

HEALTH AND SAFETY GUIDANCE

Student Placement

HSSG25: Version 4.0: February 2017

This guidance should be used, in conjunction with the University Student Placement Policy (HSSP25), by all Faculties. The policy sets out the basic mandatory requirements for managing safety in student placements. Applying this guidance will ensure the policy requirements are fully met. However, it is guidance, so there is a degree of flexibility which allows tailoring to local requirements.

Document Number	Document Title
HSSG25	Student Placement Guidance

Author	Approval Dates			
Peter Roddis	Head of HSS:		UHSWC:	

Document Reviews				
Date	Version	Reviewer name & signature	Approver name & signature	
	Version 1	Version 1 was issued in 2010 to support the policy and reflect new sector guidance.		
	Version 2.1	Version 2 replaces guidance notes A to F and was issued 2014 to reflect the new policy format, to clarify roles and procedures and to simplify processes. This version is designed to provide greater clarity around roles and responsibilities and insurance.		
	Version 2.2	Reflects additional changes to insurance information, amendment of the insurance section and to introduce a self-assessment form for short term work based learning.		
	2.3	Incorporates short term work based learning		
	2.4	Incorporates flow diagram, reverses risk factors in appendix 2 and reflects planned changes to national guidance.		
	3.0	Incorporates feedback from UHSWC December 2014, relating to work related stress, staff competence and to simplify the student form. Also incorporates further comments and amendments relating to insurance requirements.		
	3.1	Amended to align with existing processes for approving placements.		
	3.2	Reviewed to reflect simplified approach and to match online system.		
	3.3	Reviewed to reflect belated feedback from certain staff in ACES		
	3.4	To incorporate International Travel Guidance and Placement Audit actions		
	4.0	Changed following feedback from SBS and FINSure		

This document includes 19 pages including the front cover

1. INTRODUCTION	4
2. PLACEMENT AGREEMENT - COMPLETED BY THE PROVIDER	4
5. WHAT IF THE CHECKLIST IS NOT RETURNED BY THE PROVIDER?	6
6. HEALTH AND EDUCATION PLACEMENTS	7
6. EDUCATION PLACEMENTS	ERROR! BOOKMARK NOT DEFINED.
7. HEALTH AND MEDICAL ISSUES TO CONSIDER	7
8. INSURANCE FOR STUDENT PLACEMENTS	8
9. OTHER RELEVANT INSURANCE COVER	ERROR! BOOKMARK NOT DEFINED.
10. EMERGENCIES	9
APPENDIX 1	10
PLACEMENT HEALTH AND SAFETY AGREEMENT	10
APPENDIX 2	12
SHU SUMMARY RISK ASSESSMENT	12
APPENDIX 2	14
RISK FACTOR GUIDANCE	14
<i>FOR USE BY SHU STAFF WHEN COMPLETING SUMMARY RISK ASSESSMENT</i>	14
APPENDIX 3	16
HEALTH AND SAFETY AGREEMENT FOR SELF-EMPLOYED STUDENTS	16

1. Introduction

The process requires several key steps:-

- i. An assurance is sought from the Provider regarding their arrangements for managing the health and safety of our students, together with a brief summary of the risks associated with the placement, from their perspective.
- ii. The information from the Provider is considered by SHU staff alongside other relevant factors, to decide on the general risk level of the placement overall.
- iii. The students are briefed appropriately to ensure they are prepared adequately.
- iv. The placement is approved and the placement proceeds.

2. Placement agreement - completed by the Provider

- a. The documents in Appendix 1 of this Guidance should be sent to the Provider. The earlier this is done, the better.
 - **Part 1** is a simple **Agreement** to be signed by the Provider.
 - **Part 2** is a brief **risk assessment** of the placement role, to be filled in by the Provider.

Both parts should be completed and returned by the provider. This requirement should be made very clear to the Provider.

All UK employers are required to comply with the *Health and Safety at Work etc Act* and its associated regulations. **The full responsibility of managing the health and safety of any student whilst on placement rests with them.** The signing of an Agreement or other declaration by a Provider does not change the burden of responsibility in any way and cannot be taken as proof of any arrangement being in place.

