

HEALTH AND SAFETY GUIDANCE

Student Placement

HSSG25: Version 5.0: October 2020

This guidance should be used, in conjunction with the University Student Placement Policy (HSSP25), by all Colleges. 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.

Health and Safety Service

Document Number	Document Title
HSSG25	Student Placement Guidance

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Document Reviews				
Date	Version	Reviewer name & signature	Approver name & signature	
	1.0	Version 1 was issued in 2010 to support the policy and reflect new sector guidance.		
	2.0	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.		
	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		
23/10/20	5.0	To align to updated Policy and revised process.	PA	PA

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1. Introduction

Sheffield Hallam University is fully committed to offering mandatory work experience and *optional* sandwich placements for students. All placements whether the shorter 120+ hour work experience type or full year-long sandwich placements are a vital part of a student's journey and experience to graduate employment.

There are a wide and varied range of work experience opportunities available for students across a multitude of different countries world-wide. In a global setting this does lead to a significant variation in working practices and standards, which can potentially leave a student at increased risk to their Health, Safety and Wellbeing.

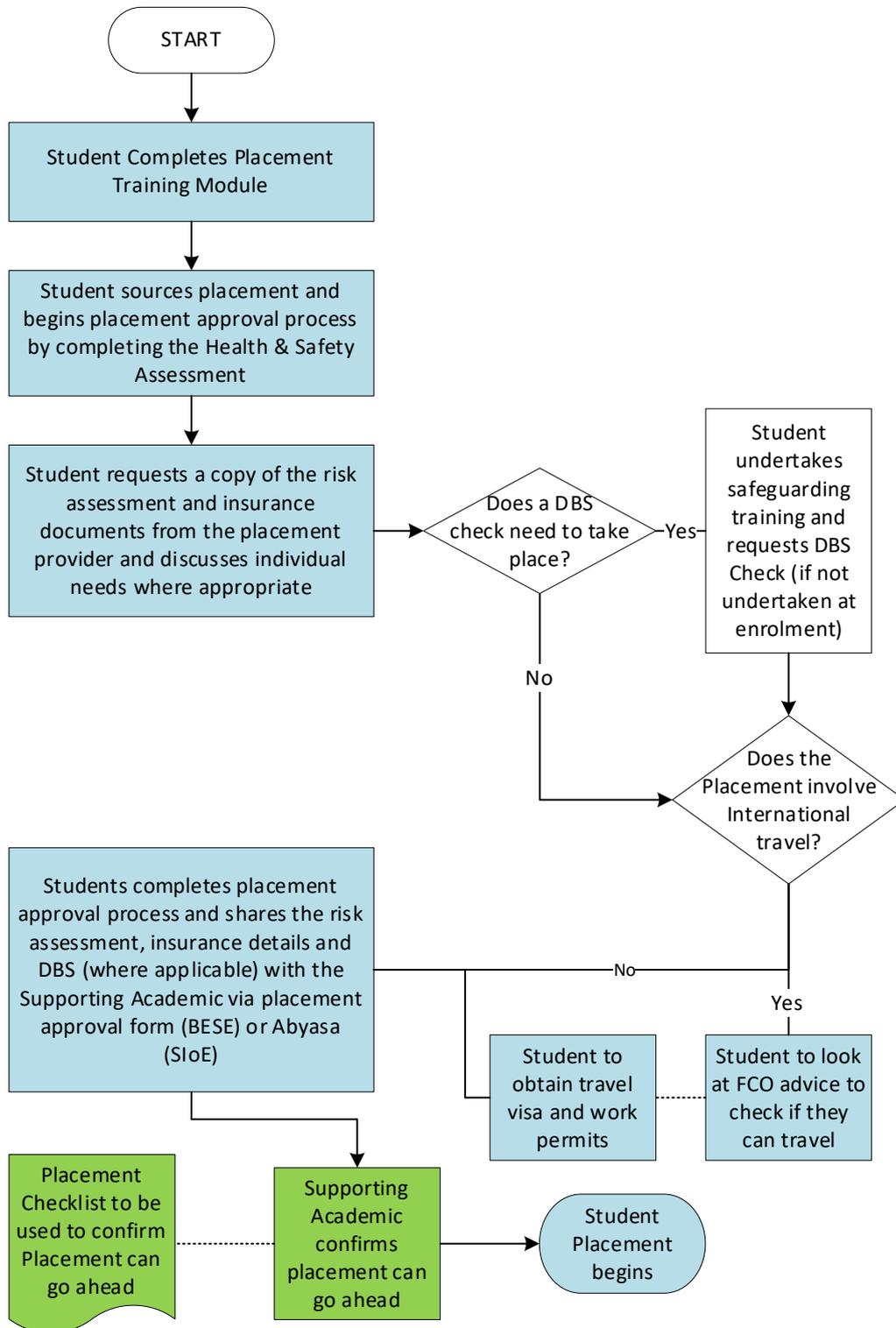
It is important that students are not only prepared for work within their chosen field but are aware of key Health and Safety considerations relating to their placement.

