

Part 1: Risk Assessment Matrix

Use the matrix below to consider critical factors as part of your risk assessment process. Consideration of these factors, and associated risk rating, can be used to inform the placement approval form in Part 2.

Factors	Rating Profile	Indications for Risk Profiling	Examples of Specific Actions Necessary
Work Factors	High	<p>Work with hazards that have potential to cause permanent injury or fatalities including:</p> <ul style="list-style-type: none"> • Construction site with work at height or below ground, dusts, moving machinery, electrical systems • Operation of machinery with mechanical hazards such as high-speed rotating parts, crushing or entanglement risks • Laboratory work with toxic/hazardous materials <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 qualification (e.g., diving, flying aircraft, crewing an aerial device, outdoor activities).</p> <p>Work involving significant hazards in small companies that do not have professional health and safety advice.</p>	<p>Seek 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 and supervision will be provided by the Placement Provider throughout the placement.</p> <p>Include details in the written communication (Tripartite Learning Agreement) with the Placement Provider.</p>
	Medium	<p>Working in proximity to high risk factors (but not directly with them).</p>	<p>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.</p> <p>Include details in the written communication (Tripartite Learning Agreement) with Placement Provider</p>
	Low	<p>Office work or other low hazard environments and activities</p>	<p>No special measures</p>
Travel and Transportation Factors	High	<p>Significant travel to reach placement, prolonged or on local transport facilities know to be high risk (poor driving or vehicle safety standards). Demanding travel during placement.</p>	<p>Brief student on travel arrangements specifically risks associated with Covid-19 discuss implications of high-risk factors to them.</p>

	Medium		<p>Night travel.</p> <p>Student required to drive familiar vehicle in reasonable conditions.</p>	<p>Brief student on travel arrangements; discuss implications of medium risk factors to them.</p> <p>Consider the student's experience.</p> <p>Check Placement Provider's insurances.</p>
	Low		<p>No significant travel, comfortable daily commute.</p> <p>No driving associated with placement.</p>	<p>No special measures.</p>
Location and/or Region Factors	High		<p>Significant risk of civil disorder, crime, or similar danger (e.g., placement in war zones, countries where the Foreign or Commonwealth Office (FCO) advises against travel).</p> <p>Unavoidable lone or remote working in proximity to significant risk.</p> <p>Medical and rescue services not available quickly or locally.</p> <p>Means of communications likely to be difficult or compromised.</p>	<p>Check FCO 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 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 communication with tutors and others.</p> <p>Placements abroad in areas identified as low risk by the FCO</p>	<p>Check FCO 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		<p>Placements in the UK with no significant local risks</p>	<p>No special measures</p>
General Environmental Health Factors	High		<p>Regional/local health risks require mandatory and specific protection measures e.g., inoculations.</p> <p>Very hot or strenuous working conditions.</p> <p>Very cold working conditions.</p>	<p>Consult occupational health professional for advice re inoculations and other preparations.</p>
	Medium		<p>Regional/local conditions require some precautionary measures e.g., optional inoculations against diseases, medical travel kit is a sensible precaution.</p>	<p>Consult occupational health professional for advice re inoculations and other preparations.</p>
	Low		<p>No significant environmental health risks.</p>	<p>No special measures.</p>
Individual Student Factors	High		<p>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.</p> <p>The student has personal factors which may require specific adjustments or support if living away from home or makes them susceptible to episodes of illness.</p>	<p>Discuss activities with the student to try to eliminate or reduce the potential risks where possible.</p> <p>Engage with occupational health professional/other support professionals to develop reasonable adjustments.</p> <p>Confirm these in the written communication with the Placement</p>

		The students, knowledge, understanding, and skills are unsuitable for the type of work	Provider (Tripartite Learning Agreement).
	Medium	The student has personal factors which may require specific adjustments or support during work, or in social interactions at work.	Engage with occupational health professional/other support professionals to develop reasonable adjustments. Confirm these in the written communication with the Placement Provider (Tripartite Learning Agreement).
	Low	The student has no personal factors likely to cause episodes of illness or require specific support whilst on placement. Student has relevant knowledge, understanding and skills for the type of work.	No special measures.
Insurance Limitations	High	Locations, activities and/or circumstances that are excluded from the HEI's travel and other insurance cover. Countries 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 HEI's 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.
	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.
	Low	Locations, activities and/or circumstances that are automatically included in the HEI's insurance cover. UK location and the Placement Provider has Employer's and Public Liability Insurance Cover.	No special measures

Now move on to complete Part 2, which summarises your risk assessment for this activity.

