LU for H&S, risk assessment and insurance purposes.

- (i) The student must complete and return a risk assessment (Appendix B) for each placement undertaken during the placement year or WBL module. This can be done via Co-Tutor (<https://co-tutor.lboro.ac.uk/signon/>) or using the document in Appendix B.

Any significant hazards and risks associated with the placement must be identified wherever possible by the student, placement provider and the School, and any actions to mitigate identified risks must be followed by the student and/or the placement provider. Appendix C includes guidance and examples of how identified risks can be mitigated.

If the student does not complete and return the risk assessment, or identified risks cannot be mitigated, the placement cannot be approved.

The student must participate in any placement preparation activities defined by the student's School, such as attending H&S briefings and/or completing a H&S questionnaire. The content of this should sufficiently prepare a student for the environment they will be placed in and detail duties, including;

- Their health and safety responsibilities
- The health and safety responsibilities of the Placement Organisation
- Assessing and managing risks for activities they will undertake
- Monitoring and providing feedback to the School
- Informing The School immediately if they have any concerns regarding their health and safety at the placement
- Informing The School immediately if they are involved in an accident whilst on placement.

Please note that a generic video H&S briefing along with a H&S questionnaire are available from the Placements Governance Manager, which can be hosted on Learn.

It is the responsibility of Schools to ensure that all students going on placement are effectively prepared and that as per ASET best practice briefings/information provided are country specific, pre-placement and focussed on 'risk factors'.

If the student (despite the School's best efforts to engage them in the process) does not participate in pre-placement preparation activities, the placement cannot be approved.

In addition, if the circumstances of the placement changes at any stage during the placement process, the student must review their risk assessment (please see [University's Student Placement Charter](#)). This includes but is not limited to students changing their placement location during their period of work-based learning. This information is provided to students through the Co-Tutor system.

Additionally for overseas placements a further risk assessment is required (Appendix J) to be completed by Placement staff where the risk rating for the Country/region the student is visiting is moderate or above as defined by [Drumm Cussac](#) (staff and students can register with their LU email address). Students must also register for [travel security alerts](#) through Drumm Cussac, this will ensure students receive the most up to date alerts and guidance in relation to their placement location.

- (ii) The placement provider must satisfactorily complete and return a Host Organisation Declaration Form (HODF) to the School. (Appendix E or F). School staff must ensure that placement hosts are provided with appropriate contact details should any issues or further communication be required. For emergency situations involving a student outside of office hours the 24 hour [LU Security Team](#) should be contacted.

The HODF confirms that the placement provider has suitable arrangements for H&S in place, and appropriate insurance to cover the placement student and any LU visiting staff. The form also includes a risk assessment to identify any significant hazards and risks associated with the placement as these must be identified wherever possible and any actions to mitigate these must be followed by the student and/or the placement provider. Appendix C includes some guidance and examples of how identified risks can be mitigated. Additionally, the form also requests a job description from the organisation, which must be suitably detailed to enable a judgement to be made that the student will be able to meet the module specification learning outcomes as appropriate.

If the placement provider requires further support on hosting an LU placement student, Schools should offer information, guidance and advice to the placement provider, referring to the Employer Engagement Team in the Careers Network (CN), if necessary.

If:

- There is more than one student going to the same placement provider in the same academic year, and;
- The roles and circumstances of the students' placements are the same or very similar.

Only one HODF per placement provider (rather than student placement) needs to be completed.

Placement providers can submit HODFs in the following ways:

- Paper format (post)
- Electronically:
 - Completed and signed (in handwriting) by the placement provider, scanned, and e-mailed to LU, or;
 - Completed electronically and e-mailed from an individual (not generic) e-mail account registered at the placement provider
- Online form designed and approved by LU

Subject to confirmation from the Insurance Support Team, if the placement provider does not satisfactorily complete and return the HODF, the placement cannot be approved.

In this situation the school should contact the host to establish what the reasons for being unable to complete the document are and specifically which HODF points are an issue. Please see Appendix I for guidance about how to deal with issues related to specific HODF points.

If the host organisation produces their own document such as a Convention de Stage (or other tri-partite agreement) or a Non-Disclosure Agreement (NDA) then please refer to the Student Placement Agreement Toolkit (internal link: <https://internal.lboro.ac.uk/info/enterprise/staff/contracts/placement/>).

Please note that some placements which involve research typically with the NHS may require a Research Passport. These documents can be completed by Academic Registry in order to facilitate the placement. More details are available [here](#).

b) Once the placement has started

All students undertaking a placement must complete an induction checklist (Example – Appendix H), and return this to their School, within 21 days of the placement start date. Schools are expected to note students either not returning or not satisfactorily completing the induction form within 21 days. In order to identify and mitigate any risks, attempts should be made to:

- Contact the student and/or the student's supervisor at the placement provider
- Arrange the first site visit ASAP

LU approval for student placements and/or WBL opportunities can be withdrawn either before or during a placement, if the H&S Policy for Student Placements and/or the University's Student Placement Charter are not followed.

c) Approved Placements

Where a placement has been approved, a traffic-lit risk rating (green = low, amber = medium, red = high) for each of the five health and safety factors must be recorded appropriately (e.g. on Co-Tutor), including an overall risk rating for the placement.

For work-related hazards identified on the HODF the traffic-lit rating should broadly be; red where a student is working directly with hazards or amber where they will be working in proximity to hazards. Dependent on the activity being undertaken 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.

Additionally, where a student is working directly with hazards the School must consider:

- Seeking confirmation from placement provider about expectations of student's prior competency in high risk activities, and ensure student meets these (covered by the HODF but The School may wish to follow up on this).
- Seeking written confirmation 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).
- A pre-placement H&S site visit.

d) Unapproved Placements for H&S Reasons

Where a placement has not been approved due to any of the following reasons;

- Non-completion of HODF by the host organisation,
- Student non-attendance/engagement with H&S briefing/activities/documents,
- Non-completion or unsatisfactory risk assessment,

The student may not be insured by the University until the placement is approved. If the placement has already started the implication is that any financial risk is now the University's rather than the insurer's. In this situation the student and host must be informed that the placement is unapproved, insurance cover via the University will not be in place and that until the placement is approved it has no association with Loughborough University. At this point the host and/or student should be provided with a reasonable deadline (up to 21 days) to engage with the process of completing and returning required documents.

Where a placement cannot be approved a School decision will be required as to whether the student can undertake a Leave of Absence or can continue on an academic programme. Further information is available in the 'Guidelines for student status arrangements for UG placement students' (internal link: [\\ws3.lboro.ac.uk\Placements-Work-Based-Learning\Policies & Resources\Guidelines for student status arrangements for UG placement students v4.3.docx](https://ws3.lboro.ac.uk/Placements-Work-Based-Learning/Policies & Resources/Guidelines for student status arrangements for UG placement students v4.3.docx)).

e) Unapproved Placements for Professional Sporting and Tier 4 Reasons

Where a student is studying on a Tier 4 visa there may be circumstances in which a placement cannot be approved as it does not meet Government requirements, which currently state that "Students cannot be employed as a professional sportsperson (including a sports coach)."

Further information about the full requirements are detailed at the link below;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/843578/Tier_4_Sponsor_Guidance_-_Doc_2_-_Sponsorship_Duties_2019-10_FINAL.pdf

For further support with ensuring that The University is meeting its Tier 4 visa sponsorship responsibilities, please contact the Placements Governance Manager or Academic Registry.