This is why we are committed to providing all students with good knowledge and awareness of Health and Safety practice. Students will take a leadership and ownership role for developing the Health and Safety placement process.

This guidance is solely applicable to the work experience and sandwich placements that fall under the auspices of the Business Engagement, Skills and Employability directorate (BESE) and those within the Sheffield Institute of Education (SloE) within the College of Social Sciences and Arts. Due to the specialist nature of placements within clinical settings, students undertaking placements connected to courses within the Departments of Allied Health Professions, Social Work and Social Care, or Nursing and Midwifery will continue to be managed in accordance with the PSRB existing policy through the Highly Skilled Employment project.

2. Placement Process

The following flowchart outlines the process that will be implemented and is applicable for all placement applications from the 2020/21 Academic year.



3. Preparing the Student

prior to taking up a placement, all students will be required to complete the online Health and Safety placement module and demonstrate knowledge and understanding of the subject by passing a test.

The training is comprised of a series of short presentations and videos, which have been divided into manageable blocks to enable and encourage reflection of the learning outcomes. The module objectives are set out as follows:

- The Health & Safety at Work etc Act 1974
- The HSE 5 steps to Risk Assessment process
- A definition of a Hazard and a Risk
- Example of typical Workplace hazards
- Roles and Responsibilities
- Reporting of significant accidents/injuries and near-misses to SHU
- Placement Sign-off

Upon completion of the training module, students must complete a multiple-choice test paper and their placement will not be signed off until this is completed, and the test is passed.

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

Where a self-employed student uses their own work as their placement, the student must be able to fulfil all the requirements of the Placement Policy and Guidance. In addition, Appendix 3 must be completed and submitted along with all other aspects of the application process.

Where a student is undertaking their work experience on campus in a space managed by Sheffield Hallam (e.g. the Hallam i-Lab, pop-up shop etc.) and a member of Sheffield Hallam staff is acting in a capacity equivalent to that of a line manager, the expectation is that students will fulfil only the requirements rather than the additional requirements within Appendix 3.

4. Arranging the Placement

The student will be solely responsible for sourcing and making all the arrangements for the placement with the prospective employer. With regards to the details for the placement, the student must provide the following information to BESE / SloE:

- A. Organisation that will be undertaking the role of employer
- B. The dedicated place of work
- C. Supervision / key contact details
- D. Commencement and conclusion dates for the placement

This is done via an online form, or system depending on the student's course. If the student is within the remit of the SloE, this is done via the Abyasa system;

whereas all other students supported by BESE, via online form (currently in UniHub and transitioned to Handshake during 2020/21)

5. Employer Information

For UK employers, the ultimate responsibility for the Health, Safety and Wellbeing of the student sits firmly with the employer, who is required to comply with the Health and Safety at Work etc Act 1974 and its associated regulations.

