****

**Policy on the Management of Placement and Work-Based Learning - Appendix 1**

**University Risk Assessment Form for Placement Learning**

**(To be completed by University of Worcester (or collaborative partner) staff prior to approval of placement)**

**Please Note:**

Section 1 - to be completed for each placement organisation

Section 2 - due regard must be given to the detailed explanations of risk profiles and possible actions (contained in the guidance at the end of this form)

Section 2k - extra rows can be added or appendices attached for multiple students in one organisation, or this information can be managed electronically

|  |  |  |  |
| --- | --- | --- | --- |
| **Placement provider:** | | | |
| Company/organisation:  Address and location of placement: | | | |
| **Student Name(s) and Number:**  ***Note: More than one student may attend the same organisation on ‘placements’. One risk assessment is sufficient per organisation as long as a record is held within the host Institute for each student attending the placement and individual student needs have been considered. A separate risk assessment is necessary if students in the same organisation/placement area have different needs or are undertaking significantly different roles requiring a specific risk assessment.*** | | | |
|  | | | |
| **Programme/Course/Module:** | | | |
|  | | | |
| **Type of activity (please highlight or tick):** | | **Location of placement (please highlight or tick):** | |
| **Workplace visit**  **Work shadowing**  **Project work**  **Work placement**  **Sandwich Year/Year Abroad** | | **UK**  **EU**  **International** | |
| **Start and End Dates** | | **Start:** | **End:** |
|  | |  |  |
| **COMPLETE FOR EACH ORGANISATION AND PLACEMENT EXPERIENCE. THIS DOCUMENT CAN BE MANAGED THROUGH ELECTRONIC SPREADSHEETS** | | | |
| **1. General control measures for the placement venue** | **Please highlight or circle** | **Describe any necessary action** | **Has the action been completed?** |
| **Has the Placement Provider confirmed they have:** |  |  |  |
| Employer’s Liability Insurance | Yes/No |  |  |
| Public Liability Insurance | Yes/No | NB if the organisation is overseas please describe due diligence undertaken |  |
| Has **Appendix 2 (Placement Provider Health and Safety Questionnaire)** been completed? | Yes/No |  |  |
| If yes, do any concerns remain unresolved? | Yes/No |  |  |
| Does the Placement Provider have a Health and Safety Adviser or a contact for Health and Safety? | Yes/No |  |  |
| Has the placement provider been provided with information about the placement, including his/her responsibilities and agreed to support the learning objectives of the placement? | Yes/No |  |  |
| Is a placement agreement in place with the placement provider? | Yes/No |  |  |
| Has the student(s) been provided with information about the placement, including his/her responsibilities and the importance of the placement to the Programme/Course i.e. via the Placement/WBL Handbook//Course Handbook?  Has the student(s) signed the Student Placement Conduct and Health and Safety Agreement (Appendix 3)? | Yes/No  Yes/No |  |  |
| Do any concerns remain unresolved? | Yes/No |  |  |
| **Record of Insurance Received** | **Insurer** | **Policy Number** | **Limit of Indemnity/Period of Cover** |
| *Note: Do not make multiple requests. This information should be submitted by the placement organisation with Appendix 2 (Health and Safety Questionnaire) and checked on an annual basis for the period of cover.* | | | |
| **Employer Liability** |  |  | ( > £10 million ) |
| **Public Liability** |  |  | (> £5 million) |
| **Other Insurance**  e.g. professional indemnity, medical malpractice |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2. RISK ASSESSMENT**  **Further** [**Guidance on Risk Assessment categories**](http://www.worc.ac.uk/aqu/documents/WBPLRiskAssessmentGuidanceandTool.docx) | | | | | | |
