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|  | **Student Internship / Placement Risk Assessment** |
| **Completing the Risk Assessment**This risk assessment should be completed prior to students undertaking an internship or work placement as a part of their studies. This includes internships with other organisations, work placements (including residential placements) and those undertaken abroad. The purpose of the assessment is to ensure that the placement organiser has fully considered the risks associated with sending students to other organisations. It will help to ensure that risks are adequately controlled and will form the safety case for a placement being approved. It is therefore important that sufficient detail is included in each section to highlight the risks to which students may be exposed and ensure that adequate control measures are in place for each. Where risks have been identified but not adequately controlled it often indicates that additional control measures will be required before approval of the placement. Where serious risks cannot be reduced to an acceptable level it may be that the placement should not proceed. The assessment is intended to direct the responsible person to consider the risks in certain key areas (E.g., travel). However, it is by necessity generic and may not cover the specific risks for every type of placement or working environment. In some cases, additional assessments may be required of higher risk travel or fieldwork risk using other risk assessment templates. These should be appended where relevant. The assessment may be completed by any responsible person (including students) but the placement supervisor **must** be involved in the process and will have final say over whether it is safe to proceed with a work placement in consultation with higher management of the management unit, where required.Where multiple students are undertaking the same work placement it is acceptable to complete a single risk assessment for the placement (bearing in mind that individual students may be susceptible to different risks). Where internship / placement risk assessments remain valid from one year to the next they should be subject to regular formal review. It is strongly recommended that this should be undertaken before each round of placements to ensure any news risks are identified and that the latest information is taken into account (this is especially important for overseas placements). Consider the following:* The work that will be undertaken by the student and the working environment.
* Individual needs / requirements of the students involved
* Expected level of training / competence of students prior to undertaking a placement
* UK Government travel advice for overseas placements
* Possible variation in the health and safety requirements overseas

**Note: It is perfectly acceptable (and strongly encouraged) for placement supervisors to include further documentation in support of this risk assessment e.g. fieldwork risk assessments, travel risk assessments sample risk assessments from the host organisation.****Note: Users may adapt the risk assessment template to cover the specific types of work placements undertaken by their students. Sections may be added or deleted as deemed necessary to ensure a suitable and sufficient risk assessment is produced.****Note: This assessment does not cover the risks associated with all of the individual work activities that will be undertaken by students during placements. It is the responsibility of the organiser to work with the hosting organisation to ensure that work-related risks will be adequately assessed and controlled during the placement.** **Other Useful Resources*** [ASET online good practice guide for health and safety for student placements](http://www.asetonline.org/wp-content/uploads/2016/11/e-ASET-Health-Safety-for-Student-Placements-2016.pdf)
* [SEPS guidance on work placements](https://www.gla.ac.uk/myglasgow/seps/travelfieldworkandplacement/workplacement/)
* [University Travel Procedures](https://www.gla.ac.uk/myglasgow/seps/travelfieldworkandplacement/)
* [Travel and liability insurance for student placements](https://www.gla.ac.uk/myglasgow/insurance/#d.en.88038)
* [UK Government advice for overseas travel](https://www.gov.uk/foreign-travel-advice)
* [UK Government LGBT travel advice](https://www.gov.uk/guidance/lesbian-gay-bisexual-and-transgender-foreign-travel-advice)
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| This guidance page does not form part of the final risk assessment and is only intended to assist with completion of the form. It may be deleted when the assessment has been completed. |
|  | **Student Internship / Placement Risk Assessment** |
| **General information** |
| **Summary Details** |
| **Management Unit:** School /RI/ Service |  |
| **Name of person assessing trip:** |  | **Job Title:**  |  |

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| **Trip description:** |  |
| **Location**  |  |
| **Name of student:** |  |
| **Contact Number:** |  |
| **Travel details:** |  |
| **Address while on placement:** |  |
| **Contact email:** |  |
| **Description of planned activities** |
| **What is the purpose of the internship / placement?**  |
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| **What activities are involved?** Please note that a separate fieldwork risk assessment may be needed for practical activities |
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| **Please detail how you have judged that the safety management standards of the organisation(s) involved are likely to be of an acceptable standard.** |
| This may include but is not limited to consideration of the following factors: * Prior knowledge/experience of the organisation, (personally, or through the University, or via colleagues.)
* Copies of organisation’s safety documentation provided or available to view.
* Copies of relevant risk assessment/schemes of work provided.
* Any written communications with the organisation about specific safety arrangements
* Knowledge gained by “due diligence” checks or research into the organisation.
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| **What liability insurance arrangements will be in place while working with a placement organisation?**  |
| Please indicate whether the student will work under the placement organisation’s liability insurance or whether a separate UoG arrangement is required. Has written confirmation been provided that one of these options is in place? |
| **What arrangements will be established for regular check-in with the University of Glasgow during the placement?** |
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| **Please explain the process used to ensure that safe accommodation has been chosen. (See guidance at Appendix 1)** |
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| **Please explain the arrangements for safe travel from the point of arrival to accommodation and for day-to-day travel during the stay. (See guidance at Appendix 1)** |
|  |
| **Will any driving be undertaken during the trip? (See guidance at Appendix 1)** |
| (If yes, please provide full details of vehicle provider, licencing requirements and insurance arrangements. If off-road driving or long distance night time driving is involved, further information should be provided within the risk assessment at Section B.) |