5. Insurance for Overseas Placements

LU has appropriate insurance (e.g. public and personal) cover in place for all approved LU overseas placements, Erasmus+ and international exchange programmes, undertaken during an official placement year.

The **maximum period of cover is one year**, in-line with the placement period. Note: placement students on year-long placements who wish to extend their placement period (e.g. remain on placement over the summer) will therefore have to purchase their own insurance to cover the extended period.

a) Employer Liability / Public Liability

The placement provider should provide insurance cover for the public liability of the student (covering damages caused by the student) and personal accident (covering injuries caused to the student) at the student's placement workplace. In the UK, host placement providers can be expected to hold both Employers' Liability and Public Liability insurances (with some exceptions). However, for overseas placements, each region/country has its own legislation and regulations governing insurance and indemnity.

The LU Public Liability policy may cover, based on the individual merits, for a loss by a third party caused by any agent of the University (including students) acting on behalf of the University.

In the event of a claim from the student, the placement provider and/or the third party, LU is only liable in respect of something that is at the fault of this institution.

Failure to obtain satisfactory confirmation regarding insurance from the placement provider must be referred to Insurance Support (see section 3).

b) Medical

- (i) Only emergency medical treatment is covered by Loughborough University Travel Insurance
- (ii) Students with pre-existing medical conditions **must not** travel against medical advice and **no** cover will be provided for the routine treatment of existing conditions including prescriptions etc. Students should advise a GP of their trips including the destination, duration and activity.
- (iii) Students should consider purchasing their own insurance if they have pre-existing conditions.
- (iv) Students **must** be advised to take a Student European Health Insurance Card (student EHIC) when travelling to a European Economic Area country (EEA) or Switzerland conditions.
- (v) The medical policy only covers activities relating to the students' programme of studies, and those commensurate with residence in the country as part of their programme. High risk activities (defined by LU's insurance policy) such as water sports, winter sports, rock climbing, scuba diving, etc. are **not** covered.

c) Travel

Cover is provided for inbound and outbound journeys only (i.e. at the start and end of the placement) to and from the host country, in line with approved placement activities. Students may wish to consider purchasing additional insurance cover for periods either side of the placement start and end date and to supplement limited travel insurance cover already provided by Loughborough University for your placement.

Travel must comply with the risk assessments undertaken in the procedures outlined in this document and students must not travel against advice from the UK Foreign & Commonwealth Office or Drumm Cussac, Loughborough University's travel security advisers.

d) Personal liability

Personal liability cover is provided subject to policy terms and conditions. E.g. If the student becomes legally liable to pay damage in respect of accidental bodily injury (which includes death, illness, and disease) to third parties, or accidental loss of / or damage to material property.

e) Personal possessions

All personal possessions are the responsibility of the student and **not** covered by LU insurance.

f) Claims

All claims are subject to an excess depending on the type of claim.

For further details on what LU's PL covers and does not cover for overseas placements, please see Appendix G - Travel Summary Cover for Placement, Erasmus+ and Exchange Students.

6. Placement H&S Incidents

Where a H&S related incident occurs on placement (e.g. accident or near miss) involving a student or LU staff member this should be immediately reported via Loughborough University's [incident reporting system](https://sheassure.net/lboro/Portal/LBU/Index) (<https://sheassure.net/lboro/Portal/LBU/Index>).

Dependent on the severity of the incident the School should consider whether additional support is required to manage the response to the incident from Professional Services, including but not limited to the H&S Team, Insurance Support and Careers Network (Placements Governance Manager).

Any placement-related serious injury or fatality should be immediately communicated to the Placements Governance Manager (see also the [Guidelines for Student Fatalities - http://www.lboro.ac.uk/media/wwwlboroacuk/external/content/policies/student_fatality_guidelines.pdf](http://www.lboro.ac.uk/media/wwwlboroacuk/external/content/policies/student_fatality_guidelines.pdf)) for further investigation and communication as appropriate across the institute.

7. Placement Ethics and Due Diligence

Where applicable staff should refer to the [LU Ethics Policy Framework](#)

(<https://www.lboro.ac.uk/media/wwwlboroacuk/content/universitycommittees/ethicscommittee/Ethical%20Policy%20Framework%202019.pdf>), this is likely to be where a placement or period of work experience may involve the following activity;

- That falls under the Human Tissue Act or involves human participants
- Involves animal testing
- Has military applications

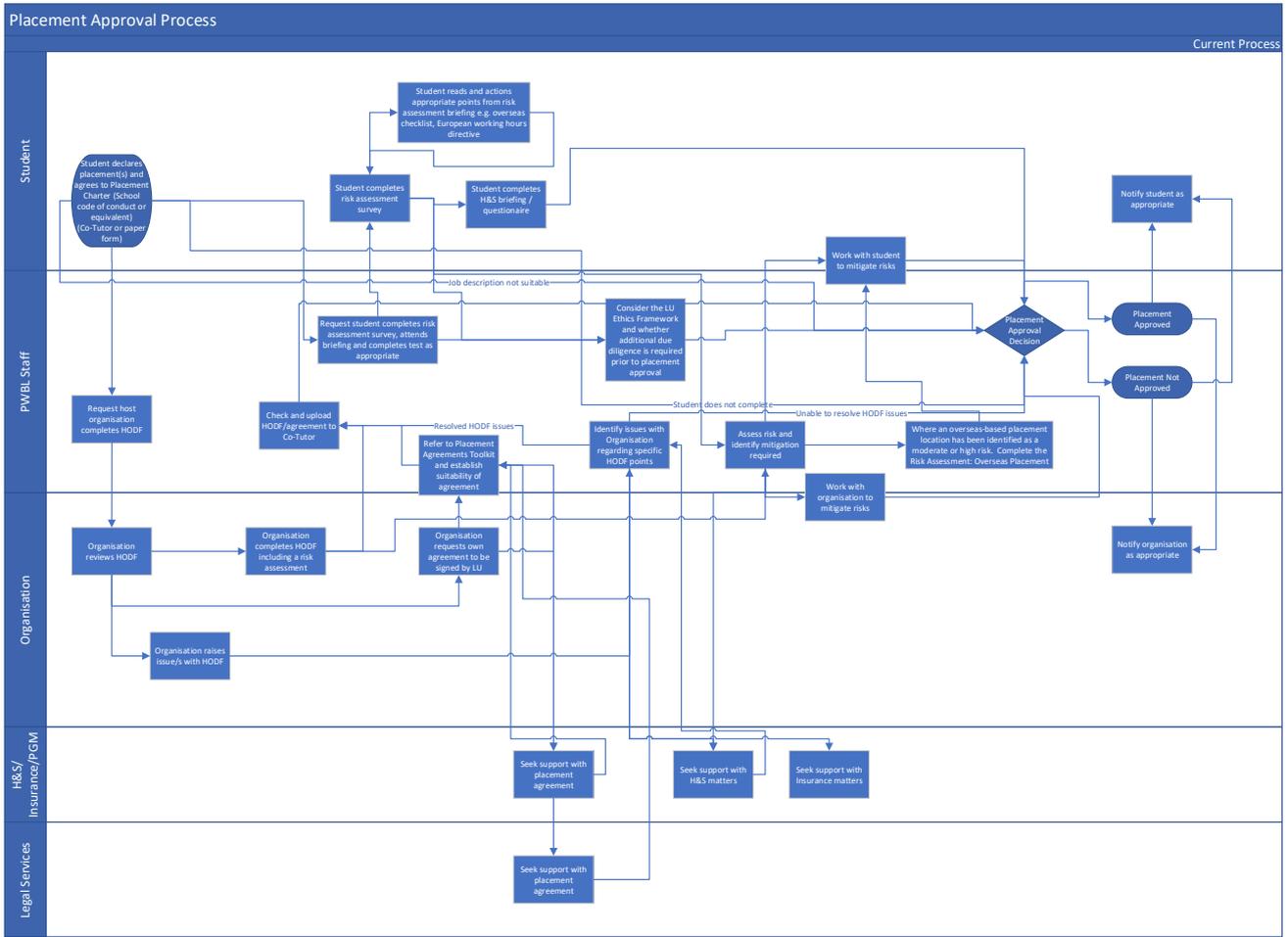
Please note this list is not exhaustive.

