

## Placement Provider Questionnaire and Risk Profiling

This form should be completed by the *Placement Provider* and submitted *normally no later than 10 working days* before the commencement date of the placement to the Placement Co-ordinator, School of Optometry and Vision Sciences, Cardiff University by email: [optomplacements@cardiff.ac.uk](mailto:optomplacements@cardiff.ac.uk).

The Optometric Practice setting may include domiciliary working and/or an experiential learning site.

If the Placement Provider is able to arrange domiciliary working during the placement in-full/in part, please contact the Placement Co-ordinator ([optomplacements@cardiff.ac.uk](mailto:optomplacements@cardiff.ac.uk)) who will send you a 'Placement Provider Questionnaire Risk Profiling – Domiciliary Working' form to the Placement Co-ordinator before the placement takes place.

### 1. Student Placement Roles and Responsibilities:

#### a) Of the Student and Cardiff University:

- The Student is to abide by the GOC Standards of Practice for Optical Students that includes proper and professional behaviour (including but not limited to training in respect of Data Protection and information governance).
- The Student is to abide by *Cardiff University* Academic Regulations and the School of Optometry and Vision Sciences Placement Handbook. This includes strict requirements of attendance and engagement at the placement.
- The Student will comply with all applicable laws, statutes and regulations including without limitation the Equality Act.
- The Student will undertake mandatory training and general health and safety training related to Practice, provided by *Cardiff University*, in advance of the commencement of a placement.
- The Student will inform *Cardiff University* and the *Placement Provider* of any health concerns or impairments, that may require adjustments and report any concerns about health and safety at their placement. It is for the *Placement Provider* to decide whether or not the needs adjustment can be suitably provided in full or in part. *Cardiff University* will liaise and provide support to the *Placement Provider* in this regard.
- The Student must also undertake, in a timely manner, mandatory training and health and safety training required by the *Placement Provider*. Such training must include health and safety arrangements relating to fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.

- The Student must have undertaken an Enhanced Disclosure and Barring Service, Protecting Vulnerable Groups check prior to commencement of their programme of study at the School of Optometry and Vision Sciences, Cardiff University.
- The Student must comply with any applicable policies and procedures, standard operating procedures, as determined by the *Placement Provider*.
- Cardiff University will inform the Student of the method of anonymising the patient experience contained in the Student's Workbook.
- The Students must read and comply with the *Placement Providers Practice guides*, and other placement documentation supplied by the *Placement Provider*.
- The Student shall keep secret and confidential all Confidential Information relating to the *Placement Provider* and shall procure that the Student shall not use nor disclose the same save for the purposes of the proper performance this Agreement or with the prior written consent of the *Placement Provider*.
- The Student will, in the course of the Placement, must maintain the highest level of confidentiality and data protection of all Personal Data relating to Patients and the business processes of the *Placement Provider*.
- The Student shall have no authority contractually to bind the *Placement Provider* and/or *Cardiff University to the placement*. The *Placement Provider* and/or *Cardiff University* may terminate Student's placement, in accordance with the Clinical Placement Agreement.
- The Student will complete a Workbook of the prescribed number of working hours worked and activities set by *Cardiff University* and the *Placement Provider*.  
In cases of serious accidents or incidents involving the Student or breaches of discipline by the Student to advise and consult with specified contacts at *Cardiff University*.

**b) Of the Placement Provider:**

- The *Placement Provider* will agree and sign a) the Student's Workbook that will include confirmation that the Student has undertaken the prescribed number of working hours and activities set by *Cardiff University* and the *Placement*.
- The *Placement Provider* will arrange all observations and activities required of the Student during the period of placement. The *Placement Provider* will arrange appropriate mandatory training, induction and health and safety training for the Student. Such training must include health and safety arrangements relating to fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.
- The Placement Provider will allocate a Placement Supervisor/s to each Student for the currency of the placement.



## 2. Placement Provider Questionnaire

<b>Name of Placement Provider:</b>	
<b>Placement Practice Address:</b>	
<b>Name of person completing form:</b>	
<b>Job title of person completing form:</b>	
<b>Contact Email Address:</b>	
<b>Date:</b>	

Note: The questionnaire should be used to support the placement risk assessment  
 By signing this form, the Placement Provider understands and accepts their roles and responsibilities as laid out in this form.

1. Please give contact details of the competent health and safety advisor or responsible person for health and safety in the Placement Practice.	
2. Please give job title and contact details of the nominated Placement Supervisor/s for the placement.	
3. Please confirm that the practice meets the statutory requirements of the Health & Safety at Work Act and complies with the current Approved Code of Practice in Management of Health and Safety at Work Regulations. Please ensure that the Student is provided with health and safety induction for example, fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.	
4. Will the Student be expected to be involved in high-risk activities? If so please give details (please see below examples in the Risk Profiling Section 1 'Work Factors').	

5.	Please give details of location or regional factors that the University needs to be aware of <i>(please see below examples in the Risk Profiling Section 2 'Location and/or regional factors').</i>	
6.	Please give details of any potential general/ environmental health factors that the University needs to be aware of <i>(please see below examples in the Risk Profiling Section 3 'General/ environmental health factors')</i>	
7.	Please confirm if you envisage any Risk to the Student/s that is/are <u>not detailed</u> in the Risk Profiling Section 1 'Work Factors'.	
8.	Does the organisation's Public Liability and Employers Liability insurance cover the placement? <i>(please see below examples in the Risk Profiling Section 5 'Insurance Limitations')</i>	
9.	Any other health and safety information you feel is relevant to this placement? <i>(please also see examples in the Risk Profiling Section 4 'Individual Student Factors', which will be completed upon the Student's commencement of the placement)</i>	

### 3. Risk profiling

Factor	Risk profile	Indications	Possible specific action to reduce risk
1. Work factors	High	<p>Work with hazards that have potential to cause permanent injury or fatalities, including:</p> <ul style="list-style-type: none"> <li>Construction site with work at height, dust, moving machinery, electrical systems.</li> <li>Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks.</li> <li>Laboratory work with toxic/hazardous materials.</li> </ul> <p>Community work with known high risk groups of clients or locations (drug abusers, homeless, violent patients).</p> <p>Work with animal bedding or large or dangerous animals.</p> <p>Activities requiring specific licences or qualifications (e.g. diving, flying aircraft, crewing an aerial device).</p>	<p>Seeking confirmation from placement provider about expectations of Student's prior competency in high-risk activities, and ensure Student meets these.</p> <p>Confirm that training &amp; supervision will be provided by the placement provider throughout the placement. Include in the written communication with the placement provider.</p> <p>Consider pre-placement site visit.</p>