- b. **Where one Provider is offering several similar placements, they need only return one Placement Agreement to cover them.** This can also apply for Block Placements.
- c. **Where one Provider is offering several substantially different placements, or where they are spread across different sites,** a single signed Agreement is acceptable but the Provider should complete a separate Risk Assessment for each placement.
- d. **Where a student sources their own placement,** they should complete the Agreement with the Provider during early discussions to confirm the placement, and return the completed document to SHU for authorisation before the placement starts.
- e. **Where a student undertakes work experience independently of the University** and then wants to use this as their placement, they must complete the Agreement with the Provider as soon as possible, and return the completed documents for authorisation. Where authorisation is not obtained, the placement cannot be treated

as being part of the formal learning experience and should be seen as independent work experience, outside their course of study.

3. Summary Risk Assessment - completed by the Faculty

- a. Appendix 2 of this guidance contains the **Summary Risk Assessment (SRS)**, a simple summary of the placement risks, from a SHU perspective. It should be completed by a relevant member of staff.
- b. The SRS should take account of the information returned by the Provider but should also consider other known risk factors such as the placement location, foreseeable travelling risks and individual needs of the student, where these may be significant.
- c. The **Risk Factor Guidance** in Appendix 2 provides examples to help staff complete the SRS.
- d. **Where the Provider has suggested the placement role is High risk**, this needs consideration before authorisation is given. The Faculty may need further assurance from the Provider about how the risks will be assessed and managed before a judgement can be made on whether to approve the placement or not.

Risk assessment of the actual work the student will be undertaking on placement is the responsibility of the Placement Provider and does not require consideration by SHU.

Note: on occasion, providers make over-cautious assessments, eg. caterers returned a **High** risk rating because the student would be using sharp knives (which are not likely to cause serious injury). Where uncertainty exists over the provider's risk rating, HSS should be asked for advice.

- e. **In cases where Block Placements are arranged, or where several similar placements are arranged with one Provider**, it is not necessary for a separate SRS to be completed for each individual placement. One SRS can cover multiple placements, so long as the essential elements and risks are the same across the block of placements.
- f. Where the placement itself is low risk, the Provider meets SHU expectations, and it is clear there are no other significant risk factors, it may not be necessary to complete a SRS. This decision is at the discretion of the Faculty.
 - An example would be a UK employer offering low-risk work, such as office work, where the Placement Agreement is signed and there are no other known risk factors associated with the placement or student.

4. Preparing the student

- a. There is a major onus on the student to manage their own safety whilst on placement, so they must be competent to do so. In the event of an incident involving a student on placement, our arrangements for briefing or preparing them would likely be scrutinised so must be robust.
- b. **All students must complete an online H&S placement test and/or attend an appropriate briefing prior to going on placement.** At least one of these two is acceptable for most placements but where the risk level is high, both a briefing and test may be necessary. Approval should not be given unless the student is properly briefed by at least one of these methods or an equivalent.

- c. Where a test is used, Placement Approval should be dependent upon the student passing the test. It can be reasonably said that a student who has not passed the H&S test is not adequately prepared for their placement.
- d. Students should be instructed that they must report significant accidents/injuries and near-misses to SHU. This may help in future approval decisions.

It should be noted that a briefing can consist of a group session with instruction and discussion, and/or can make use of the video on student placements. This can be found by searching for *Sheffield Hallam University Health and Safety* on YouTube, or using this link: https://youtu.be/sqOqx_i9_Gw

- d. Students may require visas for travel to some countries. Their attention must be drawn to the fact that they may require a visa. Arranging this is their responsibility however.
- e. **Where a self-employed student uses their own work as their placement, Appendix 3 must be completed** and authorisation given by the relevant Staff, as detailed below (section 4), before the placement begins.

5. What if Appendix 1 is not returned by the Provider?

- a. If the Agreement and Provider Risk Assessment are not returned a further request(s) should be made. If this still does not obtain a response, a judgement must be made on whether the placement can be approved, based on the known risks. The following things should be considered:-
 - **Where the work is likely to be of a low risk nature** this somewhat mitigates the elevated risk associated with the Provider not returning the Checklist. It is suggested the overall risk level in the SHU Summary Risk Assessment (SRS) should be escalated to **Medium**.
 - **Where the Provider has been used before**, and has previously returned Appendix 1, this also mitigates the risk. It is suggested that the overall risk level in the SRS should be escalated to **Medium**.
 - **Where the proposed work is known to involve hazardous activities or work in hazardous environments**, the SRS should reflect this and the lack of response from the Provider with a **High** overall risk level.
- b. Dependent on the nature of the placement and other risk factors, it may be justifiable for the Faculty to refuse to authorise the placement, or the student themselves may not wish to proceed. In all such cases, it should be explained to the relevant student that the Provider's H&S arrangements have not been confirmed.
- c. Where the placement is still authorised to proceed, extra diligence should be applied in terms of preparatory briefing.
- d. **In cases where Appendix 1 has not been returned by the Provider but the placement is still authorised to proceed**, the student should be asked to complete Appendix 1 with their contact at the Provider and return the completed documents to SHU as soon as possible, preferably in the first week of the placement. This will help towards future decisions on placements with that Provider,

and may allow the overall risk to be reduced on the SRS, by the Placement Team at SHU.

