

HEALTH AND SAFETY POLICY

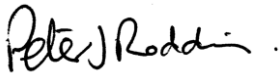
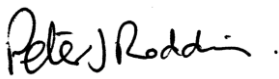
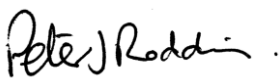
Student Placement

HSSP25: Version 5.0: June 2016

Health and Safety Service

Document Number	Document Title
HSSP25	Student Placement Policy

Author	Approval Dates			
Peter Roddis	Head of HSS:		UHSWC:	

Document Reviews				
Date	Version	Summary of significant changes	Reviewer/ Approver name & signature	
	2.0	Version 2 was issued in 2010 to reflect new sector guidance.		Les Wright
	3.0	Version 3 was issued 2014 to reflect new policy format, to clarify roles and procedures and to simplify processes.		
	4.0	Changed to incorporate short work based learning and project work. Also differentiates between strategic and operational responsibility. Introduces different sized ticks to differentiate on type of responsibility.		
	5.0	Amendment to clarify responsibilities for briefing students pre-placement.		

This document includes 10 pages including the front cover

1. Policy

This policy requires each Faculty to adopt a risk-based approach to the management of health and safety relating to student placements. This requires each Faculty to maintain effective processes and procedures to ensure that all of the actions listed in figure 1 are carried out.

This policy is applicable to placements

- where the learning outcomes are intended as integral parts of a programme of study and
- where the agreed and negotiated periods of learning take place outside the institution at which the full or part-time student is enrolled or engaged in learning.

This includes the following types of placement:

- Practice Placements,
- Projects,
- Sandwich Placements,
- Shorter work based learning¹

This also includes any period of work that is included where students opt to work or study overseas.

The following activities are **outside** of the scope of this particular policy

- company visits,
- insight days or
- work shadowing.

A fundamental requirement of this policy is to ensure that each placement is formally risk assessed. This is in **addition** to the risk

¹ Whilst shorter work based learning and project work is covered by this policy, supporting guidance will provide a pragmatic risk based tool to be used to assess these types of placement.

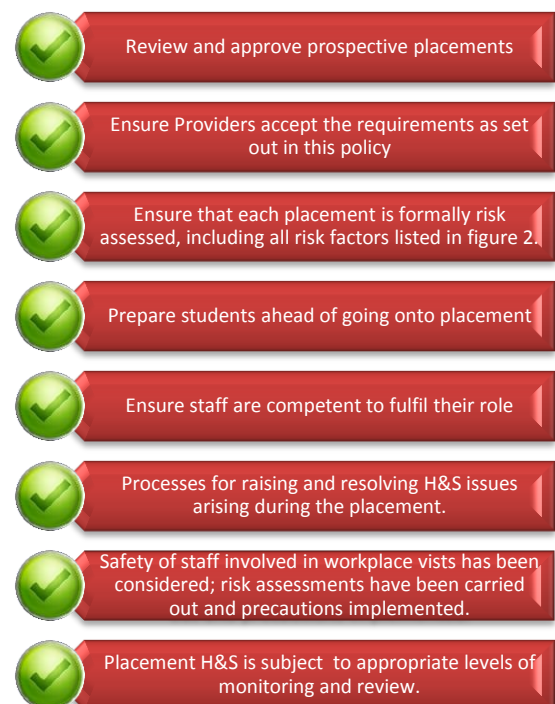
assessment carried out by the placement provider and requires consideration of all of the risk factors in figure 2, over the page.

All Faculties are required to ensure that staff involved in Student Placements are appropriately trained, resourced and competent to fulfil their role(s).

The University reserves the right to refuse to approve a placement that is not being effectively managed, including on health and safety grounds.

The University's policy and arrangements have been designed to reflect the generic framework presented by national sector guidance.

Figure 1



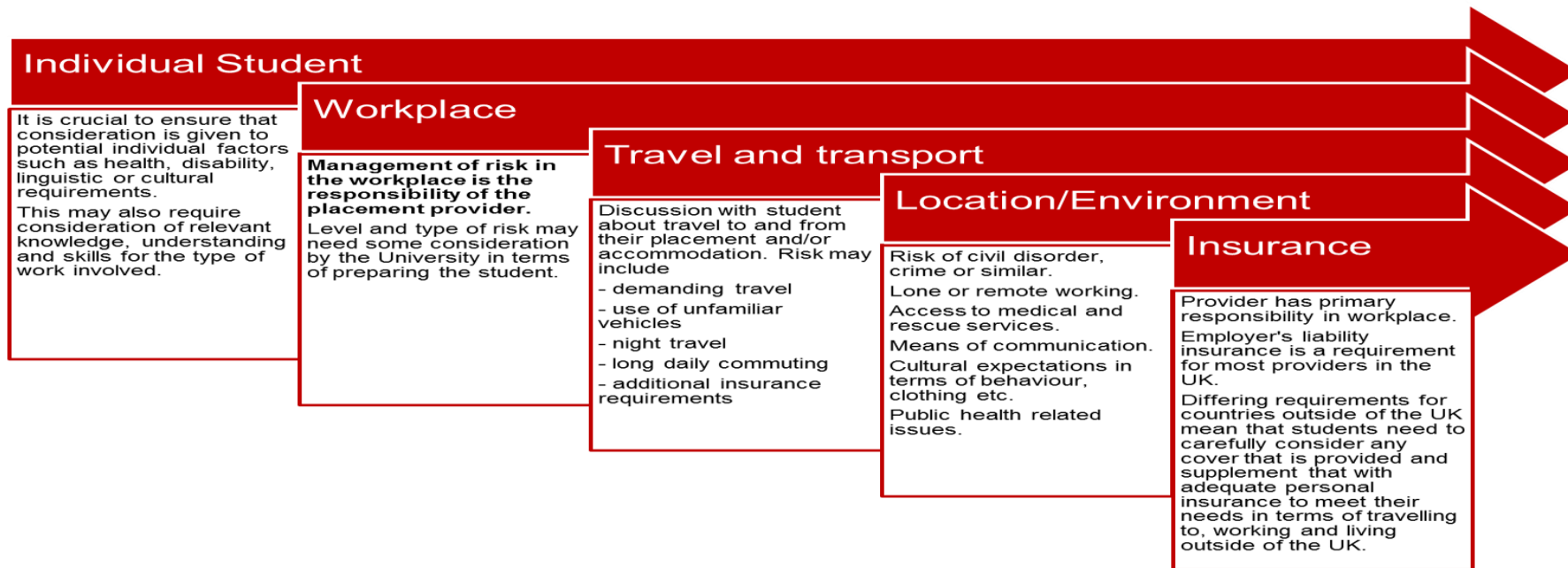


Figure 2

2. Roles and Responsibilities.

This section sets out the specific roles and responsibilities of staff, students and work placement providers.

All staff involved in the work placement process will receive appropriate training or briefing to ensure that they understand our policy, guidance and any procedures relevant to the process in each Faculty.

Irrespective of who initiates the placement; whether a student makes a speculative application, an employer advertises a scheme or the University sources a provider, it is important to ensure that the practice required by this policy is adhered to and that staff, students and providers understand their roles and responsibilities for health and safety.

The roles and responsibilities of the **Vice Chancellor** as well as the **Pro-Vice Chancellor/Dean, Assistant Deans** and **Heads of Department** are explained in the main University Policy as well as in local Health and

Safety Statements. They all have a responsibility for ensuring that health and safety is appropriately managed within the scope of their roles and responsibilities. This includes Placement Learning, where senior managers are responsible for ensuring that suitable safety management systems are maintained.

It is important to note that primary responsibility for the health and safety of students on placement rests with the placement provider.

Students have a responsibility to take reasonable care for their own health and safety and that of others who may be affected by their actions. However, it is important to ensure that each student is supported by the institution throughout his/her placement experience.

The University has a clearly specified process which each faculty is required to apply (see figure 3 below). As part of that process the University has defined roles, responsibilities and expectations and these are set out in the following table.