| **Risk assessment and further specific actions necessary for the student or student group, based on guidance provided at the end of this form** | **Original risk profile (high, medium or low) based on guidance provided at the end of this form** | | | **Describe any necessary action to reduce the risk, based on guidance provided at the end of this form** | **Has the action been completed?** | **Risk profile, following action taken (high, medium or low)** |
|  | **Risk Level** | | |  |  |  |
|  | **Low** | **Medium** | **High** |  |  |  |
| 1. Contractual status of placement provider |  |  |  |  | Yes/No |  |
| 1. Provider’s relationship with University |  |  |  |  | Yes/No |  |
| 1. Provider’s experience in providing placements |  |  |  |  | Yes/No |  |
| 1. Cultural, educational and work context: staff and student welfare/equal opportunities |  |  |  |  | Yes/No |  |
| 1. Activities undertaken within placement |  |  |  |  | Yes/No |  |
| 1. Contact within placements with vulnerable clients |  |  |  |  | Yes/No |  |
| 1. Students’ preparation for placements |  |  |  |  | Yes/No |  |
| 1. Placement mentor arrangements |  |  |  |  | Yes/No |  |
| 1. Placement provider involvement in assessment |  |  |  |  | Yes/No |  |
| 1. Feedback from students/staff contacts on previous placements with provider |  |  |  |  | Yes/No |  |
| **Additional Risk Factors/Controls** | | | | | | |
|  |  |  |  |  |  |  |
| **Conclusions** | **Please highlight or circle** | | | **Describe any necessary action** | **Has the action been completed?** | |
| Is a site safety visit required before placement is approved? | **Yes/No** | | |  |  | |
| Are the risks tolerable such that the placement can be approved? | **Yes/No** | | |  |  | |
| **ADDITIONAL CONSIDERATIONS:** | | | | | | |
| **Students with Entitlements (see over page)**   |  | | --- | | Contact disability@worc.ac.uk for all placements where the student requires additional support or reasonable adaptations. List advice below and/or attach correspondence to form. | | | | | | | |
| 1. **Individual student factors**   **Note: insert rows for each student being placed in one host organisation, or attach as an appendix or this information can be held electronically** |  |  |  |  | Yes/No |  |
| **Does the student have any entitlements listed on SOLE?** | **Yes/No** | |  | | | |
| **Does the student require additional support or reasonable adaptations/adjustments before, during or after the placement?** | **Yes/No** | |  | | | |
| **Overseas Placements**   |  | | --- | | Contact International Student Experience at internationalexperience@worc.ac.uk for all placements outside the UK. List advice given below and/or attach correspondence to form. If the placement is within the EU / EEA and under the Erasmus + scheme, please contact the Exchange and Study Abroad Coordinator. Please note a University Travel Risk Assessment Form must be completed. | | | | | | | |
| **Will any part of the placement take place outside of the UK?** | **Yes/No** | | **Advice:** | | | |
| **Students from outside of the EU**   |  | | --- | | Please consult the International Experience team at internationalexperience@worc.ac.uk (and Registry Services as appropriate) for all placements involving students from outside of the EU to ensure that the placement is compliant with visa and immigration rules and to arrange support. List advice below and/or attach correspondence to form. | | | | | | | |
| **Is the student from outside the EU?** | **Yes/No** | | **Advice:** | | | |
| Please retain and copy relevant correspondence to the Placement/WBL Coordinator and/or placement administrator. Seek advice from the Academic Support Unit Manager for the relevant University host-Institute regarding transfer of confidential correspondence. | | | | | | |