6. Health and Education placements

- a. Given that formal arrangements are already in place as part of well-established placement agreements, health placements do not need to fully follow the process outlined above.
- b. The Provider should be asked to complete Appendix 1 at the outset, when confirming new placement opportunities. However, this can be done per school (so one Agreement can potentially cover a large number of students).
- c. All students must attend a H&S briefing and/or complete an online H&S test prior to commencing their placement, or complete the relevant H&S briefings which are built into their course requirements (for Health Placements, eg. manual handling, dosimetry training etc.). It is important that students are adequately prepared (see 4a to e above).
- d. All students should be told to report any significant accidents/injuries back to their Placement Team at SHU.
- e. Academic staff normally visit placement locations (which may include visiting the students) and should report back any H&S issues of concern to the Placement Lead.

7. Health and medical issues to consider

- a. **Immunisations** may be required or recommended for work in certain countries or regions or for work where there is likelihood of exposure to infectious disease. Students should be told to consult the Foreign and Commonwealth Office website for information, and also to speak to their GP or the University Medical Centre on Surrey level 1, for advice.
- b. It is strongly recommended that students obtain a **European Health Insurance Card (EHIC)** if they are travelling within the European Union. Details are available from the link below.

<http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx>

- c. **Where individual disabilities or health factors are likely to be significant in terms of health and safety whilst on placement**, a meeting should be held with the student to discuss. Students should be asked to declare any known disabilities or medical conditions that could affect their health and safety whilst on placement. The Summary Risk Assessment must take such factors into account where known.
- d. There may be a need to notify the provider in advance, before approval is given, to ensure they can accommodate the student's needs (this should not be assumed). **Use your own judgement on this point.** If they can't give the necessary assurances then the placement may be refused. The safety of the student must take precedence over other considerations.
- e. Whilst on placement it might be useful for individuals with significant health conditions to carry written details about their condition, treatment and any other important information, ideally in the language of the host country.

8. Insurance for student placements

Employer's Liability (UK Placements)

- a. **Employers Liability Insurance** (ELI) is compulsory for all employers operating within the United Kingdom, unless they are exempt (see below).

Organisations exempt from Employers Liability Insurance requirements

- b. Some organisations are exempt from requiring ELI, including:-
- Government Departments
 - Local Authorities
 - NHS Trusts
 - Family businesses employing direct family members only
 - Sole traders
- c. Where a sole trader is proposing to accept a student placement, or where a family business is accepting a student who is not a direct family member, they are acting as an employer and must therefore hold ELI, even if they previously didn't. They should be reminded of this as they may be unaware of the requirement and may not be willing to arrange cover. **In such cases, the placement cannot be authorised.**

Overseas Placements

- d. The University's own Public Liability Policy has been extended to cover the following: *"accidental loss or damage to person or property arising out of the actions of students on overseas placements when they are studying or on work experience abroad while under the supervision of the host organisation, only in the event that the Insured is legally liable."*

Travel Insurance

- e. **As of the 1st August 2016**, students will be covered by the University's Travel Insurance for Emergency Medical, Repatriation and Cancellation Cover whilst they are overseas. This does not cover personal possessions.

Professional Indemnity & Clinical Negligence

- f. In some cases, a Provider may require a student to be covered by professional indemnity and/or clinical negligence insurance. This requirement should be discussed with the student, taking into account any cover the Provider may themselves provide, and any cover the student may have via membership of a relevant professional body.
- g. If it is a legitimate requirement of the placement, the Provider themselves should offer the appropriate level of cover, as they are directly responsible for the activities of the student. This should be confirmed however.
- h. The University's own Professional Indemnity insurance will not provide cover to students on placements.

Motor Insurance

- i. The University does not provide any insurance cover where personal vehicles are used for business purposes.

