

**Risk Assessment Form: External Curriculum-based UG and PGT Placements; PGR Placements & UG Extra “ECTS” Student Placements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| This form aids in establishing that all necessary precautions are in place for students (undergraduate and postgraduate) participating in placements (2 weeks or more) at other organisations **for which an initial risk-based assessment has highlighted the need for a more thorough assessment**.  The use of this form is part of the Good Practice for External Curriculum-based and Extra ECTS Placements:   * <http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/> * <http://www.imperial.ac.uk/placements/>   To note: Medical electives fall within the scope of the Good Practice.  **Before deciding whether this form is necessary, a Placement Manager should commence completion of the Placement Approval Form and conduct a risk-based assessment.** Templates and advice/guidance available on the Registry website. **It is envisaged that most placements will be approved based on a risk-based assessment and will not require the use of this form.**  **If a more focused risk assessment is necessary, then this form should form the basis for that. It should be completed and reviewed by both the relevant Safety officer (depending on Dept, campus and faculty) and the Placement Manager.** They may decide that not all sections are relevant, i.e., the placement may have been referred in respect to certain aspects only. Please note that this form is not an approval form for the placement. The Placement Manager must complete the Placement Approval Form. **To assist the relevant Safety Officer the Placement Manager is advised to provide the partly completed Placement Approval Form and any risk-based assessment documentation.**  This risk assessment form aims to further discussion on issues which are delaying approval of a placement. The initial risk-based review/assessment may emphasise where potential hazards remain (where in the opinion of the department potential for harm has not been deemed sufficiently tolerable). For example:   * Where there is doubt about who has control of the placement (e.g., in terms of health & safety in the workplace) * Where there is concern about the impact on student safety or the College’s reputation (e.g., insurance, destination); * Where specific placement content (e.g., materials used in project work) requires specific control measures. * Where a student’s circumstances require the College to review certain control measures in more detail.   The objective in all discussion of risk is to draw conclusions as to whether outstanding risks, with any control measures which can be reasonably put in place, are tolerable from the perspective of the College and the student(s).  Remember to consider the risk of transmitting/being infected by COVID-19 as part of your assessment.  The College’s [Off-Site Working website](http://www.imperial.ac.uk/safety/safety-by-topic/off-site-working/) provides much advice and guidance. Much of the advice provided for Fieldwork is useful in the context of placements.  This risk assessment form, once completed, must be retained by the Department.  It is **not** intended that this form is used for: leisure activities carried out during the placement, fieldwork/conferences/meetings (where it does not form part of the placement). | | | | |
| **PERSON WITH OVERALL RESPONSIBILITY FOR THIS PLACEMENT (usually the Placement Manager)** | | | | |
| Name: | | | Position: | |
| Department: | Division: | | Faculty: | |
| **THE HOST ORGANISATION (“the placement provider”)** | | | | |
| Name of organisation: | | Location (including Country): | | |
| It would normally be expected that a Placement Provider Information Form will have been completed and returned by the Placement Provider in cases where a bi-lateral student exchange agreement is not relevant. **Attach the Placement Provider Information Form**. The use of this risk assessment form should be based on location of the placement and not the company (which may be multi-sited). | | | | |
| However, this form can also be used to assess elements of university-based study plan (e.g. projects, internships), i.e. where a student exchange agreement is in place but where extra diligence is required. The extra diligence may actually result from the host university being unable (perhaps at short notice) to manage directly a project or an external internship. This is normally as a result of a student looking for alternative opportunities outside the scope of the exchange. In such cases, if the department at Imperial supports the student(s)’ actions the use of the Placement Provider Information Form would be essential. | | | | |

## List the students who are the subject of this assessment

### Names of students conducting the placement at the Placement Provider

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname | Initials | CID | Surname | Initials | CID |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## The activity to be undertaken at the placement provider

### Describe the placement in sufficient detail so as to provide the reviewer with an adequate insight.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Does the activity noted here form the whole placement or part of a larger placement? | Whole | Yes  No | Part | Yes  No |

### Confirm when will the activity for which this risk assessment is being conducted take place (a whole placement or part of a placement)?

|  |  |  |  |
| --- | --- | --- | --- |
| Start |  | End |  |

### Travel to, from and during the placement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mode (rail, Air, Cycle, Car, Commercial vehicle) | If commercial carrier, how will they be selected? | If private, who will be driving or in control of the vehicle? | Notes | N/R |
| To |  |  |  |  |  |
| From |  |  |  |  |  |
| Residence to/from Placement provider |  |  |  |  |  |
| As part of the actual placement |  |  |  |  |  |

### Is the activity under the full control of the Placement Provider?

|  |  |
| --- | --- |
| Yes  No | |
| **If no or unknown, a further and more appropriate** [**Imperial College risk assessment**](https://www.imperial.ac.uk/safety/forms/) **must be undertaken. Remember that changes to placements after they have commenced can sometimes lead to a new placement provider taking the stage.** | |
| If yes, have the hazards and risks been assessed by the host organisation and appropriate procedures and precautions put in place so as to protect the health and safety of College staff and students?  How has this been established? (this may be the important feature of deciding whether any outstanding risks are tolerable): | Yes  No  N/R |
| **If no or unknown, a further and more appropriate** [**Imperial College risk assessment**](https://www.imperial.ac.uk/safety/forms/) **must be undertaken** | |