Additionally, when Schools are considering approving placements involving overseas-based organisations or where LU does not have a prior relationship with the organisation then further due diligence may be appropriate to ensure that risk is managed appropriately. Please refer to the Host Organisation Due Diligence Checklist (Appendix M).

Appendix A1 – LU PWBL Requirements Matrix

Activity	Example	Scale of Institutional Integration	QAA Expectations & Core Practice Compliance Required?	LU H&S/Due Diligence Required?	Formal Agreement Required?	Primary LU Policy to Apply	Other Resources
Extra-Curricular opportunity brokered by the student	Vacation internship	None (very low where formal agreement is required)	No	No	No, but may be for EU/overseas internships	None	Student Placement Agreements Toolkit
Extra-Curricular Opportunities brokered by the University	Work shadowing or visit day	Low	No	Yes	No, unless a financial arrangement is involved.	Placements & WBL H&S Policy	Student Placement Agreements Toolkit
Brief in-curricula learning experiences	Visit day	Medium	Yes	Yes	No, unless a financial arrangement is involved.	Fieldwork Policy	Student Placement Agreements Toolkit
Student Projects	'Live' briefs or collaborative projects	Medium	Yes	Yes	No, unless a financial arrangement is involved.	Placements & WBL H&S Policy	Student Projects Toolkit
Structured short-term placements	Module based and accredited P&WBL period	Medium	Yes	Yes	Yes	Placements & WBL H&S Policy	Student Placement Agreements Toolkit
Employment situations (paid or unpaid)	Part I placements	Medium	Yes	Yes	Yes	Placements & WBL H&S Policy	Student Placement Agreements Toolkit
Integrated Placements	Practice placements e.g. PGCE	High	Yes	Yes	Yes	Local Policy	

Appendix A2 – LU Placement Approval Process



Appendix B - Student 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. Further information relating to any work-place hazards will be gathered directly from your placement host.

Factor	Indications	Yes/No/Unsure
1. Work - Hours Per Week	I am not expecting to work 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 per week on a regular basis and/or my Placement Provider has requested I opt out of the 'working time directive'.	Further assessment required (See Appendix C)
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 per journey). I will be driving regularly at night. I will be required to drive familiar vehicle as part of the placement, in reasonable conditions.	Further assessment required(See Appendix C)

	<p>There is significant travel to reach my place of work and/or the placement.</p> <p>I am expecting travel to be prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards).</p> <p>Demanding travel during my placement.</p> <p>I will be required to drive passengers in unfamiliar vehicles.</p>	Further assessment required (See Appendix C)
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 requirement to undertake travel overseas.	Further 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
	<p>There are regional/local conditions requiring some precautionary measures, e.g.:</p> <ul style="list-style-type: none"> • 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)
	<p>There are regional/local health risks requiring mandatory and specific health protection measures e.g.</p> <ul style="list-style-type: none"> • 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

	<p>There are personal factors (e.g. health, disability, pregnancy, linguistic or cultural), which:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	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 any of the answers to these questions change, 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 \(www.lboro.ac.uk/admin/ar/policy/aqp/appendix/11/index.htm\)](http://www.lboro.ac.uk/admin/ar/policy/aqp/appendix/11/index.htm)
- [Regulation XI \(www.lboro.ac.uk/governance/regulations/11/current/\)](http://www.lboro.ac.uk/governance/regulations/11/current/)

I understand that during my placement year, 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:

Student No:

Date:

Appendix C - Student Placement Risk Profiling and Risk Reducing Actions

The risk profiling and actions have been adapted from the USHA and ASET frameworks detailed earlier in this document, which identify 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.

Please note that additional information about work H&S factors will need to be taken into account from the information provided by the HODF risk assessment element.

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
Q1. 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'.
<p>Notes:</p> <p>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.</p> <p>Ask yourself if you think this is reasonable. If in doubt, refer to the HSEM and/or the Placements Governance Manager.</p> <p>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.</p> <p>The European Working Hours Directive:</p> <p>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!</p>		

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:

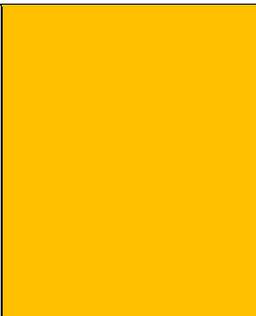
- Job-related training
- Time spent travelling if you have to travel as part of your job, e.g. travelling sales reps.
- Working lunches, e.g. business lunches
- Time spent working abroad in some cases
- Paid and some unpaid overtime
- Time spent on call at the workplace
- Any other time that is treated 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-optingout)

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>.

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.
- Consider arranging 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](https://www.lboro.ac.uk/media/wwwlboroacuk/content/exchanges/Emergency%20Protocol%20V12%20-%20FINAL.pdf) (<https://www.lboro.ac.uk/media/wwwlboroacuk/content/exchanges/Emergency%20Protocol%20V12%20-%20FINAL.pdf>), emergency contact sheet (Appendix K) and Insurance Cover Sheet (Appendix G).

		<p>The student has indicated that their placement is overseas or they may be expected to undertake overseas travel during their placement in countries where:</p> <ul style="list-style-type: none">• There is significant risk of civil disorder, crime or similar danger.
--	--	---

		<ul style="list-style-type: none">• 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:

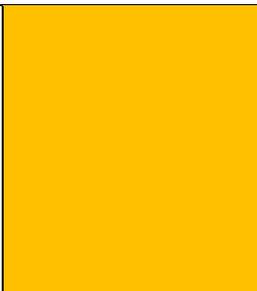
Students must complete the Overseas Placement Checklist (Appendix D)

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.
- Consider arranging 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/exchanges/Emergency%20Protocol%20V10%20-%20FINAL.pdf>) , Insurance Cover Sheet (Appendix G) and Contact Details Sheet (Appendix K).

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>)

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
<p>Notes:</p> <p>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/health-and-wellbeing/workplace-wellbeing/)</p>		
		<p>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.</p> <p>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.</p> <p>The student's knowledge, understanding, and skills are low for the type of work</p>
<p>Notes:</p> <ul style="list-style-type: none"> • 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/health-and-wellbeing/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.
<p>Notes:</p> <p>Brief student on limitations of insurance cover. Please refer to the <i>Placement Student Insurance Overview</i> and <i>Travel Cover Summary for Placement Student</i> (Appendix L) for cover details</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.

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.

Brief student on limitations of insurance cover. Please refer to our *Placement Student Insurance Overview and Travel Cover Summary for Placement Student* (Appendix L) for cover details.

Appendix D - Overseas placement checklist

Please tick each box to show you have read and understood each item. If you cannot tick all the boxes, please contact your School. For insurance related enquiries please contact insurance.support@lboro.ac.uk.

