

**University College Cork**

# **Placement Risk Assessment for Work-Based Placements**

**Version 1.01**



The purpose of this procedure is to provide a framework for carrying out a risk assessment of Placement Organisations for University College Cork Student Placements. This procedure is a supplement to the University's Student Placement Policy which sets out the University's minimum required standards in the organisation and management of Student Placements.

# Placement Risk Assessment

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## Document Location

<http://www.ucc.ie>

## Revision History

Date of this revision: 27/09/2016	Date of next review:
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Version Number/Revision Number	Revision Date	Summary of Changes
0.01	13/08/2016	Initial draft
0.02	24/08/2016	Review by Nora Geary and Ursula Kilkelly
0.03	31/08/2016	Review by sub-group
0.04	05/09/2016	Feedback from working group
0.05	08/09/2016	Feedback from steering group and working group
1.00	27/09/2016	Approval by UMTO
1.01	02/03/2017	Amended risk assessment template
1.02	27/04/2018	Amended placement organisation template – employer liability changed to €13m

## Consultation History

Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
0.1	13/05/2016		

## Approval

This document requires the following approvals:

Name	Title	Date
Caroline Fennell	Senior Vice-President Academic and Registrar	13/09/2016
UMTO	University Management Team – Operations	13/09/2016

This procedure has been approved by the Senior Vice-President Academic and Registrar, University Management Team – Operations (UMTO). Any additions or amendments to this or related policies will be submitted by the Corporate Secretary to UMTO for approval or to whatever authority UMTO may delegate this role. These procedures will be reviewed annually by the xxx who will consult as necessary before submitting any amendments for approval.

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## 2 PURPOSE

The purpose of this procedure is to provide a clear and straightforward process for performing a risk assessment of a Placement. This procedure is a supplement to the University's Student Placement Policy which affirms UCC's commitment to its duty of care to Students while on Student Placement.

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## 3 PROCEDURE FOR PERFORMING A PLACEMENT RISK ASSESSMENT

This Procedure will inform Members of UCC of their responsibilities in performing a Placement risk assessment.

The Placement Organisation has primary responsibility for the health and safety of the Student and should be managing any significant risks in accordance with its own normal responsibilities and procedures.

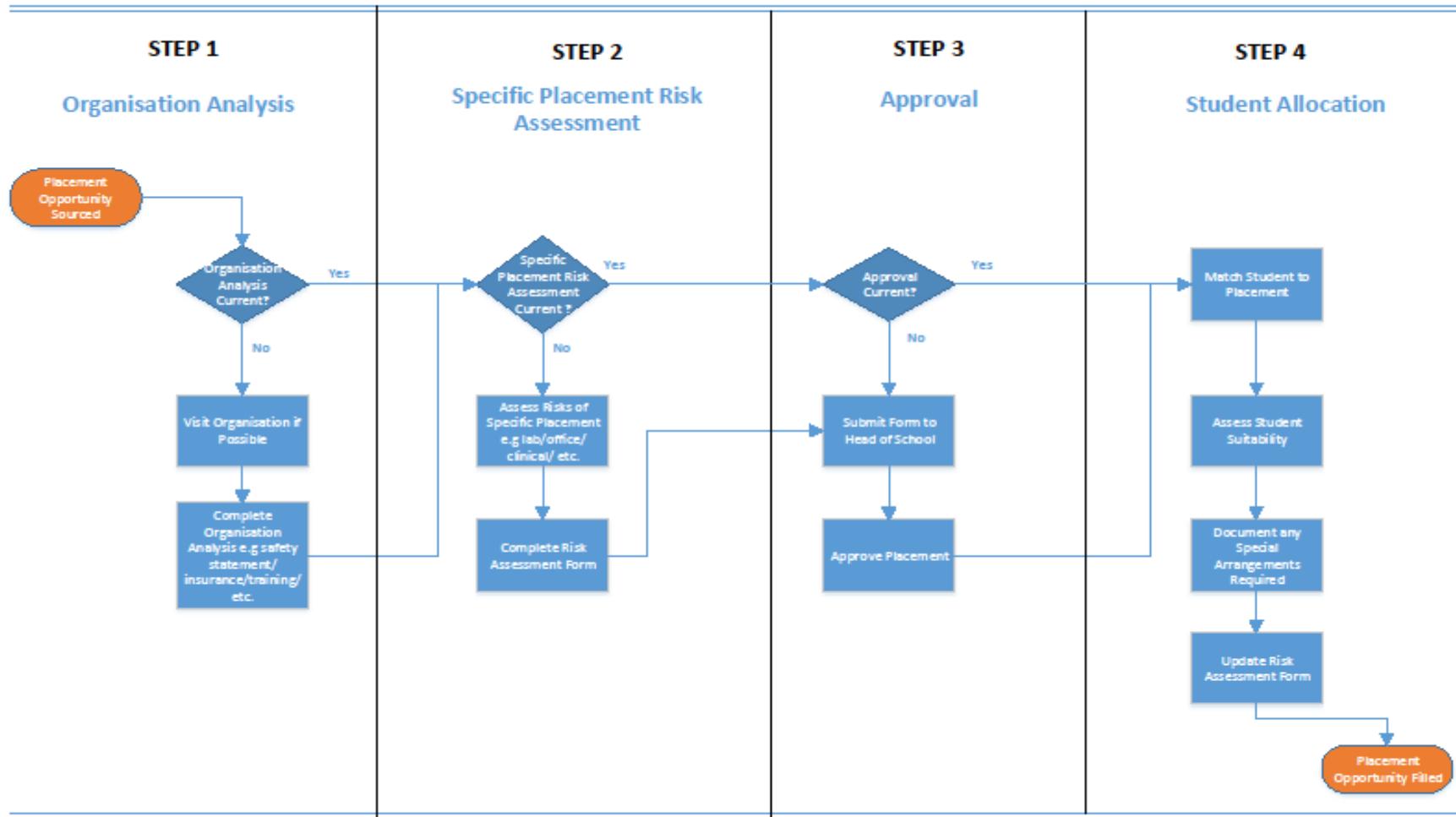
The purpose of the risk assessment is to ensure UCC meets its duty of care by taking reasonable steps to satisfy itself that the Placement Organisation is a safe place to send Students and that any risks that may affect the wider social environment in which the Placement will be completed are duly addressed.

