Placement opportunity identified by student or University

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

If provider does not meet “low risk” criteria, use questioning or the Employer Health and Safety Checklist 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

Are there any areas where you need further information/assurance from employer?

Are there any health and safety/insurance concerns that you need advice on?

Contact HSAS (health and safety concern) or IO (insurance concern)

Are there significant concerns that cannot be overcome?

Advise employer/student that placement not suitable and why.

Record action taken and why on the Student Placement Risk Assessment Record.

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

Contact employer and ask them for additional information

Are you satisfied that suitable arrangements for H&S and insurance are in place?

Complete the Student Placement Risk Assessment Record using the guidance in the Risk Profiling and Actions Table

Are there any significant risk factors that need action to address?

Advise student that placement not suitable and why.

Are you satisfied that risks associated with placement are tolerable?

Take action within your control and record action taken on Student Placement Risk Assessment Record

Approve placement

IO = insurance Officer
HSAS = Health and Safety Advisory Service
FPM = Faculty Placements Manager
FPO = Faculty Placements Officer

Use the Risk Profiling and Actions Table to assist you.

Record action taken and why on Student Placement Risk Assessment Record and keep record.

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