Host country

- I will not travel to any country/or parts of country that the Foreign and Commonwealth Office (<https://www.gov.uk/foreign-travel-advice>) has advised against "all but essential travel" or against "any travel".
- I will check the Foreign and Commonwealth Office website (<https://www.gov.uk/foreign-travel-advice>) for information on my host placement country and follow any advice provided.
- I agree to register for travel updates and safety information provided by the University insurer UMAL. I will download the GlobalRiskManager App and register for appropriate alerts. Instructions are available here (see Drum Cussac.pdf file).

- I understand that my induction at the host placement organisation should include advice about local customs, laws, religious observances, dress codes, no-go/high risk areas, travel advice and advice about using public transport, climate etc. (where appropriate, depending on the country). I agree to adhere to any appropriate advice given. If I do not receive this advice, or need further clarification, I will speak to my line manager at the placement, and/or contact my School.
- I will familiarise myself with the health & safety regulations in the host workplace, and always be safety aware. If I have any concerns about my health and safety at work (bearing in mind that some countries' health and safety laws are not as stringent as the UK's), I will speak to my line manager and/or contact my School.
- I confirm that I have a source of emergency funds in the UK or host country that I can readily access from the host country.

Accommodation

- Suitable and safe accommodation will be arranged, preferably prior to the placement starting, either by myself, or where appropriate through the placement provider.

Health

- I will seek information from relevant health professionals on vaccinations and understand that if I choose not to receive any recommended vaccinations, I do so at my own risk.

Insurance

- I understand that Loughborough University's insurance policy only covers me for emergency medical treatment.
- I understand that if I have a pre-existing medical condition, I must not travel against medical advice and Loughborough University will not provide insurance cover for the routine treatment of existing medical

conditions, including prescriptions. I must advise a GP about my placement location or any travel associated with my placement.

- If I have a pre-existing medical condition, I should consider purchasing my own insurance to cover this.
- If I am travelling to a European Economic Area (<https://www.gov.uk/eu-eea>) or Switzerland, I will obtain a free Student European Health Insurance Card (student EHIC) from the NHS prior to travel (<https://www.nhs.uk/using-the-nhs/healthcare-abroad/moving-abroad/studying-abroad/>).
- I understand that Loughborough University's medical insurance policy only covers me for activities relating to my placement. High risk activities such as water sports, winter sports, rock climbing, scuba diving, competitive sports activities etc. are not covered and if I wish to participate in any high-risk leisure activities on placement, I should consider purchasing my own medical insurance.
- I understand that Loughborough University's insurance policy covers me for inbound and outbound travel only and any travel not associated with my placement is not covered. If I wish to travel during my placement year (for example visit another country nearby) I should consider purchasing my own travel insurance.
- I understand that cover for Personal Property and Money is provided only for inbound and outbound journeys at the start and end of the placement. Personal Property and Money are NOT covered while you are residing in the placement country and you are advised to take out your own insurance for these periods.
- I understand that Loughborough University's insurance policy only applies for a maximum period of 12 months, from the date I travel out to my placement. If I wish to extend my placement or remain in the country for longer than 12 months, I must contact insurance.support@lboro.ac.uk.

Travel

- I confirm that I have got a passport that will be valid for the duration of the placement.
- I have arranged the necessary visas and/or work permits? (additional support can be accessed via LU Student Advice studentadvice@lboro.ac.uk)
- I will apply good common sense when choosing how to travel to/from and within my placement host country. I will think about the mode of transport, how safe it is and how reputable the carrier is. For further information on the safety ratings of most airlines, please see <http://www.airlineratings.com/airlinesratings.php>.
- If I will be driving in the host country, I will check and ensure I have the correct driving licence and insurance in place for driving in that country.
- I have arranged for or received all recommended immunisations?
- I have taken appropriate advice regarding malaria and other endemic diseases as appropriate and are taking any necessary medication.
- I am aware of the cultural differences in the country to which I will be travelling and will you dress and behave accordingly.

Finally

Most students who do an overseas placement really enjoy and benefit from the experience. In addition, students and graduates with a global outlook are highly sought-after by employers. While you are on placement however, please think about what you are doing at all times and respect local laws and customs. Walk away at the first sign of any trouble, trust your instincts and do not take risks that you would not consider at home.

Appendix E - Host Organisation Declaration Form (For UK Based Placements ONLY)

Responsibilities of the Host Organisation:

The “Host Organisation” is a third party, who during the placement has direct supervision of the student. Note that if Loughborough University is providing the placement, it would then be the Host Organisation.

When individuals who are registered on a course of study at Loughborough University (“students”) undertake a placement, they are legally independent of the University and an employment relationship/direct legal relationship will exist between the student and Host Organisation. Loughborough University is not liable for the acts or omissions of students whilst on placement.

Loughborough University recommends that all Host Organisations consider putting in place an appropriate agreement or contract directly with the students to govern that relationship. Loughborough University is not typically required to be party to any agreement or contract in relation to a student placement, as the legal relationship is directly between the student and the Host Organisation.

Host Organisations based in the UK are subject to UK legislation, and employers have the primary duty to ensure the health and safety of the placement student engaged in all placement activities i.e. work activities within their control, throughout the placement. Students on placement will be treated as employees of the Host Organisation for the purposes of health and safety.

- a) We accept responsibility for the student under the Health and Safety at Work etc Act 1974 and other relevant statutory provisions.
- b) Should the student be expected to work with machinery, equipment, or substances hazardous to health, safety precautions will have been taken, first aid facilities must be available and training, supervision, appropriate instruction, risk assessments and any necessary personal protective clothing will be provided.
- c) We confirm we have in place current Employers’ and/or Public Liability insurances and that the student and/or visiting member of Loughborough University staff is deemed to be an employee and/or visitor for the purposes of those insurance policies. A copy of our liability insurance is displayed where all employees have reasonable access to it.
- d) We confirm we will advise our insurers of the proposed placement, if required.
- e) In the UK, employers’ liability insurance will normally cover a student during the placement period. However, where insurance is not in place to cover the student for their working activities, e.g. exemption permissible under the Employer’s Liability (Compulsory Insurance) Act 1969, we will notify Loughborough University at the earliest opportunity and will confirm we have access to funds to pay for any liability dispute and compensation awarded.
- f) We confirm we will advise Loughborough University immediately of any lost time injury (absence due to accident or case of occupational ill-health) or loss involving the student and/or visiting member of Loughborough University staff. We will keep the University informed of any subsequent developments and/or the conclusion of any investigation(s) into such incidents.
- g) We confirm that we will advise Loughborough University of any unauthorised absence to enable the University to meet attendance monitoring obligations.
- h) Within 21 days of the placement commencing provide the student with a full and clear induction to the organisation and its working practices, regulations and policies, including health and safety

arrangements, fire precautions, emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.

- i) Nominate a supervisor who will conduct or make arrangements for the day to day supervision of the student.
- j) Accept a reasonable number of visits (typically between one and three) to the student by visiting Loughborough University staff.

Placement Job Title/Role:

Describe the main tasks or duties the student will perform. Alternatively, please email a job description along with this completed document to (add appropriate email address).

If the job/role which is being undertaken is office-based and low-risk please tick here

Otherwise please complete the remainder of the RISK ASSESSMENT section at the bottom of this form.

If you have any further comments or questions and/or are unable to sign the form, please indicate these below, so we can review and consult further with you before the placement is due to commence:

Signed on behalf of the Host Organisation:

Name:

Your Job Title:

Signature:

Your Tel:

Your E-Mail:

Organisation Name:

Your Contact Address at the organisation:

Please list the student’s name(s), start date and end dates of their placement (if confirmed):

Date:

Signature:.....