|  |  |
| --- | --- |
| **Signed by an authorised representative for and on behalf of the University of Worcester** | |
| Signed: |  |
| Print Name: | Date: |
| Prepared by (print name): | Date: |
| Have the above actions been completed? | Yes/No |
| **Placement approved** | Signed: |
| **OR Refer this placement to the Head of Institute or School where any of the factors mentioned in Section 2 above remain high risk after the required action has been taken.** | |
| **Referred by:** | Signed: Date: |
| **Head of Institute or School** | Print Name: |
| Placement approved/Not approved (please attach an explanation) |  |
| Signed: | Date: |

NB: This document **must** be retained for 6 years to comply with legislative requirements with regard to potential claims against the University. The documents **must** be kept in compliance with the Data Protection Act 1998.

Please return the completed form to the following person in writing or electronically before the placement is due to commence: *(Institute/School details as appropriate).* Thank you for your cooperation.

**GUIDANCE FOR PLACEMENT RISK PROFILING AND RISK REDUCING ACTIONS**

Please note: the purpose of this **Guidance on Risk Assessment Categories** is to enable the person approving the placement to complete Section 2 above of Appendix 1 (University Risk Assessment Form for Placements).

| ***Risk factor*** | ***Characteristics*** | ***Category*** | ***Guidance in relation to management arrangements*** | ***Check*** |
| --- | --- | --- | --- | --- |
| **1 Contractual status of placement provider** | 1.1 UK Government regulated public provider eg NHS, Schools, Colleges | Low | Standard documentation/agreements likely with good mutual understanding of obligations. |  |
| 1.2 UK or international large Company or Charity working within established jurisdiction under international law | Medium/  High | Standard documentation/agreements likely with reasonable mutual understanding of obligations. Consider other risk factors. |  |
| 1.3 Private company or organisation not covered by above | Medium/  High | Consider need to request further information eg policies on health and safety (see example form appended), equality and diversity etc and/or provide more detailed information about requirements/responsibilities. Consider other risk factors. |  |
| **2 Provider’s relationship with University** | 2.1 Formal partnership or contractual relationship to provide placements | Low |  |  |
| 2.2 Established partner in providing placements | Low |  |  |
| 2.3 New partner to providing placements | Medium | Ensure written information about requirements/responsibilities provided and discussed. |  |
| 2.4 No formal relationship with University | High | Ensure information about requirements/responsibilities received and agreed by provider in writing. |  |
| **3 Provider’s experience in providing placements** | 3.1 Established provider with several years of experience of similar type of placement | Low | Check provider is fully up to date with latest guidance/expectations. |  |
| 3.2 New or recent provider with experience of providing similar placements with other organisations | Medium | May be possibility of using shared audit/approval processes or access existing records re placement responsibilities. Ensure UW focused induction and briefing. |  |
| 3.3 Provider new to programme and to type of placement provision | High | Mechanism should be put in place to check and approve provider status and, if appropriate, audit placement opportunities for suitability. Expect to provide detailed induction and briefing. |  |
| **4 Cultural, educational and work context: staff and student welfare/equal opportunities** | 4.1 Fully meets UK legislation with respect to health and safety and equality legislation, including for disabled people. | Low |  |  |
| 4.2 Fully meets EU legislation with respect to health and safety and equalities legislation, including for disabled people and consideration of gender, sexual orientation and race | Low/ Medium | May have different approach/requirements re accessibility and learning differences, so may need specific checks and specifications; need to brief and induct students/provider staff. |  |
| 4.3 Does not meet UK and EU legislation | High | Request information on health and safety (see example form appended) and consider need for additional content to employer agreement. Ensure all parties (University staff, provider staff and students) are fully briefed and they understand and agree requirements.  Consider if placement should not go ahead due to concerns related to safety and gender, sexual orientation and race |  |
| **5 Activities undertaken within placement** | 5.1 Higher Education level accredited study | Low | Ensure details agreed and on record. |  |
| 5.2 Work based learning within closely defined job role | Medium | Ensure details agreed and on record; likely to require provider agreement and additionally check content for risk factors which might raise risk level. |  |
| 5.3 Work based learning without closely defined job role | High | Likely to require formal agreement between University, provider and student. |  |
| **6 Contact within placements with vulnerable clients** | 6.1 Vulnerable clients are not involved | Low |  |  |
| 6.2 Vulnerable clients are involved | High | Likely to require formal agreement between University, provider and student, including specific risk assessment. May require formal audit of placement re suitability in terms of quality of learning environment. Students require full briefing on responsibilities. |  |
| **7 Students’ preparation for placements** | 7.1 Preparation is delivered through a pre-requisite module | Low |  |  |
| 7.2 Preparation is through taught sessions not part of credit-rated module | Medium | Arrangements for monitoring and formalising participation should be in place. |  |
| 7.3 Students provided with written briefing and/or have access to a web-site/can request assistance | High | Consider how will evaluate engagement and, if electronic, consider monitoring how often students access information and levels of understanding; ensure rapid response available to contact students. |  |
| **8 Placement mentor arrangements** | 8.1 No mentors used | Low | Ensure student experience not compromised by lack of formally identified mentor. |  |
| 8.2 Mentors optional | Low | Consider issues re equivalence of experience of students with/without mentors. Where mentors opt in, consider how they are briefed/trained/ supported, eg access to on-line training/briefing. |  |
| 8.3 Mentor arrangements essential | Medium | Mentors will require formal systematic briefing and training relevant to their role. Consider how this is delivered, participation monitored and evaluated. |  |
| **9 Placement provider involvement in assessment** | 9.1 Sign off attendance/no attendance or ‘validate’ experience and/or student’s work as their own | Low | Ensure there is clear criteria and understanding of reporting and extenuating circumstances procedures. |  |
| 9.2 Formative assessment only | Medium | Assessors will require training and support, probably including examples of good feedback practice as well as knowledge of/standards required with ongoing updates. Consider setting up on-line site. |  |
| 9.3 Involvement in summative assessment (pass/fail/competence) | Medium/  High | As above with strong emphasis upon pass/fail borderline. If assessors have specific practice expertise (possibly assessor accreditation might be required by a PSRB) in competence judgements, support from University may be less intensive. May require joint moderation of judgements made. |  |
| 9.4 Involvement in summative assessment (graded) | High | Assessors will require training and support in marking and feedback including access to examples of judgement at different marking bands together with ongoing updates. Clarity of criteria particularly important. Consider setting up on-line site. A method to provide feedback on marking practice as well as system to moderate/discuss judgements is good practice. |  |
| **10 Feedback from students/staff contacts on previous placements with provider** | 10.1 Positive feedback with no major issue | Low |  |  |
| 10.2 Student level of satisfaction of placement aspect or on relevant module lower than (mean) average | Medium | AER should identify action to address. |  |
| 10.3 No information/data from evaluation or feedback | High | Ensure system put in place. |  |