However, there is key information that the student will be required to obtain prior to the sign off of the placement, as detailed below.

5.1. Risk Assessment

All employers must have a robust approach to the management of risk. The student should request a risk assessment or similar documentary evidence from the employer to demonstrate that any significant risks associated with the placement are being appropriately managed.

There will be occasions when students propose to undertake a placement outside of the United Kingdom. In these instances, it is not always a requirement to record risk assessments in the way that we do domestically. It may therefore be the case that the employer may not be required to have a risk assessment in place. In the event of this the student should request from the non-UK Employer a summary of the key risks and control measures related to the work.

The risk assessment process can often be subjective with some employers making over-cautious assessments of risk, for example; a catering organisation returning a high-risk rating because the student would be using sharp knives. However, in the context of the correct use and compliance with industry best practice, this would not be likely to cause serious injury. Where uncertainty exists over the employer's risk rating, the Health and Safety Service should be consulted for advice.

Blank Sheffield Hallam University Risk Assessment tools / templates must not be issued to prospective employers for completion in any circumstances.

5.2. Insurance

Students should request copies of an organisation's specific insurance cover details.

Employer's Liability Insurance (ELI)

It is compulsory for all employers operating within the United Kingdom, to have Employers Liability Insurance (ELI).

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 are previously exempt. 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 by the University.

Public Liability

Placement providers should hold Public Liability Insurance.

The University's own Public Liability Policy may be called upon for overseas placements where the placement provider does not have Employers Liability Insurance, but this should be used as a last resort. The cover is as follows: "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." This does not offer as much protection as being covered under a Employers Liability policy.

Travel Insurance

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. Students should also consider specific travel insurance requirements that may be required for entry into a specific country.

Professional Indemnity & Clinical Negligence

In some cases, an employer 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 employer may themselves provide, and any cover the student may have via membership of a relevant professional body.

If it is a legitimate requirement of the placement, the employer themselves should offer the appropriate level of cover, as they are directly responsible for the activities of the student.

The University's own Professional Indemnity insurance will not provide cover to students on placements.

Motor Insurance

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

5.3. Disclosure and barring Service (DBS)

The student will need to consider and confirm whether a Disclosure and Barring Service (DBS) check will be required for the placement, for example; working with Children or vulnerable adults. A DBS check is undertaken and at enrolment for students in SloE and lasts for the duration of their course and it is the student's responsibility to declare any changes in circumstances (e.g. convictions etc.). For placements within BESE's remit, students and placement providers confirm whether a DBS check is required, and the students are signposted to undertake a DBS check prior to the commencement of the placement. The safeguarding of children and vulnerable adults remains to be the responsibility of the placement provider; the placement provider must therefore check that the student has the correct level of DBS clearance, or alternative arrangements are made to safeguard the children or vulnerable adults in their care. Within SloE the courses are regulated by OFSTED and a blanket statement of compliance is provided by the University.

6. International Travel

Where a student is considering traveling outside of the United Kingdom to undertake the placement, Foreign office travel advice must be consulted, to ensure that there are no concerns or restrictions in place for travel to the proposed destination. Further information can be obtained from the link below:

<https://www.gov.uk/foreign-travel-advice>

Students will be responsible for obtaining and maintaining the validity of travel visas and work permits.

Students working abroad must be aware and considerate of local laws and customs at all times. Students will be solely responsible for ensuring that their behaviour is appropriate to the local environment.

Students should also be mindful of evolving current affairs that may impact on local or international travel such as; the Coronavirus (Covid-19) global pandemic and BREXIT.

7. Health and Medical Considerations

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.

It is strongly recommended that students obtain a **European Health Insurance Card (EHIC)** if they are travelling within the European Union. Further information can be obtained from the link below:

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

Please note that the validity of the EHIC may change after 31/12/2020 due to the United Kingdom's departure from the European Union.