RISK ASSESSMENT

I have indicated any hazards that require control, please indicate as appropriate if the student will be working directly (with the letter ‘D’) with or in proximity (with the letter ‘P’) to these on the table below and add any additional hazards required:

No.	Risk (D= Directly, P = Proximity)	D	P	No.	Risk (D= Directly, P = Proximity)	D	P
1	Exposure to asbestos containing materials			20	Working with electronic equipment		
2	Hazardous substances (CoSHH)			21	Electricity (shock, burns, fire, arcing, explosion)		
3	Working within laboratories			22	Lone working/remote working arrangements		
4	Biological Sciences/Research and/or GMO			23	Working at height or falls from height		
5	Working with/handling animals			24	Falling objects/equipment/people		
6	Working with tissue samples			25	Slips/trips/falls on the same level		
7	Work involving radiation sources/lasers			26	Unstable surfaces/uneven ground		
8	Driving or working with vehicles			27	Fragile materials/surfaces/coverings		
9	Operation of mechanical handling equipment			28	Work space/egress/access arrangements		
10	Dangers from vehicles manoeuvring/reversing			29	Storage/stacking of goods		
11	Loading/unloading vehicles			30	Environmental factors (rain/snow/ice/wind)		
12	Access to dangerous or moving machinery parts			31	Working environment (low/high temp)		
13	Manual handling operations			32	Housing members of the public/others		
14	Chemistry experiments and research			33	Violence/aggression		
15	Exposure to sources of heat/fire/flame			34	Excessive/unsocial hours		
16	Use of sharps/glass/hand tools/power tools			35	Infections		
17	Hazards leading to eye injury			36	Very cold working conditions (e.g. catering placement in a food cold storage/cook chill or freeze facility).		
18	Confined spaces			37			
19	Sources of stress			38			

Please complete the below section for each hazard identified:

Step 1 - Hazards	Step 2 – Controls/Residual Risk	Step 3 – Further Actions
Specific hazards identified. Please list any significant hazards to which the student is likely to be exposed whilst on placement e.g. use of machinery, significant/demanding travel, toxic materials, working at height/underground.	Please indicate existing action(s) or controls which are already in place to reduce the risks. Please indicate the residual risk.	What further actions will your organisation take to minimise the risk to the student(s). Please indicate if an expected level of competency in the activity is required of the student.

Example: working with machinery with high speed moving parts	Example: Training and appropriate supervision provided. RISK LOW	Example: Additional training dependent on student's level of competence

Data will be managed in accordance with Loughborough University's External Stakeholder Privacy Notice, found here: <https://www.lboro.ac.uk/privacy/external-stakeholders-privacy/>

The roles and responsibilities of Loughborough University, our placement students, Schools/Departments and placement providers can be viewed in our Student Placement Charter, found here: www.lboro.ac.uk/admin/ar/policy/aqp/appendix/11/index.htm.

By signing this form, you are agreeing to the responsibilities expected of placement providers outlined under the Host Organisation column, and you are confirming that the named student(s) above will be covered by your organisation for the duration of their placement for the purposes of health and safety, and insurance irrespective of where they are based and what role they are undertaking.

For emergency situations involving a student out-side of office hours the 24 hour [LU Security Team](#) should be contacted.

Tel. 01509 222141

Email: gatehouse@lboro.ac.uk

Appendix F - Host Organisation Declaration Form (For Overseas Placements ONLY)

Responsibilities of the Host Organisation:

The “Host Organisation” is a third party, who during the placement has direct supervision of the student.

When individuals who are registered on a course of study at Loughborough University (“students”) undertake a placement, they are legally independent of the University and an employment relationship/direct legal relationship will exist between the student and Host Organisation. Loughborough University is not liable for the acts or omissions of students whilst on placement.

Loughborough University recommends that all Host Organisations consider putting in place an appropriate agreement or contract directly with the students to govern that relationship. Loughborough University is not typically required to be party to any agreement or contract in relation to a student placement, as the legal relationship is directly between the student and the Host Organisation.

We expect Host Organisations to ensure the health and safety of the placement student engaged in all placement activities i.e. work activities within their control, throughout the placement. Students on placement will be treated as employees of the Host Organisations for the purposes of health and safety.

- a) We confirm we have a written Health & Safety policy.
- b) We accept responsibility for the student under the relevant workers’ compensation regulation applicable to our organisation’s country.
- c) Should the student be expected to work with machinery, equipment, or substances hazardous to health, safety precautions will have been taken, first aid facilities must be available and training, supervision, appropriate instruction, risk assessments and any necessary personal protective clothing will be provided.
- d) We confirm we have in place workers’ compensation and/or Public Liability insurances and that the student and/or visiting member of Loughborough University staff is deemed to be an employee and/or visitor for the purposes of those insurance policies.
- e) We confirm we will advise our insurers of the proposed placement, if required.
- f) If insurance is not in place, we have access to pay for funds to pay for any liability dispute and compensation awarded.
- g) We confirm we will advise Loughborough University immediately of any lost time injury (absence due to accident or case of occupational ill-health) or loss involving the student and/or visiting member of Loughborough University staff. We will keep the University informed of any subsequent developments and/or the conclusion of any investigation(s) into such incidents.
- h) We confirm that we will advise Loughborough University of any unauthorised absence to enable the University to meet attendance monitoring obligations.
- i) Within 21 days of the placement commencing provide the student with a full and clear induction to the organisation and its working practices, regulations and policies, including health and safety arrangements, fire precautions, emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.
- j) We will provide the student with a non-smoking environment (if indoors/enclosed) in which to work.

- k) Nominate a supervisor who will conduct or make arrangements for the day to day supervision of the student.
- l) Accept a reasonable number of visits (typically between one and three) to the student by visiting Loughborough University staff.

Placement Job Title/Role:

Describe the main tasks or duties the student will perform. Alternatively, please email a job description along with this completed document to (add appropriate email address).

If the job/role which is being undertaken is office-based and low-risk please tick here
Otherwise please complete the remainder of the RISK ASSESSMENT section at the bottom of this form.

If you have any further comments or questions and/or are unable to sign the form, please indicate these below, so we can review and consult further with you before the placement is due to commence:

signed on behalf of the Placement Provider (Host Organisation) Your Name:

Your Job Title:

Your Tel:

Your E-Mail:

Organisation Name:

Your Contact Address at the organisation:

Please list the student’s name(s), job titles, start date and end dates of their placement (if confirmed):

Date:

Signature:.....