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| **Pre-planning** |
| **UK Government travel advice and known risks** |
| **UK Government foreign travel advice category** (Proposed action in response to any specific advice should be provided within your risk assessment. |  |
| **Are any relevant safety risks identified in UK Government Overseas Business Risk report?** | (See <https://www.gov.uk/government/collections/overseas-business-risk>) |
| **Local arrangements**  | Tick all that apply | Confirm complete |
| **If student will be employed, has confirmation that Employers’ Liability Insurance or other suitable insurance arrangement is in place within the provider organisation? (Employers’ Liability insurance is a legal requirement within the UK)** |  |  |
| **Has the student been advised to obtain any health immunisations required? *(if applicable*)** |  |  |
| **Is the following information held on file until the completion of the Internship/Placement?*** **Copy of passport (if overseas)**
* **Emergency contact details (next of kin)**
* **Details of travel**
* **Accommodation & contact phone number during placement**
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| **Student advised to download and register the** [**SafeZone emergency support app**](https://www.gla.ac.uk/myglasgow/securityandoperationalsupport/)**? (see below)**  |  |  |

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| **Risk assessment** |  |  |
| **Has the** [**University Generic Low-risk Travel Risk Assessment**](https://www.gla.ac.uk/myglasgow/seps/travelfieldworkandplacement/lowrisktravel-generictravelriskassessment/) **been reviewed and judged suitable?**  |  |  |
| **Have any additional risks been identified beyond those identified within the Generic Low-Risk Travel Risk Assessment? If yes, has a** [**Trip-specific Travel Risk Assessment**](https://www.gla.ac.uk/myglasgow/seps/travelfieldworkandplacement/higherrisktravel-trip-specifictravelriskassessment/) **been completed? *(attach if applicable)*** |  |  |
| **Does the trip involve practical fieldwork? If yes, have the fieldwork risks been assessed? (If the activities are simple and low risk, this can form part of this assessment. If the practical risks are more complex, the fieldwork assessment should generally be a separate document.** [**Fieldwork Risk Assessment guidance and template**](https://www.gla.ac.uk/myglasgow/seps/travelfieldworkandplacement/fieldwork/)**) *(attach if applicable)*** |  |  |
| **Overall assessed Risk Rating for placement *(delete as applicable)*Note: This will be an assessor judgement based on the risk assessment process.** | **Very Low/ Low/ Moderate****/High/ Very High** |

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| **Emergency planning** |
| **First Aid Cover** |  |
| **Destination contact(s)** |  |
| **University/Home contact(s)** |  |
| **Emergency Procedure:** | * During Office hours – \*\*\*\*\*\*\* (*add departmental contact if required*)
* **The student should be strongly encouraged to download the SafeZone app to their mobile phone and register this with University Security. This helps to allow 24 hour contact and emergency support.**
* Emergency out of hours phone number supplied to student: **IF the student REQUIRES EMERGENCY ASSISTANCE (**serious accident or other physical harm, casualty, emergency repatriation) **UoG's Emergency phone line is: +44 (0) 141 330 4444.**
 |
| **Insurance cover** | Provide details of the insurance cover that is in place and of any identified gaps.  |
| **Hospital treatment** | Will immediate funds be needed to access local emergency hospital treatment? If so, how will this be met in the emergency situation? (Consider the effect of time differences and potential delay in contacting insurers to authorise payments.) |

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| **\*\*\*\*See sign-off sections below\*\*\*\*** |

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| **Supervisor Sign-Off – for Low or Very Low risk activities.** |
| I have reviewed this proposal together with the [**University Generic Low-risk Travel Risk Assessment**](https://www.gla.ac.uk/myglasgow/seps/travelfieldworkandplacement/lowrisktravel-generictravelriskassessment/) OR (where applicable) the Trip-specific Travel Risk Assessment and Fieldwork Risk Assessment. I am satisfied that the assessment rating is appropriate and that suitable control measures are in place to manage foreseeable risks and I agree to the trip being undertaken. |
| **Signed**  | **Date:**  |
| **Print Name:**  |

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| **Additional Sign off – required for risk assessments assessed as Moderate, High or Very High Risk and for any travel against UK Government advice.** |
| I have reviewed this proposal together with the additional Trip-specific Travel Risk Assessment and Fieldwork Risk Assessment (where applicable.) I am satisfied that suitable control measures are in place to appropriately manage foreseeable risks, so far as is reasonably practicable, and I agree to the trip being undertaken. |
| **Signed (Head of School/Programme Director):** | **Date:** |
| **Print Name:**  |