10. Emergencies

There must be a clear plan of action to deal with any emergencies which may involve the student whilst on placement. The following may need to be considered and planned for:-

- Means of communication between the student and SHU whilst on placement. **This is one of the key risk controls, and its importance cannot be overstressed.**
- It is of vital importance that students on placement have contact details for relevant faculty staff (and vice-versa), for use in emergencies.
- Students should know how to contact the emergency services in their host country and should be reminded of this as part of their briefing.
- Contingencies are required for serious accidents or fatalities, particularly outside the UK, but these are more of a University than a Faculty concern. The chief responsibility of the Placement Team is to ensure that such cases are escalated to the highest level as soon as possible, once it has been determined that a serious emergency situation exists.

Appendix 1

Placement Health and Safety Agreement

Covering letter

Dear *Contact Name*,

Thank you for your offer to accept our student(s) for a work experience placement.

In order to ensure a safe and positive experience for our students whilst on placement, we wish to confirm that any relevant health or safety risks are properly managed.

Below is a list of what we generally expect from you. Please let us know if you cannot provide these, or you have something different. We acknowledge that workplace safety laws and requirements outside the UK may be very different, and that insurance cover may not be a legal requirement.

- A Health & Safety Policy or similar formal workplace health and safety arrangements.
- Risk assessments are carried out for all work involving significant risks to health or safety of workers.
- Insurance which will cover the student if they have an accident at work or if they injure someone else whilst working for you.
- Providing the student with suitable health and safety information, including what to do in a fire or emergency and how to report accidents or other safety problems.
- Our student will be supervised at work and provided with information about safety precautions where necessary.

By signing this agreement, you are confirming that you have adequate health and safety arrangements and will comply with all relevant laws in ensuring our students are safe whilst in your care.

Please complete the attached '**Provider Risk Assessment**' and return it to us as soon as possible along with this signed agreement, preferably by email.

Unless we receive these documents back from you, the placement may not be authorised.

We look forward to your continued support and co-operation with Sheffield Hallam University and trust that our student(s) will meet your requirements. We would welcome any feedback or comments you wish to make.

Name:

Job title:

Date:

Signed:

Phone:

email:

Appendix 1

Placement Provider Risk Assessment

To be completed by the Placement Provider

Risk Assessment of job role.	Risks to the student		
	Is the risk High, Medium or Low?	If the risk is Medium or High, please give a brief explanation why this is	If the risk is Medium or High, please give a brief outline of any safety measures
Workplace and job-related risks <i>The general risks associated with the job the student will be doing whilst on placement</i>			
Work-related travel risks <i>Where significant work-related travel will be involved and you believe this may involve a safety risk</i>			
Location and/or Regional risks <i>Where you believe there are significant safety or health risks related to the area or region the student will be working in</i>			

Name:	Job title:	Date:
Signed:	Phone:	email:

Appendix 2

SHU Summary Risk Assessment

To be completed by the relevant SHU staff

Placement provider	Student name(s)		
Placement dates (to/from):			
	Risk summary <i>Please outline any significant risks or state 'LOW' or 'N/A' as appropriate, taking account of all factors including information from the Provider</i>	Action Necessary? <i>If any action is required, briefly state what and by whom</i>	Action completed? <i>Date completed</i>
Work-related risks <i>Remember: the Provider will risk assess the work itself - it is not your responsibility. But you should take account of the general nature of the placement.</i>			
Travel and Transportation risks <i>Where these are significant in terms of risk</i>			
Location / Regional risks <i>Where this is significant, say why you believe this is the case</i>			

NOTE: use the guidance below if necessary, to help you make your assessment of the risk level

Individual Student factors <i>Where known: take account of individual needs if significant. Such students would typically have a Learning Contract.</i>				
Overall risk of placement: <i>Give an overall risk level. A brief explanation of your conclusion is useful, if not explained above</i>				
Conclusions.	Yes/No	Reason(s) for not approving placement <i>Give a brief summary of your reason for not approving</i>	Action required for approval <i>Outline of any actions which may allow the placement to be approved</i>	Action completed <i>Date</i>
Can the placement be approved?				
Placement approved by (print name) :		Signed:		Date : 20/08/2018
Student agreement: I accept the findings of this risk assessment agree to carry out identified actions as necessary and to submit any post-visit risk assessment forms or other information as necessary.				
Student name (print):		Signed :		Date : 20/08/2018
Notes:				

Appendix 2

Risk factor guidance

For use by SHU staff when completing Summary Risk Assessment

Please use this table for reference when assessing the risks associated with student placements