RISK ASSESSMENT

I have indicated any hazards that require control, please indicate as appropriate if the student will be working directly (with the letter ‘D’) with or in proximity (with the letter ‘P’) to these on the table below and add any additional hazards required:

No.	Risk (D= Directly, P = Proximity)	D	P	No.	Risk (D= Directly, P = Proximity)	D	P
1	Exposure to asbestos containing materials			20	Working with electronic equipment		
2	Hazardous substances (CoSHH)			21	Electricity (shock, burns, fire, arcing, explosion)		
3	Working within laboratories			22	Lone working/remote working arrangements		
4	Biological Sciences/Research and/or GMO			23	Working at height or falls from height		
5	Working with/handling animals			24	Falling objects/equipment/people		
6	Working with tissue samples			25	Slips/trips/falls on the same level		
7	Work involving radiation sources/lasers			26	Unstable surfaces/uneven ground		
8	Driving or working with vehicles			27	Fragile materials/surfaces/coverings		
9	Operation of mechanical handling equipment			28	Work space/egress/access arrangements		
10	Dangers from vehicles manoeuvring/reversing			29	Storage/stacking of goods		
11	Loading/unloading vehicles			30	Environmental factors (rain/snow/ice/wind)		
12	Access to dangerous or moving machinery parts			31	Working environment (low/high temp)		
13	Manual handling operations			32	Housing members of the public/others		
14	Chemistry experiments and research			33	Violence/aggression		
15	Exposure to sources of heat/fire/flame			34	Excessive/unsocial hours		
16	Use of sharps/glass/hand tools/power tools			35	Infections		
17	Hazards leading to eye injury			36	Very cold working conditions (e.g. catering placement in a food cold storage/cook chill or freeze facility).		
18	Confined spaces			37			
19	Sources of stress			38			

Please complete the below section for each hazard identified:

Step 1 - Hazards	Step 2 – Controls/Residual Risk	Step 3 – Further Actions
------------------	---------------------------------	--------------------------

Specific hazards identified. Please list any significant hazards to which the student is likely to be exposed whilst on placement e.g. use of machinery, significant/demanding travel, toxic materials, working at height/underground.	Please indicate existing action(s) or controls which are already in place to reduce the risks. Please indicate the residual risk.	What further actions will your organisation take to minimise the risk to the student(s). Please indicate if an expected level of competency in the activity is required of the student.
Example: working with machinery with high speed moving parts	Example: Training and appropriate supervision provided. RISK LOW	Example: Additional training dependent on student's level of competence

Data will be managed in accordance with Loughborough University's External Stakeholder Privacy Notice, found here: <https://www.lboro.ac.uk/privacy/external-stakeholders-privacy/>

The roles and responsibilities of Loughborough University, our placement students, Schools/Departments and placement providers can be viewed in our Student Placement Charter, found here: www.lboro.ac.uk/admin/ar/policy/aqp/appendix/11/index.htm.

By signing this form, you are agreeing to the responsibilities expected of placement providers outlined under the Host Organisation column, and you are confirming that the named student(s) above will be covered by your organisation for the duration of their placement for the purposes of health and safety, and insurance irrespective of where they are based and what role they are undertaking.

For emergency situations involving a student out-side of office hours the 24 hour [LU Security Team](#) should be contacted.

Tel. +44(0) 1509 222141

Email: gatehouse@lboro.ac.uk

Appendix G – TRAVEL SUMMARY COVER (Student Placements, Study Exchanges and Erasmus)

INSURER – UMAL

POLICY NUMBER – UMAL – UMT092/13

INSURED PERSON – students on all University approved overseas placements, Erasmus and exchanges undertaken during an official placement year

WHAT'S COVERED

Key benefits	Limit
<p>Medical and Emergency Travel Expenses</p> <p>All costs necessarily incurred outside the UK as a result of the injury or illness of an insured person. Benefits include Repatriation Costs, Attendants Travel Expenses and Overseas Funeral Expenses etc.</p> <p>Students with pre-existing medical condition are covered under the policy for emergency medical treatment for their pre-existing condition. However, no cover will be provided for routine treatment of existing conditions including prescriptions, etc.</p> <p>Cover is not applicable if travelling against medical advice.</p>	£10,000,000
<p>Emergency Medical Assistance</p> <p>Please contact Global Response on the details below for advice and assistance in the event of an emergency aboard, e.g. those involving serious injury or extended periods of hospitalisation.</p> <p>Tel: +44 (0)2920 662425</p> <p>Reference: UMAL/T092</p> <p>Other than in the case of an emergency where immediate action is required to avert serious health or life-threatening consequences, the insured person (if otherwise) must first contact the Global Response for advice and assistance prior to incurring any costs.</p>	
Personal Possessions (while residing in the placement countries)	Not covered

<p>Cover for Personal Property and Money is provided only for inbound and outbound journeys at the start and end of the placement. Personal Property and Money are NOT covered while you are residing in the placement country and you are advised to take out your own insurance for these periods:</p> <ul style="list-style-type: none"> • £25 Deductible (Increased to 10% of claim in respect of laptop computers) • Emergency Purchases – up to £1000 • Loss of keys/replacement locks – up to £500 • Single Article Limit - £1,500 (Increased to £2,500 in respect of laptop computers) • Credit Card Misuse – up to £3,000 (payable in addition to Money limit) • Loss of Passport – up to £1,500 (payable in addition to Money limit) 	<p>PERSONAL PROPERTY - up to £10,000/£5,000 and MONEY - up to £5,000 (Cash Limit - £1,000)</p>
<p>Person Liability</p> <p>If the student (insured person) becomes legally liable to pay damages in respect of accidental bodily injury (which includes death illness and disease) to any person and/or accidental loss of or damage to material property.</p>	<p>£5,000,000 Limit of Indemnity</p>
<p>Personal Injury</p> <p>Including accidental death, permanent total/partial disablement, temporary total/partial disablement.</p>	<p>£50,000</p>
<p>Legal Expenses</p> <p>To help you recover damages or compensation from a third party following any event which results in bodily Injury to you or financial loss suffered resulting from the breach of any travel or accommodation contract. To help you in the defence of Criminal Proceedings brought against you.</p> <p>Legal Proceedings entered into in the USA or Canada are not covered.</p>	<p>£25,000</p>
<p>Disruption</p> <p>Including cancellation, curtailment, rearrangement, travel delay, hijack and other travel expenses.</p>	<p>£20,000</p>
<p>Personal Liability</p> <p>If you become legally liable to pay damages in respect of accidental bodily injury (which includes death illness and disease) to any person and/or accidental loss of or damage to material property.</p>	<p>£5,000,000</p>
<p>Political Evacuation</p> <p>Reimbursement of evacuation expenses following formal advice to leave the destination country.</p>	<p>£50,000</p>

WHAT'S NOT COVERED (IMPORTANT EXCLUSIONS)

- Pre or post placement periods i.e. extended stay for personal leisure purposes

- Long distance personal sightseeing/excursions taken during the placement programme (i.e. not local).
- Travel against the advice given by FCO (www.fco.gov.uk).
- Travel against the advice of a registered medical practitioner. It is strongly recommended that students with a pre-existing condition should visit your doctor prior to each trip, make sure there are no problems and obtain either a letter or have the confirmation put in their notes.
- High risk activities such as water sports, winter sports, rock climbing, scuba diving, bungee jumping, parachuting, professional sports, etc.
- Baggage/money stolen or lost from an unattended vehicle unless such baggage in the locked boot or concealed in a covered luggage compartment of a fully locked vehicle

CLAIM PROCEDURE

- Loss or damage to baggage whilst in transit must be reported to the relevant airline and a Property Irregularity Report (PIR) must be obtained from the airline before leaving the airport.
- Loss or damage to personal money or baggage must be reported to the relevant hotel and local police within 24 hours of discovery. All copy reports should be retained.
- An insurance claim form should be obtained from Insurance Officer by email. This should be completed and returned to Insurance Officer with any loss reports and where available copy purchase or replacement receipts.
- When telephoning Global Response please make sure you have the following available:

INSURER – UMAL
REFERENCE - UMAL/092
- In the case of medical expenses, all treatment and/or medicine receipts should again be retained and a claim form completed.

FURTHER INFORMATION

For further information, e.g. full terms and conditions of cover please contact Insurance Support Team on telephone +44 (0) 1509 222026 or email insurance.support@lboro.ac.uk.

