

Social Work Qualifying Programme

Placement Agency Risk Assessment

This document must be completed in full prior to any student commencing placement.

Please e-mail the completed document to XXXXXXX

Part 1

Please be advised that some parts of this form might need to be completed by the agency representative in consultation with health and safety officers.

Your co-operation is greatly appreciated.

Student Name:	
Placement Organisation:	
Do you have a written health and safety policy?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a policy regarding health and safety training for people working in your organisation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you agree to provide the student with a health and safety briefing at the commencement of their placement?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please name the organisations with which your organisation is registered and inspected by e.g. the Care Inspectorate, Local Authority (please state the name), OSCR.	
Does your organisation hold employer and public liability insurance?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will your insurance cover any liability that may be incurred as a consequence of having a student on placement? If no, please explain any limitations.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you carried out a risk assessment of your work practices to identify possible risks, whether to your employees and to students?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you keep your risk assessments under regular review?	YES <input type="checkbox"/> NO <input type="checkbox"/>
When risk assessments identify a need for a change to policies or practices are these implemented?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Do you have procedures to be followed in the event of serious and imminent danger to people at work in your organisation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<u>Will you report to the University all recorded adverse health and safety incidents concerning students on placement?</u>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Who is your nominated contact for compliance with the requirements of health and safety legislation? <i>Please provide name, position and contact detail</i>	
If you have answered NO to any of the above, please give further details here.	
Please consider the following question in relation to COVID-19 pandemic:	
Due to COVID-19, is there a change in work shifts and/or flexibility to work patterns? Please explain:	YES <input type="checkbox"/> NO <input type="checkbox"/>
All students will be asked to complete a risk assessment related to COVID-19. The outcome of this might require some further reasonable adjustments, is there scope within your agency to take those into consideration? If no, please explain further:	YES <input type="checkbox"/> NO <input type="checkbox"/>
What equipment (e.g. mobile phones and laptops) and other technical support will be provided by your agency to support working from home (if that might be required) in a safe and suitable manner?	

Work to develop and collate this information has been undertaken by the Practice Learning Leads across all the HEIs – 10th August 2020

<p>Are there any adjustments to lone working policy within your organisation due to COVID-19? Please explain:</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Will the student be in an environment where they would need Personal Protective Equipment (PPE)? If yes, please explain who will provide the equipment and who will provide the training:</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Considering the high risk of infection, when necessary will a risk assessment (written or verbal) be completed before every visit/encounter with other individuals? Please explain:</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>In the event of a second COVID-19 outbreak, what measures are in place for you own workforce and would this be applicable and suitable for social work students? Please explain:</p>	

The above statements are true to the best of my knowledge and belief:

Name	Position	Signature	Date

Part 2

To be completed by the nominated practice educator or on-site supervisor

	What are the significant hazards?	Who might be harmed and how?	What is being done to control this risk now?	Can you do anything else to lower the risk further?	If so who will action this?	By when?	Completed on?
1.	<p>For example</p> <p>Biological Virus transmission for student in the workplace or through work activities (please include institutional hygiene and infection prevention and control and other physical precautions required to be in place)</p>	<p>For example</p> <p>Potential for student to become infected with the Covid-19 virus</p>	<p>For example</p> <p>Students will be provided with current staff briefing</p> <p>Antibacterial cleaning wipes, hand wash and sanitisers are provided in buildings.</p> <p>Any student experiencing any symptoms or who has come into contact with someone who has symptoms should self-isolate.</p>	<p>For example</p> <p>Maintain regular communications</p> <p>Keep updated and informed with current position</p> <p>Continue to limit social contact where possible (make use of technology where viable)</p> <p>Ensure robust hygiene measures are followed (clean desks, keyboards, mouse, screen, chair including arms, etc. before and after use) and regular handwashing</p> <p>Keep students updated with HR & local procedures on reporting absences, isolation and any changes to</p>		Click or tap to enter a date.	Click or tap to enter a date.

Work to develop and collate this information has been undertaken by the Practice Learning Leads across all the HEIs – 10th August 2020

				working practices			
2.	Psychological / Student Wellbeing <i>Personal impacts</i> of the developing pandemic				Student Tutor Director of Practice Learning		
3.	Psychological / Student Wellbeing <i>Uncertainty and absence of knowledge</i> due to the unprecedented nature of the pandemic to support service managers across the organisation	Student stress and anxiety arising through uncertainty and lack of control					
4.	Psychological / Student Wellbeing Maintaining <i>student wellbeing</i>		Regular information sharing and communication Ensure all students stay connected to team communications to avoid risks of isolation	Ensure changes to counselling service are communicated through established Covid-19 channels			
5.	Physical / Workplace Issues Changes in <i>provision</i> in workplaces and sites <ul style="list-style-type: none"> • First Aid • Fire safety • Security 						

Work to develop and collate this information has been undertaken by the Practice Learning Leads across all the HEIs – 10th August 2020

<ul style="list-style-type: none"> Lone working 						
--	--	--	--	--	--	--

The above statements are true to the best of my knowledge and belief:

Name	Position	Signature	Date