

Tool A: UCL Careers

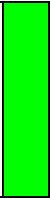
Medium



Working in proximity to high risk factors

	Medium	Higher than normal risk of civil disorder, crime or comparable danger. Delays likely in communicating with tutors and others. Placements abroad in areas identified as low risk by the FCO.	Check FCO restrictions and recommendations. Brief students with information about medium risk factors. See student briefing checklist for International Placements Provide information to students on guides on appropriate behaviour, clothing, etc. Include above factors in written communication with student Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)	Signed and Returned Agreement Letter and Health & Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)
	Low	Placements in the UK with no significant local risks.	Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)	Signed and Returned Agreement Letter and Health & Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)

General/



	Low		No significant environmental health risks.	Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)	Signed and Returned Agreement Letter and Health & Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)
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Individual Student Factors

High



The student has declared personal factors (e.g. health, disability,¹ linguistic or cultural) which may increase the risk of illness or accident during work-related activity even following adjustments.

<p>Insurance Limitations</p> <p>(see Section 8 for more detailed guidance)</p>	<p>High</p>		<p>Locations, activities and/or circumstances that are excluded from the and other insurance cover.</p> <p>Countries where the Placement Provider student for personal or third party liability associated with the work by the student.</p>	<p>If locations, activities and/or circumstances are excluded from the employers insurance cover, consider alternative placements.</p> <p>If placement is to proceed, additional specific insurances may be available via Insurance Manager.</p> <p>Brief student on limitations of insurance cover (the small print). See student briefing checklist for International Placements</p> <p>Ask student to provide insurance if necessary.</p> <p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Signed and Returned Agreement Letter and Health & Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>
	<p>Medium</p>		<p>Locations, activities and/or circumstances that require prior acceptance from the insurers before being covered.</p>	<p>If locations, activities and/or circumstances require prior acceptance from insurers, ensure notification and acceptance is given to UCL Insurance Manager prior to the beginning of the placement.</p> <p>Brief student on limitations of insurance cover (the small print). See student briefing checklist for International Placements</p> <p>Signed and Returned Agreement Letter (Compulsory and/or Optional Assessed Placements)</p>	<p>Signed and Returned Agreement Letter and Health & Safety Checklist Form (Compulsory or Optional Assessed Placements) or Letter of Expectation (if we have brokered optional non-assessed internships)</p>