In an emergency situation outside of normal University working hours, please contact the Security Office who hold a list of emergency contacts. Tel: +44 (0)1509 222141 or Email: gatehouse@lboro.ac.uk.

Global Response contact details: **Tel:** +44 (0)2920 662425
www.lboro.ac.uk/admin/financial/restricted/sections/insurance.htm

Note: this policy is subject to the Insurers terms and conditions.

Appendix H - Student Placement Induction Checklist

The following items should be included in your induction to the organisation, preferably on your first day.

Please check off the items below when they occur and inform your placement organiser of any items not covered within twenty-one days of the start of your placement. This list is not exhaustive and other topics may be covered and, which you may wish to note:

Health and Safety	Date
Emergency procedures	
Safety policy received or location known	
Location of first aid box	
First aid arrangements (including names of first aiders)	
Fire procedures and location of assembly point	
Accident reporting procedures covered and location of accident book	
COSHH regulations/procedures (if applicable)	
Manual handling procedures (if applicable)	
Protective clothing arrangements (if applicable)	
Display Screen Equipment Assessment (if applicable)	
Instruction on equipment participant will be using (list equipment)	
Risk assessments provided (if identified as a necessary action during the student risk assessment)	
Other issues (Please specify):	
Accommodation	
Have you secured suitable accommodation within a reasonable commuting distance (within 90 minutes by car, each way) to/from your place of work?	

Signed: (if you e-mail this from your Loughborough student e-mail address, this will be taken as your signature)

Name:

Date:

Please return this form as soon as possible to your School and within 21 days of your placement starting.

Appendix I – Addressing HODF Issues

Please utilise this guidance in situations where it has been established there are specific points on the HODF which an organisation will not agree to. Please note it is acceptable for organisations to provide agreements to these points and the placement charter in writing separately from the HODF e.g. via email.

HODF UK-based Placements

- a) We accept responsibility for the student under the Health and Safety at Work etc Act 1974 and relevant statutory provisions

YES - No further action required.

NO – This is compulsory. If this point cannot be agreed then the placement cannot be approved.

- b) Should the student be expected to work with machinery, equipment, or substances hazardous to health, safety precautions will be taken, first aid facilities will be available and training, supervision, appropriate instruction, risk assessments and any necessary personal protective clothing will be provided.

YES – No further action required.

NO – Refer to risk assessment, placement job description and H&S induction check list (if available) to establish Low / Medium / High risks.

Check with the placement provider what mitigation is in place to manage the risks which can be identified.

Refer to; hse@lboro.ac.uk

with the information above along with confirmation the student attended School placement H&S activities/briefings.

- c) We confirm we have in place current Employers' and/or Public Liability insurances and that the student and/or visiting member of Loughborough University staff is deemed to be an employee and/or visitor for the purposes of those insurance policies. A copy of our liability insurance is displayed where all employees have reasonable access to it.

YES – No further action required.

NO – Refer to risk assessment, placement job description and H&S induction check list (if available) to establish Low / Medium / High risks.

Check with the placement provider what mitigation is in place to manage the risks which can be identified.

N.B. Certain organisations such as Government bodies do not require this type of insurance.

Refer to insurance@lboro.ac.uk with the information above along with confirmation the student attended School placement H&S activities/briefings.

- d) We confirm we will advise our insurers of the proposed placement, if required.

YES - No further action required.

NO – No specific agreement is required to this term as it is only applicable if it is required.

- e) In the UK, employers' liability insurance will normally cover a student during the placement period. However, where insurance is not in place to cover the student for their working activities, e.g. exemption permissible under the Employer's Liability (Compulsory Insurance) Act 1969, we will notify Loughborough University at the earliest opportunity and will confirm we have access to funds to pay for any liability dispute and compensation awarded.

YES - No further action required.

NO – Refer to insurancesupport@lboro.ac.uk along with evidence student attended school placement briefing and the student's risk assessment.

- f) We confirm we will advise Loughborough University immediately of any lost time injury (absence due to accident or case of occupational ill-health) or loss involving the student and/or visiting member of Loughborough University staff. We will keep the University informed of any subsequent developments and/or the conclusion of any investigation(s) into such incidents.

YES – Provide LU contact details including the Security Office number.

NO – Ask the student to nominate us as one of the next of kin/emergency contacts with the placement host, evidence of this in writing is required.

Alternatively, the student can confirm in writing that they have instructed their next of kin/emergency contact to notify LU in the in the event of lost time injury etc.

If still NO then regular/logged contact will have to be made by email/phone call/Skype, confirmed by email between student and school.

- g) We confirm that we will advise Loughborough University of any unauthorised absence to enable the University to meet attendance monitoring obligations.

YES - No further action required.

NO – Please refer to the Placements Governance Manager.

- h) Within 21 days of the Placement starting provide the student with a full and clear induction to the organisation and its working practices, regulations and policies, including health and safety arrangements, fire precautions, emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.

YES - No further action required.

NO – If the placement has already commenced then confirmation in writing that the above has been actioned within 21 days is required.

Refer to insurancesupport@lboro.ac.uk with evidence student attended school placement briefing and the student's risk assessment.

- i) Nominate a supervisor who will conduct or make arrangements for the day to day supervision of the student.

YES - No further action required.

NO - This is compulsory. If a supervisor can't be nominated then the placement cannot be approved.

- j) Accept a reasonable number of visits (typically between one and three) to the student by visiting Loughborough University staff.

YES - No further action required.

NO – Contact will have to be made by email/phone call/Skype, confirmed by email between student and school.

Refer to insurancesupport@lboro.ac.uk with the information above along with evidence student attended school placement briefing and the student's risk assessment.

Risk Assessment

Where the placement is not a low-risk office-based placement this section must be completed satisfactorily by the host organisation.

Overseas-based Placements

Where the organisation indicates that there may be gaps in the provision of insurance then please refer to Page 21/22 - Insurance Limitations.

- a) We confirm we have a written Health & Safety policy.

YES – No further action required.

NO – Refer to student risk assessment, placement job description and H&S induction check list to establish Low / Medium / High risks.

Check with the placement provider what mitigation is in place to manage the risks which can be identified

Refer to hse@lboro.ac.uk with the information above along with confirmation the student attended School placement H&S activities/briefings.

- b) We confirm that the student will be registered as an employee of the organisation and accept responsibility for the student under the relevant workers' compensation regulation applicable to our organisation's country.

YES - No further action required.

NO – Ask the placement host to provide any advice about filling this gap as they will have better inCountry knowledge than us.

NO – Inform student of this and that they may want to take out additional personal accident insurance whilst working overseas not just travel insurance.

Refer to insurancesupport@lboro.ac.uk with the information above along with evidence student attended school placement briefing and the student's risk assessment.

- c) Should the student be expected to work with machinery, equipment, or substances hazardous to health, safety and precautions will first have been taken, first aid facilities will be available and training, supervision, appropriate instruction, risk assessments and any necessary personal protective clothing will be provided.

YES – No further action required.

NO – Refer to student risk assessment, placement job description and H&S induction check list to establish Low / Medium / High risks.

Check with the placement provider what mitigation is in place to manage the risks which can be identified.

Refer to hse@lboro.ac.uk with the information above along with confirmation the student attended School placement H&S activities/briefings.

- d) We confirm we have in place workers' compensation and/or Public Liability insurances and that the student and/or visiting member of Loughborough University staff is deemed to be an employee and/or visitor for the purposes of those insurance policies.

YES - No further action required.

NO – Ask the placement host to provide any advice about filling this gap as they will have better inCountry knowledge than us.