		Working involving significant hazards in small companies that do not have professional health and safety advice.	
	Medium	Working in proximity to high risk factors (but not directly with them).	Seek confirmation from placement provider that the Student will not be expected to participate in high risk activities, and will be appropriately supervised in medium risk activities. Include in the written communication with the placement provider.
	Low	Office work or other low hazard environments and activities.	None
<b>Factor</b>	<b>Risk profile</b>	<b>Indications</b>	<b>Possible specific action to reduce risk</b>
<b>2. Location and/or regional factors</b>	<b>High</b>	<p>Significant risk of civil disorder, crime or similar danger (e.g. placement in war zones, countries where the Foreign and Commonwealth Office (FCO) advises against travel).</p> <p>Unavoidable lone or remote working in proximity to significant risk (e.g. medical Student elective in a refugee camp).</p> <p>Medical and rescue services not available quickly or locally.</p> <p>Means of communication likely to be difficult or compromised.</p>	<p>Check Foreign and Commonwealth Office restrictions and recommendations.</p> <p>Consult guides on appropriate behaviour, clothing, etc.</p> <p>Arrange briefing/information to be provided in conjunction with someone with local experience or knowledge of conditions (e.g. Student on previous placement or a placement practitioner at a local HEI in the overseas country).</p>
	Medium	<p>Higher than normal risk of civil disorder, crime or comparable danger.</p> <p>Delays likely in communicating with tutors and others.</p> <p>Placements abroad in areas identified as low risks by the FCO.</p>	<p>Check Foreign and Commonwealth Office restrictions and recommendations.</p> <p>Provide information to Students on guides on appropriate behaviour, clothing, etc.</p> <p>Supplement general briefing with information about medium risk factors.</p>
	Low	Placements in the UK with no significant local risks.	None
<b>Factor</b>	<b>Risk profile</b>	<b>Indications</b>	<b>Possible specific action to reduce risk</b>
<b>3. General/ environmental health factors</b>	<b>High</b>	<p>Regional/local health risks require mandatory and specific health protection measures e.g. inoculations.</p> <p>Very hot or strenuous working conditions (e.g. manual working outdoors in the sun).</p> <p>Very cold working conditions (e.g. catering placement in a food cold storage/cook chill or freeze facility).</p>	Consult occupational health or medical/health professional for advice regarding immunisations and other preparations. Advice can be provided by Cardiff University.

	Medium	Regional/local conditions require some precautionary measures, e.g. optional inoculations against diseases, medical travel kit is a sensible precaution.	Consult occupational health or medical/health professional for advice regarding immunisations and other preparations.  A medical travel kit is a sensible precaution.
	Low	No significant environmental health risks.	None
<b>Factor</b>	<b>Risk profile</b>	<b>Indications</b>	<b>Possible specific action to reduce risk</b>
<b>4. Individual student factors</b>  THIS SECTION WILL BE COMPLETED IF/WHEN CARDIFF UNIVERSITY NOTIFIES THE PLACEMENT PROVIDER BY EMAIL AND/OR THE STUDENT NOTIFIES THE PLACEMENT PROVIDER (it is expected that Cardiff University will liaise and support the Placement Provider when required)	High	The Student has personal factors (e.g. health, disability, linguistic or cultural) which may increase the risk of illness or accident during work-related activity even following adjustments.  The Student has personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which may require specific adjustments or support if living away from home, or makes them susceptible to episodes of illness.	Discuss activities of high risk with the Student, try to eliminate or reduce them where possible.  Consider pre-placement site visit.
	Medium	The Student has personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which may require specific adjustments or support during work, or in social interactions at work.	Engage with Cardiff University to clarify occupational health professional / disability support professionals to develop reasonable adjustments. Confirm these in the written communication with the placement provider.
	Low	The Student has no long-term medical conditions or disability likely to cause episodes of illness or require specific support whilst on placement.	None
<b>Factor</b>	<b>Risk profile</b>	<b>Indications</b>	<b>Possible specific action to reduce risk</b>
<b>5. Insurance limitations</b>	High	Locations, activities and/or circumstances that are excluded from the Higher Education Institutions (HEIs) travel and other insurance cover.  Locations where the placement provider's insurance does not cover the Student for personal or third party liability associated with the work by the Student.	If locations, activities and/or circumstances are excluded from the Higher Education Institution's (HEIs) travel and other insurance cover, consider alternative placements.  If placement is to proceed, additional specific insurances may be available.  Consult the HEI's insurance specialist.  Brief student on limitations of insurance cover (the small print).
	Medium	Locations, activities and/or circumstances that require prior acceptance from the HEI's insurers before being covered.	If locations, activities and/or circumstances require prior acceptance from the HEI's insurers, ensure notification and acceptance is given.

			Brief Student on limitations of insurance cover (the small print).
	<b>Low</b>		None.
		Locations, activities and/or circumstances that are automatically included in the HEI's insurance cover. UK locations (where the placement provider must have employers' liability insurance cover).	