Part 2: Risk Assessment Form

Event	Student or Student Group	Start date	End Date
Integrated Land Use conference with guided walk for field visit. Location: Carrbridge Hotel and field visits in the Carrbridge area	Open to all UHI and non-UHI students and staff	25/03/25	27/03/25
General control measures	Yes/No	Action Necessary	
Has the student received sufficient briefing?	Yes	N/A	
Has the student completed the participation questions?	Yes	Questions were embedded into the registration form.	
Has this conference location been used before and been reviewed with regard to Health and Safety?	Yes	N/A	
Has the provider been informed that a copy of Liability Insurance must be made available as a mandatory requirement? Activity will not be allowed to commence until a copy of ELI has been received. Proof of Public Liability Insurance, although not mandatory, should also be shared with the University if available.	Yes	The providers are sending us a copy of their Public Liability Insurance.	
Risk Profiling and further specific actions necessary	Risk Profile (High, Medium, Low)	Identified hazards	Action Necessary
Work factors	Low	N/A	N/A
Travel and transportation factors	Medium	Travel to certain sites might be on rough tracks	Students will be responsible for their own safety during travel to the conference and from the event when it ends. Places will be available in UHI vehicles to transport from the conference to the field sites during the event. Should you choose to use an alternative means of transport, you will do so at your own risk.
Location and or regional factors	Low	N/A	N/A
General/environmental, health factors	Medium	1. Injury from slips, trips or falls due to uneven terrain, steep inclines or hours of darkness.	1. Members of group to wear appropriate outdoor footwear and to stick to path as much as possible to reduce the risk of a slip, trip or fall. Staff to carry first aid kit and mobile phones. Members of

		<p>2. Muscle strain or fatigue during walk.</p> <p>3. Dangers connected with extremes of temperature (hypothermia or sunburn), inclement weather.</p> <p>4. Ticks and possibility of Lymes Disease</p> <p>5. Site access infrastructure (eg weak bridges, electric fences, traffic on public road)</p>	<p>the group to use a torch when needed.</p> <p>2. All participating should be made aware of the level of physical fitness required. Regular breaks should be taken during the activities. Enough food and (hot) drink to be carried by each participant. Participants should declare any disabilities and/or required adjustments to the organisers during the registration process. First Aid kit to be carried.</p> <p>3. Staff and participants to monitor weather forecast to avoid bad/treacherous conditions for site visits. All attendees to wear outdoor clothing appropriate to the weather conditions.</p> <p>4. By mainly sticking to the path the occurrence of tick bites will be reduced and the risk is lower early in the season. Group members should, however, make regular checks for ticks during the day and remove carefully if bitten. Should swelling etc. result then a doctor's examination will be advisable.</p> <p>5. Avoid dilapidated infrastructure. Avoid areas with electrified fencing or ensure it is switched off while traversing.</p>
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Insurance limitations	Low	N/A	N/A
Individual Student Factors	Low	N/A	N/A
Is a site safety visit required before the conference?	No	N/A	N/A
Are the risks tolerable such that the conference can be approved?	Yes	N/A	N/A

Personal down time (Free time)

Personal time can be defined as time when programmed activities are not taking place, but fieldworkers remain under the general jurisdiction of the University. It is unlikely that they will be supervised during these periods.

Downtime is defined as a period of time occurring before, after or within the overall duration of the event but outside the jurisdiction of the University.

There will be periods of down time, from 17:30 on Tuesday 25th March until 09:00 on Wednesday 26th March and after 18:00 on Wednesday 26th March until 09:00 on Thursday 27th March. During these times, you are expected to behave in a manner which represents your university well, showing respect for others in the Carrbridge Hotel and elsewhere. Although you are out of UHI jurisdiction during these times, you remain UHI students and as such represent the University. Any incidents may be dealt with through the Student Discipline Code.

Students involved in conference activities have a responsibility to ensure that they are not, for example, through the consumption of alcohol in such a condition to endanger their own safety or the safety of others. Any student found to be using or in possession of drugs either in their personal or downtime will be asked to leave the activity, and the incident may be referred under the Universities Non Academic Misconduct Policy.

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Job Title: Associate Dean: Land & Marine Sciences

Signed: 
(e-signature acceptable)

Date: 25/09/2024

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