Inform student of this and that they may want to take out additional personal accident insurance whilst working overseas not just travel insurance.

Refer to insurancesupport@lboro.ac.uk with the information above along with evidence student attended school placement briefing and the student's risk assessment.

- e) We confirm we will advise our insurers of the proposed placement, if required.

YES - No further action required.

NO – No specific agreement is required to this term as it is only applicable if it is required.

- f) If insurance is not in place, we have access to pay for funds to pay for any liability dispute and compensation awarded.

YES – No further action required.

NO – Refer to student risk assessment, placement job description and H&S induction check list to establish Low / Medium / High risks.

Refer to insurancesupport@lboro.ac.uk with the information above along with evidence student attended school placement briefing and the student's risk assessment.

- g) We confirm we will advise Loughborough University immediately of any lost time injury (absence due to accident or case of occupational ill-health) or loss involving the student and/or visiting member of

Loughborough University staff. We will keep the University informed of any subsequent developments and/or the conclusion of any investigation(s) into such incidents.

YES – Provide LU contact details including the Security Office number.

NO – Ask the student to nominate us as one of the next of kin with the placement host, evidence of this in writing is required.

If still NO then regular/logged contact will have to be made by email/phone call/Skype, confirmed by email between student and school.

- h) We confirm that we will advise Loughborough University of any unauthorised absence to enable the University to meet attendance monitoring obligations.

YES - No further action required.

NO – Please refer to the Placements Governance Manager.

- i) Within 21 days of the Placement commencing provide the student with a full and clear induction to the organisation and its working practices, regulations and policies, including health and safety arrangements, fire precautions, emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.

YES - No further action required.

NO – If the placement has already commenced then confirmation in writing that the above has been actioned after the first day is required.

Refer to insurancesupport@lboro.ac.uk with evidence student attended school placement briefing and the student's risk assessment.

- j) We will provide the student with a non-smoking environment (if indoors/enclosed) in which to work.

YES - No further action required.

NO – Check that the student is aware that they will be working in a smoking environment and they agree to the level of risk in writing. Refer to insurancesupport@lboro.ac.uk with evidence student attended school placement briefing and the student's risk assessment.

- k) Nominate a supervisor who will conduct or make arrangements for the day to day supervision of the student.

YES - No further action required.

NO - This is compulsory. If a supervisor can't be nominated then the placement cannot be approved.

- l) Accept a reasonable number of visits (typically between one and three) to the student by visiting Loughborough University staff.

YES - No further action required.

NO – Contact will have to be made by email/phone call/Skype, confirmed by email between student and school. Alternatively a visit can take place at an alternative venue.

Refer to insurancesupport@lboro.ac.uk with the information above along with evidence student attended school placement briefing and the student's risk assessment.

Risk Assessment

Where the placement is not a low-risk office-based placement this section must be completed satisfactorily by the host organisation.

Risk Assessment: Overseas Placement

The student will not be insured to travel until this form has been completed and signed off within your School or Professional Service.

STUDENT DETAILS (form to be completed by the traveller)
Name of Traveller:
Student Number:
Mobile Phone Number (being taken on the trip):
School/Professional Service Contact Name and Phone Number:

DESTINATION RISKS
Areas to be visited (include countries, cities and regions):
Risks (refer to FCO and Drumm Cussac guidance):
Mitigation & Advice (refer to FCO and Drumm Cussac guidance):

Additional Information for Placements Staff

Please note the Risk Assessment Approval should be carried out by a nominated competent member of School staff e.g. Placement Officer. The must be form provided to the student along with a request that they will follow the advice provided.

If you require any support with completing this form, please contact the Placements Governance Manager (c.cole2@lboro.ac.uk), Insurance Support (insurancesupport@lboro.ac.uk) and/or Health & Safety Team (hse@lboro.ac.uk).

Staff Signature:

Traveller Contact Details

Please take this document with you.

Placement Office

University working hours: Loughborough University Placement Office

Telephone:

Email:

University non-working hours: Security +44(0) 1509 222141 or gatehouse@lboro.ac.uk

Medical Emergency

For major incidents involving serious injury or extended periods of hospitalisation, please contact **Global Response** on: **+44 (0)2920 662425** and quote the Policy Number: **UMAL/T092**

British (or Your Home Country) Embassy Assistance

Note the Embassy for your home country that is nearest to your destination: Embassy worldwide <http://www.embassy-worldwide.com/>

Telephone:

Email:

Insurance Queries

University working hours: Contact Insurance Support on: **+44 (0) 1509 222026** or insurance.support@lboro.ac.uk

Outside of normal University working hours: Contact the LU Security Office who hold a list of emergency contacts on: +44 (0)1509 222141 or gatehouse@lboro.ac.uk



Loughborough University Travel Cover Summary



Loughborough
University

When you travel on business in relation to your institution outside your Country of Domicile, (or within the Country of Domicile, if an overnight stay and/or travel by air is involved); you are covered by our group Travel scheme administered by U. M. Association Ltd. A summary of benefits and the services available is shown below – but please refer to your Insurance Officer or Administrator for the full terms and conditions of the cover

Medical Expenses (excluding within United Kingdom) – up to £10,000,000

- £25 Deductible (NB – for claimants using an EHIC to reduce the cost of treatment the £25 deductible will be waived)
- Including Supplementary Travel Expenses up to £15,000
- Including Funeral Expenses up to £10,000 and Repatriation of Remains up to £50,000
- Including Search and Rescue Expenses up to £25,000
- In-patient supplementary benefit outside UK - £50 each 24 hours for up to 1 year
- Medical Expenses in UK for necessary follow-up treatment up to £50,000 (maximum 3 months)

NOTE: Cover not applicable if travelling against medical advice

Cover for Personal Property and Money is provided only for inbound and outbound journeys at the start and end of the placement. Personal Property and Money are NOT covered while you are residing in the placement country and you are advised to take out your own insurance for these periods

Personal Belongings/Business Equipment- up to £10,000/£5,000

- £25 Deductible (Increased to £100 in respect of Business Equipment and 10% of claim (min £25 for Personal Belongings, £100 for Business Equipment) in respect of laptop computers)
- Emergency Purchases – up to £2,000
- Loss of keys/replacement locks – up to £1,000
- Single Article Limit - £2,500

NOTE: Do not pack money or valuable items in your checked-in luggage when in transit. Retain these as hand luggage.

NOTE: You must report any loss, theft or damage to either the local Police or, where appropriate, the airline (or other carrier) within 24 hours and obtain a written report

Money - up to £5,000 (Cash Limit - £2,500)

- £25 Deductible
- Credit Card Misuse – up to £3,000 (payable in addition to Money limit)
- Loss of Travel Documents – up to £2,000 (payable in addition to Money limit)

NOTE: You must report any loss or theft to the local Police within 24 hours and obtain a written report

Travel Cover Summary

Appendix M – Host Organisation Due Diligence Checklist

Check	Notes
Organisation's Name and Website Address	
Evidence of Company Registration e.g. emails, scanned letter, registration reference number	
Strategic Objectives or Mission Statement	
Portfolio of work	
Previous and existing relationship with Loughborough University	
Relationship with other UK HEIs	
Organisation's experience of, and procedures for, placement provision	
External Quality Assurance and /or Professional Body Reports	
Other Evidence of Standing e.g. general web search, other reputable partner organisations etc.	
Conclusion:	

If you require any support with completing this form, please contact the Placements Governance Manager (c.cole2@lboro.ac.uk)