For all Placements the following steps must be taken when risk assessing the Placement:

- Step 1: Organisation Analysis**
- Step 2: Specific Placement Risk Assessment**
- Step 3: Approval**
- Step 4: Student Allocation**

**Note: On some Placements the role of Placement Co-ordinator and the role of Academic Mentor may be performed by the same person.**

## Placement Risk Management Process



### **3.1 Step 1: Organisation Analysis**

When a placement opportunity is sourced, the Placement Co-ordinator must check that an organisation analysis exists within UCC and that it is current. An analysis of the Placement Organisation must be carried out by a Placement Co-ordinator at the frequency agreed within the Unit which must be at least every 5 years.

If there is no current organisation analysis, then one must be completed by the Placement Co-ordinator. It is recommended that the Placement Co-ordinator visits, wherever possible, the Placement Organisation to assure themselves that expected standards of health and safety standards are being met.

During the visit the Placement Co-ordinator should where possible:

- look at the work to be done by the Student;
- ask about training;
- ask about any precautions the Student will be expected to take;
- assess any arrangements that may need to be made for disabled students.

The Placement Co-ordinator should establish that the Placement Organisation has established arrangements for safe working through ensuring the Placement Organisation has the following, where applicable:

1. written statement of safety policy;
2. arrangements for induction of the Student;
3. procedures for the training and supervision of the Student in the use of equipment;
4. procedures to ensure a supervisor is appointed for the Student;
5. procedures to ensure Students are notified of the Placement Organisation's policies and procedures that apply to them while on placement;
6. public liability insurance (minimum indemnity limit €6.5m);
7. employee liability insurance (minimum indemnity limit €13m);
8. professional indemnity insurance (minimum indemnity limit €6.5m);
9. emergency procedures;
10. formal procedure for reporting and recording accidents/incidents;
11. contact points for safety-related matters;
12. child protection reporting procedures.

Please see Appendix 1 for a form which can be sent to Placement Organisations to gather this information.

### **3.2 Step 2: Specific Placement Risk Assessment**

The Placement Co-ordinator must then check if a risk assessment for this specific placement exists and it is current.

If there is no current risk assessment for this specific placement, then one must be completed by the Placement Co-ordinator in accordance with the University's Risk Management Policy. See Appendix 2 for a sample placement risk assessment form.