	Work related risks	Travel and transportation factors	Location and/or regional factors	Individual Student risk factors
<p>Examples of situations which may contribute to a placement being HIGH RISK</p>	<p>Working directly with hazards that could cause serious injury or death.</p> <p>Examples:-</p> <ul style="list-style-type: none"> • Construction site work (not admin or management roles). • Operation of hazardous machinery. • Laboratory work with hazardous chemicals. • Farm work. • Working directly with dangerous animals. • Dangerous activities requiring a high level of competence, skill or specialist qualifications (eg. diving, rope access work, firefighting). 	<p>Difficult, lengthy or complex travel to reach the placement from the UK, involving long-haul flying plus overland or ship travel, where student is not accompanied.</p> <p>Placement role likely to require significant travel in or to remote locations, without escort.</p> <p>Placement likely to require significant travel where transport infrastructure is known or expected to be poor.</p> <p>Student required to drive as part of placement, <u>where the traffic flow is opposite what the student is used to</u> (eg. driving on the right, for a British student).</p> <p>NOTE: These risks are reduced considerably if the student is familiar with the host country and/or the language.</p>	<p>Civil unrest, war, rioting or other known conflict in area, region or country close to the placement location.</p> <p>In all relevant cases, the UK Foreign and Commonwealth Office website should be consulted and used as a benchmark to aid in making a decision.</p> <p>Known outbreak of serious disease in immediate region. Eg. Ebola outbreak in some West African countries.</p> <p>Medical and emergency service infrastructure poor or likely to be unavailable quickly or locally.</p> <p>Communication likely to be difficult or impossible.</p>	<p>The student has known chronic health factors which may cause episodes of illness (eg. epilepsy, diabetes).</p> <p>The student has known personal factors (e.g. health, disability, linguistic or cultural) which may foreseeably increase the risks at work, even with adjustments.</p> <p>The student's knowledge, understanding, and skills are known or suspected to be below the standard required for the type of work expected.</p>

	Work Related Factors	Travel and transportation factors	Location and/or regional factors	Individual Student risk factors
<p>Examples of situations which may contribute to a placement being</p> <p>MEDIUM RISK</p>	<p>Proximity to the type of hazards listed above - but <u>not directly working with them.</u></p> <p>Examples:-</p> <ul style="list-style-type: none"> • Work on construction sites (eg. in admin or managerial roles). • Work where for there is foreseeably an increased potential for crime or violence (eg. work with drug abusers, psychiatric patients, young offenders). • Photography in urban areas at night. • Placement likely to involve significant lone working. 	<p>Student required to drive as part of the placement.</p> <p>Student likely to have to commute late at night (eg. bar work or similar).</p>	<p>Placements in countries where cultural, linguistic or religious expectations are strict and differ significantly from what the student may be used to, and where transgressions may cause serious offence and/or attract sanction or punishment.</p> <p>Placements in 'undeveloped' countries or regions, or in wilderness or rural areas where infrastructure and healthcare access is likely to be poor.</p>	<p>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.</p>
<p>LOW RISK</p>	<ul style="list-style-type: none"> • Office or shop working. • Schools, colleges, medical treatment centres. • Daytime community activity. 	<ul style="list-style-type: none"> • No significant travel risks. • Student not required to drive as part of the placement 	<p>Placements in the UK or abroad where there are no foreseeable regional or local risks.</p>	<p>No known health, disability or other individual risk factors.</p>

Appendix 3

Health and Safety Agreement for Self-employed Students

As you have elected to meet your work placement requirement as a self-employed person, you have a legal duty for ensuring that health and safety is adequately managed during your placement.

The University will help you with your general health and safety arrangements but the responsibility for managing risks arising from your work is yours.

The University expects you to comply with all legal requirements. Below are the general health and safety duties of placement students who elect to be self-employed:

-

- Compliance with relevant health and safety legislation;
- Risk assessments will be carried out to cover any work activities during the placement and adequate safety measures will be implemented;
- Notification to the University of accidents or incidents you are involved in;
- Co-operation with the University on health and safety issues where appropriate;
- Appropriate public liability insurance is in place;
- Appropriate insurance is in place for any activities carried out outside of the UK.

Please note that if you cannot meet these expectations, the University cannot accept your employment in lieu of a work placement.

Declaration [Delete statements as appropriate]

I AGREE THAT I AM ABLE TO MEET THE ABOVE EXPECTATIONS.

I AM UNABLE TO MEET THE ABOVE EXPECTATIONS.

Name:	Signature:
Company Name:	Date:
Address:	Phone: email: