

***To be completed by the student***

Unit Learning Outcomes

Unit Assessment Methods

**Description of duties**

***\*please complete this box\****

## ***To be completed by the student - Risk assessment for working in office/ studio***

*Please assess and comment on the following factors with reference to the risk profiling and risk reduction document when completing this part of the form*

*When completing the form, you should take into consideration the Covid-19 advice that relates to your geographical location and the location of the placement.*

*Please refer to the following links when completing the form and/or local government Covid-19 guidance*

*<https://www.gov.uk/government/organisations/department-of-health-and-social-care>*

*<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>*

*<https://www.gov.uk/foreign-travel-advice>*

### **Work**

*Risks might include working at height on ladders or platforms, manual work, operating machinery, working at high risk locations, alone, at night, with activities requiring special licenses etc.*

### **Travel and Transportation**

*Please also provide details such as travel to reach placement before the start date, the daily commute during agreed placement period, in unfamiliar vehicles, travel alone, at night etc.*

### **Location and/or region**

*For example risk of civil disorder, crime etc. Placements in countries the FCO advises not to travel to. If placement is outside of UK or your home country you must complete a Insurance Travel Form before travelling in order to be covered by UAL Travel Insurance*

### **General/environmental health**

*Regional/local health risks requiring measures such as inoculations, strenuous work, environmental conditions etc.*

### **Individual Student Needs**

*Are there any matters which need to be given special consideration in relation to health, disability, linguistic ability or cultural awareness (which may require adjustments or may increase risk of illness or accident during work-related activity)*

### **Insurance Limitation**

*For example locations, activities and/or circumstances that are excluded from the University's travel and other insurance cover.*

**By ticking this box you confirm that you have read and understood the following DiPS Placement Year Briefing presentations (available on your location course Moodle site): Health & Safety Induction, UAL Insurance Induction, Student Advice Service, and Work Placement & Erasmus Funding Briefing.**

## **To be completed by the student - additional questions for working in office/ studio**

When completing the form, you should take into consideration the Covid-19 advice that relates to your placement.

Please refer to the following links when completing the form and/ or local government Covid-19 guidance

<https://www.gov.uk/government/organisations/department-of-health-and-social-care>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.gov.uk/foreign-travel-advice>

Any additional Health & Safety guidance or induction provided by provider to address Covid-19 related issues in workplace?

Any precaution/ safety measure at workplace implemented by provider? (eg. wearing facial covering, personal protection equipments, social distancing, barriers and screens to separate people, hand sanitizer dispenser, increasing frequent of hand washing & surface cleaning, team rotations with less people in office etc.)

Type of work you will be doing in the office (eg. desk/ computer work OR manual work with tools/ machinery OR both)

Are you required to share workstation or equipment with others? If yes, any precaution/ safety measure implemented by provider? (eg. Personal Protection Equipment, frequent disinfection or surface cleaning)

Are you required to have constant face-to-face interaction with other at work?

Are you able to practice social distancing at work during face-to-face interaction?

Does the office/studio provides the following facilities:

- Kitchen/ kitchenette
- Toilet
- Breakroom for short breaks or food consumption

Please provide your current location and the location of your placement (eg. city and country)

Please also provide details of your travel arrangement if travelling if required (eg. train, Eurostar, flight etc)

If you are required to travel abroad for your placement, do you know if the local authorities require you to self-isolate (quarantine) for a period of time upon entering the country? Or any additional medical procedures/ requirements? (eg. vaccinations or tests)

If your required to self-isolate (quarantine) what assistance is your provider providing you while self-isolating? (eg. remote access to and working from home, regular catch up meeting online)

Method of transportation for your daily commute to/from work? Any precaution/ safety measures whilst travelling? (eg. wearing facial covering, personal protection equipment, hand sanitizer gel etc.)

**To be completed by the student - Risk Assessment for working from home/ remotely (*contingency plan for re-entering a government imposed lockdown*)**

Please **ONLY** complete this part of form if your placement provider has agreed that you will be able to continue working from home/ remotely if a lockdown is re-introduced by the local government.

When completing the form, you should take into consideration the Covid-19 advice that relates to your geographical location and the location of the placement. Please check the UK Department of Health & Social Care and UK Foreign & Commonwealth Office websites (below), as well as the **Health and safety guidance for UAL students when studying remotely during the COVID19** (available on your local course Moodle site):

<https://www.gov.uk/government/organisations/department-of-health-and-social-care>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.gov.uk/foreign-travel-advice>

Please continue to check for Covid-19 related updates that relate to the country where your placement is taking place and/or where you are based. It is your responsibility to update us on any change of circumstances.

If you will be able to work from home/ remotely, please specify where home is (**eg. city & country**) and nature of your accommodation (eg. with relatives, flat-share, live alone/ own place, student halls etc.)

Have you read through/ reviewed the "Health and safety guidance for UAL students when studying remotely during the COVID19" (available on your local course Moodle site)

Are you clear on the tasks you will need to complete when working from home / remotely? (eg. discussed and agreed with your provider on the tasks)

Has your employer offered information, equipment or support to make you feel safe and more comfortable? (eg. additional H&S guidance, induction, calls and regular online meetings)

Please outline any potential risks associated with working from home/ remotely (please refer to "Health and safety guidance for UAL students when studying remotely during the COVID19")

Please outline any precautions and safety measures you are taking while working from home (please refer to "Health and safety guidance for UAL students when studying remotely during the COVID19")

Please outline any tools or equipment you will be using while working from home/ remotely (please refer to "Health and safety guidance for UAL students when studying remotely during the COVID19")

Is your accommodation appropriate for the tasks you are expected to carry out? (eg. desk/ computer work OR manual work with tools/ chemicals/ machinery OR both)

Do you have a comfortable desk and chair and space for working from home/ remotely?

Has the placement provider been used before? **Yes** ☐ **No** ☐

Can the Learning Outcomes be met at this placement provider? **Yes** ☐ **No** ☐

Further comments

Taking into consideration the student feedback above, are there any matters which need to be given special consideration in relation to health and safety, linguistic ability and cultural awareness? In particular with regards to the following factors

	High	Medium	Low
Work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Travel and Transportation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Location and/or Region		<input type="radio"/>	
General/environmental health	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Individual student needs		<input checked="" type="radio"/>	<input type="radio"/>
Insurance limitation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Further comments

Please indicate from the information above whether the overall risk in relation to the placement provider is: **High** ☒ **Medium** ☐ **Low** ☐

If High or Medium risk, please indicate what procedures are in place to mitigate this risk (e.g. site visit) and complete the risk assessment and further actions necessary form.

Comments