**Health and Safety Processes for Non UK Student Placements**

All forms referred to on this flowchart are available at [www.essex.ac.uk/health-safety/activities/student-placements](http://www.essex.ac.uk/health-safety/activities/student-placements)

**Non UK Placement opportunity identified by student or University**

**FPM assesses placement provider H&S standards** See: Assessing a placement provider’s health and safety arrangements

**Use questioning or the Employer Health and Safety Checklist (non-UK placements) to get more information on health and safety. Use the Risk Profiling and Actions Table to assist you.**

**Ask placement provider to provide evidence of employer and public liability insurance**

**Is overseas travel risk assessment needed?** (IO will advise)

- **No**
  - **EA informs FPM**
  - Are there any health and safety/insurance concerns that you need advice on?
    - Yes
      - Contact HSAS (health and safety concern) or IO (insurance concern)
    - No
      - Are there any areas where you need further information/assurance from employer?
        - Yes
          - Are there significant concerns that cannot be overcome?
            - Yes
              - Advise employer/student that placement not suitable and why.
            - No
              - Are you satisfied that suitable workplace arrangements for H&S and insurance are in place?
                - Yes
                  - Record action taken and why on the Student Placement Risk Assessment Record.
                - No
                  - FPM uses the Risk Profiling and Actions Table to assist with assessing other risk factors
                    - Are there any significant risk factors that need action to address?
                      - Yes
                        - Take action and record action taken on Student Placement Risk Assessment Record
                      - No
                        - Are you satisfied that risks associated with placement are tolerable?
                          - Yes
                            - FPM approves placement
                          - No
                            - FPM advise student that placement is not suitable and why.

- **Yes**

- **EA informs FPM**

  **Has approval been given?**
  - **No**
    - **EA sends risk assessment and certificate of completion** (if relevant) to IO and FPM
      - If yes
        - FPM uses the Risk Profiling and Actions Table to assist with assessing other risk factors
          - Are there any significant risk factors that need action to address?
            - Yes
              - Take action and record action taken on Student Placement Risk Assessment Record
            - No
              - Are you satisfied that risks associated with placement are tolerable?
                - Yes
                  - FPM approves placement
                - No
                  - FPM advise student that placement is not suitable and why.

- **Yes**

**Record action taken on Student Placement Risk Assessment Record**

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**FPM = Faculty Placements Manager**

**EA = Essex Abroad**

**IO = insurance officer**

**HSAS = Health and Safety Advisory Service**

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**Non UK Placements**

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**For University Use box** on Employer Health and Safety Checklist: Non-UK Placements can also be used for this purpose if you will not be doing a full student placement risk assessment.