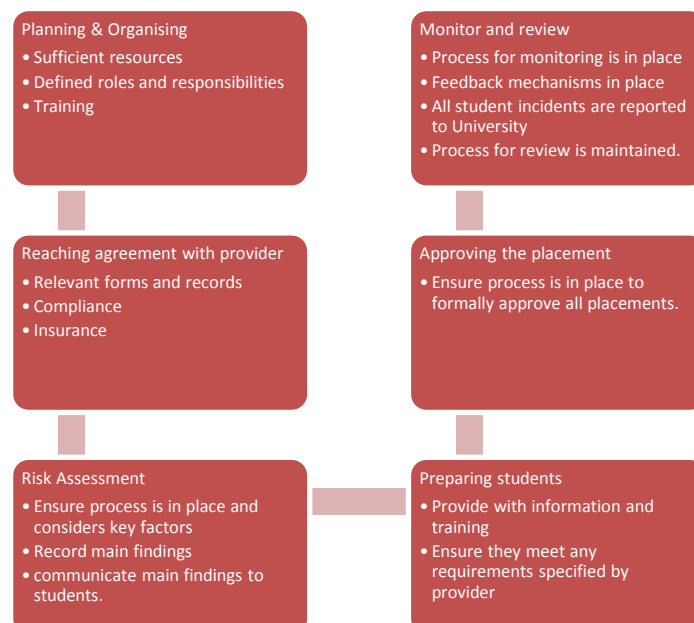


Figure 3

Action Required	Roles and Responsibilities						Action taken
<p>Please note that titles may differ slightly across the University.</p> <p>Key</p> <ul style="list-style-type: none"> ✓ Strategic level responsibility ✓ Operational/direct responsibility 	Nominated Academic lead	Academic Supervisors	Placement Administration Managers	Placement Administrators	Work Placement Provider	Student	
1. Organising to implement the policy							
a. Determine which placement learning activities fall within the scope of this policy	✓						
b. Ensure sufficient resources are provided to support the organisation and approval of work placements within their area of responsibility.	✓		✓				
c. Ensure individuals understand their own health and safety roles and responsibilities.	✓		✓				
d. Ensure individual responsibilities are allocated and are taken into account in staff appraisals, supervision and performance reviews;	✓						
e. Ensure training and development needs for all staff involved in placement processes have been identified and met.	✓		✓				
f. Ensure this policy is applied in all cases, regardless of whether the University or the Student identifies the placement opportunity.	✓						

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2. Reaching agreement to proceed with the placement provider							
a) Ensure processes are in place to enable an agreement to be reached with each Placement Provider regarding health and safety management requirements.	✓		✓				
b) Ensure relevant forms and records are updated at each stage of the process.	✓	✓	✓	✓			
c) Ensure all relevant records are retained.			✓		✓		
d) Ensure that a decision is made on whether a pre-placement health and safety visit is necessary. Where impractical, an alternative placement provider should be sourced.		✓					
e) Ensure arrangements are in place to bring to the attention of students any specific requirements indicated by the Placement Provider		✓	✓				
f) Ensure compliance with legal requirements in the workplace and ensuring the work related health and safety of students in the workplace, including any necessary insurance requirements (where required).					✓		

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3. Risk assessment							
a. Ensure arrangements are in place for developing an overall work and workplace risk assessment					✓		
b. Ensure arrangements are in place to consider the following risk factors <ul style="list-style-type: none"> • travel and transportation, • location and/or regional, • general/environmental, • individual student factors and • insurance provision. 		✓					
c. Ensure arrangements are in place for considering any specific risks.		✓					
d. Ensuring that consideration is given to the need for personal insurance such as travel insurance, car insurance etc		✓		✓		✓	
e. Ensure the process includes the active involvement of students in the risk assessment process		✓					
f. Ensure a process is in place to maintain an inventory of			✓				

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<p>placement risk assessments, making these available for reference where this assists in the development of other assessments. All risk assessments should be retained for at least three years beyond the end of the placement.</p>							
<p>g. Ensuring that any significant risks relating to the workplace are communicated to students by the provider and that any other significant risks identified by the University Risk Assessment are communicated by the University.</p>			✓	✓	✓		
<p>h. Ensure that they have up to date and appropriate emergency arrangements and contingency plans in place which include contact numbers, accommodation addresses and contact numbers.</p>						✓	
<p>4. Preparing Students</p>							
<p>a. Ensure systems are in place to provide students with appropriate and timely information, support and guidance prior to their placement. QAA October 2013</p>	✓						
<p>b. Inclusion of general information on placement health and safety and insurance in course materials, on-line health and safety briefing, and general briefings</p>	✓	✓					
<p>c. Ensure that students meet any health and safety requirements as specified by the placement provider.</p>		✓					

Action Required	Roles and Responsibilities						Action taken
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d. Participate and engage with the preparation process.						✓	
5. Approving the Placement							
a. A process for ensuring placements are authorised to proceed in advance of the student starting the placement		✓	✓				
6. Monitoring and review							
a. Ensure effective processes for regular monitoring and review of the Faculty placement health and safety arrangements	✓						
b. Ensure that appropriate mechanisms are maintained to enable feedback to be captured both during and after the placement takes place.	✓						
c. Ensure effective process for enabling student accidents and incidents to be recorded and reported to the University	✓		✓				
d. A process for undertaking review of placements and performance of providers in terms of health and safety.	✓						

Roles and Responsibilities - definitions

Where titles differ, each faculty will need to decide which specific roles are covered by the following generic titles.

- Nominated Academic lead - This is a member of academic staff who has been nominated as responsible for overseeing the arrangements for work placement for a particular student cohort
- Academic Supervisors - any member of academic staff to whom authority is devolved for authorising placement of students with placement providers. This will normally be a member of University staff who has responsibility for the academic and other supervision of the student (and is likely to have direct contact with the student).

- Placement Administration Managers and Placement Administrators - members of University staff who contribute to the organisation and arrangement of placements.
- Work Placement Provider - is the third party to whom responsibility for direct supervision of the student is transferred during the placement. In practice we can expect Placement Providers to include a wide range of employers and other organisations including large regional authorities and multi-nationals, through to small to medium sized enterprises.