### What hazards will be encountered during this placement

|  |  |
| --- | --- |
| Biological agents/GMOs in Hazard Group 2 or Class 2 (see [ACDP classification](http://www.hse.gov.uk/pubns/misc208.pdf)) | Yes  No  N/R |
| Biological agents/GMOs in Hazard Group 3 or Class 3 (see [ACDP classification](http://www.hse.gov.uk/pubns/misc208.pdf)) | Yes  No  N/R |
| Biological agents/GMOs in Hazard Group 4 or Class 4 (see [ACDP classification](http://www.hse.gov.uk/pubns/misc208.pdf)) | Yes  No  N/R |
| Specified animal pathogens ([see Defra guidance](https://www.gov.uk/government/publications/animal-pathogens-guidance-on-controls)) | Yes  No  N/R |
| Hazardous, including heavy, equipment | Yes  No  N/R |
| Hazardous chemicals | Yes  No  N/R |
| Lasers | Yes  No  N/R |
| Ionising radiation | Yes  No  N/R |
| Hazards associated with a student’s disability (please specify): | Yes  No  N/R |
| Hazards associated with travel arrangements (see also 1.2.3) (please specify): | Yes  No  N/R |
| Hazards associated with accommodation arrangements (see also 1.2.3) (please specify): | Yes  No  N/R |
| Hazards associated with insurance arrangements (please specify): | Yes  No  N/R |
| Other (please specify): | Yes  No  N/R |
| Space for notes on evaluating the level of risk brought about by any of the above hazards. Are they tolerable? | |
|  | |

### Have the following been obtained? (Check all questions. Check N/R – not relevant – if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Visas | Yes  No  N/R | Travel insurance (see Finance [pages](http://www.imperial.ac.uk/finance/financial-services/insurance/)) | Yes  No  N/R |
| [UK Global Health Insurance Card OR a UK European Health Insurance Card (UK EHIC)](https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/) | Yes  No  N/R | [Advice](http://www.nhs.uk/NHSEngland/Healthcareabroad/Pages/Healthcareabroad.aspx) on obtaining medical treatment outside of the EC | Yes  No  N/R |
| Motor insurance | Yes  No  N/R | Insurance for personal activities not covered by College insurance (see Finance [pages](http://www.imperial.ac.uk/finance/financial-services/insurance/)) | Yes  No  N/R |
| Driving licence | Yes  No  N/R | Passport | Yes  No  N/R |
| Travel vaccinations and certificates | Yes  No  N/R | FCDO advice (see [FCDO website](https://www.gov.uk/government/organisations/foreign-commonwealth-development-office)) | Yes  No  N/R |
| Ethical permission (confirmation received) from the Host Organisation) | Yes  No  N/R | A Home Office Licence (if required)? | Yes  No  N/R |
| Confirmation that the Host Organisation has the equivalent of Employer Liability Insurance [non-HEI placements] | Yes  No  N/R | Confirmation that the Host Organisation has the equivalent of Public Liability Insurance | Yes  No  N/R |
| Confirmation from the Host Organisation that adequate adjustments to the study or workplace have been or will occur as requested. | Yes  No  N/R | Confirmation from the Accommodation Provider that adequate adjustments to the study or work place have been or will occur as requested. | Yes  No  N/R |
| Official confirmation that work may proceed that may be subject to separate regulation i.e., regulated animal work? | Yes  No  N/R |  |  |
| Notes on any other relevant issue: | | | |
| Space for notes on any of the above. Are any deficiencies tolerable? | | | |

### Will you be taking any of the following substances or materials from Imperial College?

|  |  |  |
| --- | --- | --- |
| Item | Hatch if expected | Comments |
| Material known or suspected of containing Genetically Modified Organisms or micro-organisms |  | Permission **may** be required before the material is taken. Contact the College Biological Safety Officer ([BSO](https://www.imperial.ac.uk/safety/who-we-are/whos-who-in-the-safety-department/)). |
| Material known or suspected of containing Biological agents categorised in Hazard Group 2, 3 or 4 |  | Permission **may** be required before the material is taken. Contact the College [BSO](https://www.imperial.ac.uk/safety/who-we-are/whos-who-in-the-safety-department/). |
| Material known or suspected of containing substances covered by the Anti-Terrorism, Crime and Security act |  | Permission **will** be required before the material is taken. Contact the College [BSO](https://www.imperial.ac.uk/safety/who-we-are/whos-who-in-the-safety-department/). |
| Radioactive material |  | Permission **may** be required before the material is taken. Contact the College Radiation Protection Adviser ([RPA](https://www.imperial.ac.uk/safety/who-we-are/whos-who-in-the-safety-department/)). |

### Does the work involve bringing back any of the following to Imperial College?

|  |  |  |
| --- | --- | --- |
| Item | Hatch if expected | Comments |
| Material known or suspected of containing Genetically Modified Organisms or micro-organisms |  | Permission must be obtained before the material is brought onto College premises. See [guidance](http://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/biological-safety/). |
| Material known or suspected of containing Biological agents categorised in Hazard Group 2, 3 or 4 |  | Permission must be obtained before the material is brought onto College premises. See [guidance](http://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/biological-safety/). |
| Material known or suspected of containing substances covered by the Anti-Terrorism, Crime and Security Act |  | Permission must be obtained before the material is brought onto College premises. Contact the College [BSO](https://www.imperial.ac.uk/safety/who-we-are/whos-who-in-the-safety-department/). |
| Radioactive materials |  | Permission **may** be required before the material is brought onto College premises. Contact the [RPA](https://www.imperial.ac.uk/safety/who-we-are/whos-who-in-the-safety-department/). |
| Animal by-products (as defined by [Defra](https://www.gov.uk/government/policies/animal-and-plant-health)) |  | Permission may be required before the material is brought onto College premises. Consult the [guidance online](https://www.gov.uk/government/policies/animal-and-plant-health) or the [BSO](https://www.imperial.ac.uk/safety/who-we-are/whos-who-in-the-safety-department/). |
| Animal pathogens (see [Defra guidance](https://www.gov.uk/government/policies/animal-and-plant-health)) |  | Permission may be required before the material is brought onto College premises. Consult the [guidance online](https://www.gov.uk/government/policies/animal-and-plant-health) or the [BSO](https://www.imperial.ac.uk/safety/who-we-are/whos-who-in-the-safety-department/). |
| Plant material or soils (see [Defra guidance](https://www.gov.uk/government/policies/animal-and-plant-health)) |  | Permission may be required before the material is brought onto College premises. Contact the [BSO](https://www.imperial.ac.uk/safety/who-we-are/whos-who-in-the-safety-department/). |
| Drug precursors (as described within Safety Dept [guidance](https://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/drug-precursors/)) |  | Permission may be required before the material is brought onto College premises. Contact the [Safety Director](https://www.imperial.ac.uk/safety/who-we-are/whos-who-in-the-safety-department/). |

## Accidents

Note that incidents (accidents [including ill-health] or near misses) that occur during placements must be reported to the [College Safety Department](https://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/). Guidance on the steps to be taken should an incident occur is also provided and should be printed and taken on the trip. The Good Practice encourages use of a template Emergency Contact Form/Guidance (available on the Registry website).

**Space for Additional Comments** (including specific actions required which are not outlined above, and guidance as to whether overall any medium or high risks which arise from hazards that might be encountered are tolerable)

## declaration

### The Student Supervisor must confirm the following statement by hatching the box.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I confirm the accuracy of the information provided in this form and understand that responsibility for the safety and welfare of those persons listed in Section 1.1.1 remains with the student’s academic department at all times during the placement should it be subsequently approved. | | | |  |
| Name |  | Date |  | |
| Signature |  | | | |

### The relevant Safety Officer (depending on Dept, Campus, Faculty) must confirm they have reviewed the risk assessment by hatching the box.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I confirm I have reviewed the information provided in this form. | | | |  |
| Name |  | Date |  | |
| Signature |  | | | |

## Approval

Overall approval for a placement must be provided using the **Placement Approval Form** prior to the placement commencing.

All other approvals identified within any associated activity risk assessments must also be in place. Where relevant the Safety Office should confirm this with Placement Manager before approval for the placement to take place is given.

**The student should be notified by email that approval is given.**

The HoD must approve any offsite work or study involving;

* Work in a country or region to which the FCO advises no, or non-essential travel only
* Work activities excluded from cover by the College Insurance Policy

## Useful links

1. ACDP classification - <http://www.hse.gov.uk/pubns/misc208.pdf>
2. DEFRA animal pathogens guidance on controls - <https://www.gov.uk/government/publications/animal-pathogens-guidance-on-controls>
3. Risk assessments - <https://www.imperial.ac.uk/safety/forms/>
4. Finance guidance - <http://www.imperial.ac.uk/finance/financial-services/insurance/>
5. DoH health advice for travellers - <http://www.nhs.uk/NHSEngland/Healthcareabroad/Pages/Healthcareabroad.aspx>
6. FCDO travel advice - <https://www.gov.uk/foreign-travel-advice>
7. Safety department contact list - <http://www.imperial.ac.uk/safety/who-we-are/whos-who-in-the-safety-department/>
8. GM guidance - <http://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/biological-safety/>
9. Dangerous pathogen guidance - <http://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/biological-safety/>
10. Defra animal by-products guidance - <https://www.gov.uk/government/policies/animal-and-plant-health>
11. Defra animal pathogens guidance - <https://www.gov.uk/government/policies/animal-and-plant-health>
12. Importing plant material guidance - <https://www.gov.uk/government/policies/animal-and-plant-health>
13. Drug precursor - <https://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/drug-precursors/>
14. Ionising Radiation Safety - <https://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/radiation-safety/ionising-radiation-safety/>
15. Incident forms - <http://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/>
16. Emergency procedures – <http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/>
17. **Good Practice for External Curriculum-based Placements**: <http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/> and <http://www.imperial.ac.uk/placements/>