**Work-Based Project Agreement & Risk Assessment Form**

**This should be completed in line with the University’s** [**Work Placement and Work-Based Project Policy**](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/)

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| **Contact Details** | | |
| **Student Contact** | Name: |  |
|  | Student Number: |  |
|  | Module Code: |  |
|  | Email: |  |
|  | Phone: |  |
|  | | |
| **University Contact** | Name: |  |
|  | Role: |  |
|  | Email: |  |
|  | Phone (only Teams number if available): |  |
|  | | |
| **Main Organisation Contact** | Organisation: |  |
|  | Contact Name: |  |
|  | Role: |  |
|  | Address: |  |
|  | Email: |  |
|  | Phone: |  |
|  | | |
| **Secondary Organisation Contact**  (in case of absence etc.) | Name: |  |
|  | Role: |  |
|  | Email: |  |
|  | Phone: |  |

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| **Agreed activity and outcomes** | |
| Title of the project /Brief Overview |  |
| Agreed aims of the project |  |
| Anticipated outcomes FOR THE ORGANISATION |  |
| Anticipated outcomes FOR THE STUDENT/S |  |

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| **About the Work-Based Project** | |
| Project start date: |  |
| Project end date: |  |
| This project is: | Onsite  Remote  Hybrid |
| For onsite or hybrid, confirm location and address: |  |
| For onsite or hybrid, please clarify:   * Is this a company owned site? * Is this a public meeting place or publicly accessible place? If yes, full details are required to be included in the risk assessment. | Yes  No  Yes  No |
| If working remotely, what arrangements are in place to ensure all stakeholders are in regular communication, that progress is monitored and unexpected issues arising are managed effectively? |  |
| Insurances held by the organisation | Employer Liability  Public Liability |
| Will students require a PVG check (or equivalent for outside UK)? | Yes  No |
| If a PVG check (or equivalent outside UK) is required, who is managing this? | Organisation  University faculty/division |
| Any equipment required to carry out placement, if so, what devices are required? |  |
| Is the student entitled to claim travel expenses, subsistence or reclaim related project costs from the organisation? | ☐ Yes  ☐ No |
| Will this project involve research which require ethics approval from the relevant university ethics panel?  Note: this is a [separate approval process](https://www.stir.ac.uk/research/research-ethics-and-integrity/) required where research will be conducted as part of a placement/project. | Yes  No |

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| **Data Protection & Confidentiality** | |
| Does the organisation require an additional confidentiality agreement to be signed in advance of the project? | Yes  No |
| Does the organisation meet the requirements of the [General Data Protection Regulation](https://www.gov.uk/data-protection) including the requirements for ensuring personal data is held securely? | Yes  No |
| Does the student agree to agree to comply with all [General Data Protection Regulation](https://www.gov.uk/data-protection) laws, rules and guidelines? | Yes  No |

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| **Health, Safety & Wellbeing** | |
| Does the organisation agree to comply with all health and safety legislation and be responsible for the health and safety of the student whilst on its premises or elsewhere in connection project activities? | Yes  No |
| Has the organisation offered a project previously and been reviewed regarding health and safety? | Yes  No |
| Does the organisation have a procedure for providing general health and safety training for people employees, including use of equipment, vehicles etc. that will be provided to the student during an induction? | Yes  No |
| Does the provider have a procedure for recording and reporting accidents and incidents? | Yes  No |
| Does the provider have a procedure for complaints that the student may use if necessary? | Yes  No |
| Has the organisation agreed to make reasonable adjustments for the student where required? | Yes  No |