# Placement Risk Assessment

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Different types of activity will carry varying degrees and types of risk. The risk assessment must be appropriate to the risk:

1. for a low-risk environment, such as an office, with everyday risks that should be familiar to Students, simply speaking with the Placement Organisation may suffice;
2. for environments with less familiar risks, such as a manufacturing environment, talk to the Placement Organisation to find out what the Student will be doing and confirm the Placement Organisation has arrangements for managing risks e.g. induction, training, etc.
3. for higher-risk environments, such as hospitals or laboratories, discuss with the Placement Organisation what work Students will be doing, risks involved and how these are managed. Satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through.

A number of factors should be taken into consideration when assessing the risk of a placement. These include, but are not limited to:

1. size of the organisation;
2. reputability of the organisation;
3. knowledge of the organisation;
4. location;
5. student's role/duties;
6. hazards in the type of workplace.

It should be noted that some higher-risk placements could be the most academically beneficial. The benefit of the placement must be weighed up against the cost required to control the risk.

Consideration should also be given to the location and wider social context of the Placement. If abroad, the Placement Co-ordinator should assess, where possible, any political and/or safety risks. The Department of Foreign Affairs website, <https://www.dfa.ie/>, provides up to date information on areas of concern.

## 3.3 Step 3: Approval

The Placement Co-ordinator will submit the completed risk assessment form to the Head of School for approval. The Head of School will review the risk assessment and decide whether the Placement is approved.

## 3.4 Step 4: Student Allocation

After the Placement has been approved, the Placement Co-ordinator will match a Student to the Placement according to the Unit's procedures. Once a Student has been matched to a Placement, their suitability should be assessed and consideration given to any special arrangements the Student may require. Any special arrangements must be documented.

The Placement Opportunity has now been filled.

# Placement Risk Assessment

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## 4 RELATED POLICIES AND PROCEDURES

These procedures underpin the following University policies and procedures:

- a) Student Placement Policy
- b) Risk Management Policy

<https://www.ucc.ie/en/media/support/ocla/riskmanagement/UCC-RM-Policy-APPROVED-GB140616.pdf>

UCC staff should ensure compliance with the above policies and procedures in addition to this Placement Risk Assessment Procedure.

# Placement Risk Assessment

## 5 Appendix 1: Placement Organisation Form

<b>Name of Placement Organisation:</b>			
<b>Address:</b>			
<b>Telephone:</b>			
<b>E-mail:</b>			
<b>Health &amp; Safety</b>		<b>Yes</b>	<b>No</b>
Do you have a written Health & Safety policy?			
Is Employer's liability insurance held (minimum indemnity limit €13m)?			
Is Public liability insurance held (minimum indemnity limit €6.5m)?			
Is Professional Indemnity insurance (minimum indemnity limit €6.5m) held?			
Is there a formal procedure for reporting accidents and incidents?			
By what means will you report to UCC any accidents involving the student?			
By what means will you report to UCC any absences of the student?			
Has a risk assessment been carried out for the activities the student will be involved in?			
When was the risk assessment last reviewed?			
Have the results of the risk assessment been implemented?			
<b>Training</b>		<b>Yes</b>	<b>No</b>
Do you have a written policy regarding the training of all persons working in your organisation?			
Will the student receive training on emergency procedures?			
Will the student receive training on equipment?			
Will the student receive training on protective equipment and clothing?			
Will the student receive any other Health & Safety related training?			
<b>Further Control Measures</b>		<b>Yes</b>	<b>No</b>
Will the student require any immunisations?			
Any other health and safety considerations?			
Will the student need to sign a confidentiality agreement?			
Is there a process for reporting grievances?			

I believe the above statements to be true and understand I may be asked to provide documentary evidence.

**Placement Organisation/Supervisor:** ..... **Tel:** .....

(Name and Position)

## **6 Appendix 2: Placement Risk Assessment Form**

<b>Placement Organisation:</b>		<b>Title of Placement:</b>	
<b>Location(s) of Placement:</b>		<b>Duration:</b>	

**Brief Description of Placement:**

# Placement Risk Assessment

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**Additional Placement Information:** Document any additional information relevant to the placement activity.

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**Specific Student Information:** Document any information specific to the Student.

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## 6.1 Assessment carried out by:

Name:		Date:	
Signature:		Review Date:	
Position:			

## 6.2 Assessment Authorised by Head of School:

Name:		Date:	
Signature:			

# Placement Risk Assessment

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