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| **RISK ASSESSMENT: Assessing & Mitigating Risk**  **(*Informed by ASET Good Practice Guide)*** | | **Level of Risk Identified** | **How will risks identified be mitigated?** | |
| **Categorising Risk:** The university takes a risk-based approach for WBL activities and ask that you categorise each element based on the factors below. Please assess your WBL activity accordingly and accurately: | | | | |
| **Work:** Hazards and work factors that have the potential to cause harm, working with high risk groups, working unusual work patterns outside standard business hours  High: Work with hazards that have potential to cause permanent injury or fatalities  Medium: Working in proximity to but not directly with high risk factors  Low: Low hazard environments and activities | | High  Medium  Low |  | |
| **Travel and Transportation:** Travel, driving, commuting, attending conferences and events on behalf of the host organisation  High: Significant travel, demanding travel, prolonged or on local transport facilities known to be high risk, required to drive others, or in unfamiliar vehicles  Medium: Long daily commuting requirement, student required to drive familiar vehicle in reasonable conditions, night travel  Low: No significant travel, comfortable daily commute, no driving | | High  Medium  Low |  | |
| **Location and/or Region:** Level of crime, civil disorder, lone working, working in locations that are not owned by the host company, working in areas that are publicly accessible, working in areas closed to the public, staying overnight at an employer site  High: Significant risk of civil disorder, crime or similar danger, unavoidable lone or remote working in proximity to significant risk, medical and rescue services not available quickly or locally, means of communications likely to be difficult or compromised, request from host for overnight stays in site **(Note: would always require prior approval)**  Medium: Higher than normal risk of civil disorder, crime or comparable danger, delays likely in communicating with staff and others, placements/projects abroad in areas identified as low risk by the [FCDO](https://www.gov.uk/government/organisations/foreign-commonwealth-development-office)  Low: Placements in the UK with no significant local risks | | High  Medium  Low |  | |
| **General and Environmental Health:** Health protection including vaccinations, environmental factors including weather  High: Regional/local health risks requiring mandatory and specific health protection measures, for example vaccinations, very hot or strenuous working conditions, very cold working condition  Medium: Regional/local conditions require some precautionary measures, e.g. optional vaccinations, sensible precautions required  Low: No significant environmental health risks | | High  Medium  Low |  | |
| **Individual Student:** Student’s additional needs, adjustments, skills required  High: Student has personal factors which may increase the risk of illness or accident even following adjustments, the student’s knowledge, understanding, and skills are low for the type of work  Medium: The student has personal factors which may require specific adjustments or support during work, or in social interactions at work  Low: The student has no personal factors likely to cause episodes of illness or require specific support whilst on placement/project, student has relevant knowledge, understanding and skills for the type of work | | High  Medium  Low |  | |
| Is a site safety visit required before placement is approved? | | Yes  No | | |
| If yes, who within faculty/division completed this and date of visit: | |  | | |
| Are the risks tolerable such that the placement/project can be approved? | | Yes  No  If not why? | | |
| **Signatories** | | | | |
| Please review, check and sign to confirm that you have completed and agree to the following: | | | | |
| The information provided on this form is correct and provides all detail on the activity.  You will abide by the principles of the university’s [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).  You understand and agree to your role and responsibilities as detailed in the [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).    All actions to mitigate identified risk have been completed.  You have received, read and understood the Student Handbook. | Student  (PRINT NAME) | | Signature  (electronic) | Date |
| The information provided on this form is correct and provides all detail on the activity.  You will abide by the principles of the university’s [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).  You understand and agree to your role and responsibilities as detailed in the [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).    All actions to mitigate identified risk have been completed.  You have provided and up to date Student Handbook and Host Organisation Handbook to each party. | University  (PRINT NAME) | | Signature (electronic) | Date |
| The information provided on this form is correct and provides all detail on the activity.  You will abide by the principles of the university’s [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).  You understand and agree to your role and responsibilities as detailed in the [Work Placement and Work-Based Project Policy](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/policy-and-procedure/work-placements-and-projects/).    All actions to mitigate identified risk have been completed.  You have received, read and understood the Host Organisation Handbook. | Organisation  (PRINT NAME) | | Signature (electronic) | Date |

Note: Documentation should be retained by faculties/divisions for 2 years in line with GDPR requirements.