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 employer's Risk Assessment must take such factors into account where known. **This applies to students who are classed as being at increased risk of the effects of COVID-19 due to a medical condition of ethnicity.**

There may be a need to notify the employer in advance, before approval is given, to ensure they can accommodate the student's needs (this should not be assumed). 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.

Whilst on placement, students with significant health conditions should consider carrying written details about their condition, treatment and any other important information, ideally in the language of the host country.

8. Emergency Procedures

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 unfortunate event of an incident involving a student on placement, our arrangements for briefing or preparing a student would likely be scrutinised, so must be robust.

The supporting academic must be informed immediately of any near misses, incidents or accidents. 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 the University 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 College/Departmental 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 College/Departmental 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.

9. Supporting Academic Sign off

The student must provide the supporting academic either directly or via Professional Services (BESE Work Experience Team; or SloE Education Placements Team) with copies of all the relevant information. Upon receipt, the supporting academic should review the information using the checklist in appendix 1 or the equivalent process.

In relation to the risk assessment, the key consideration for supporting academic; is does it consider the risks associated to the placement? There is Risk Factor Guidance available to assist the supporting academic in considering the suitability of the risk assessment. A copy of the Risk Factor Guidance can be found in appendix 3. The following sign off protocols should them be followed:

- A. Low Risk Level – No further action is required, and this can be signed off.
- B. Medium Risk Level – Sign off only after consultation with the Head of Department.
- C. High Risk Level – Sign off only after consultation with the Head of Department and the Health and Safety Service.

Dependent on the nature of the placement and other risk factors, it may be justifiable for the Department to refuse to authorise the placement. In all such cases, it should be explained to the relevant student that the employer's H&S arrangements have not been confirmed.

No placement can be authorised unless there is a robust risk assessment or similar, valid insurances and a detailed emergency plan in place.

10. Other Considerations

The process must be completed in its entirety by each student individually. There will be no dispensation permitted for multiple students being placed with a single employer or employers previously providing placements for SHU students. The process addresses the needs of and risk to each student on an individual basis.

Where a student undertakes work experience independently of the University and then wants to use this as their placement, then the process can be completed retrospectively. All documents must be returned to the supporting academic, as soon as possible. The placement will not be sanctioned by the University until completion of the process.

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 of their course of study.

Appendix 1

Supporting Academic Signoff Checklist

To be completed by the appropriate Member of the Academic Team

College			
Department			
Student's name			
Company name of Student Placement			
Date Student Placement starts			
1. Is the proposed placement appropriate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Is the proposed placement aligned to the module learning outcomes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Does the student have an appropriate level of competence for the placement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Does the student have a learning contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Are there reasonable adjustments required to undertake the placement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6. Has the student attended and completed the placement briefing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7. Has the student completed the Video and question and answer test?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8. Has a Risk Assessment been received from the prospective employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9. Does the risk assessment consider the outcomes of the learning contract or any required reasonable adjustments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
10. Does the risk assessment consider the risks associated to the placement? (See appendix 2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
i. Low Risk Level – No further action is required, and this can be signed off.			
ii. Medium Risk Level – Sign off only after consultation with the Head of Department.			
iii. High Risk Level – Sign off only after consultation with the Head of Department and the Health and Safety Service.			
11. Is the student in receipt of insurance certificates from the organisation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
12. Is a DBS Check required? If so, has this been completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
13. Does the student know what to do in the event of an emergency situation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
14. Is the placement an International Placement? If so, has the student checked they can travel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
15. If the placement is international has the student obtained a travel visa and work permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Signatures			
Supporting Academic - I certify that the above actions have been completed and the placement can take place.	Signature:		Name:
	Date:		Position:

Appendix 2

Risk Factor Guidance

This table for reference when assessing the risks associated with student placements

Examples of situations which may contribute to a placement being:	Work related risks	Travel and transportation factors	Location and/or regional factors	Individual Student risk factors
<p>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. <p>Dangerous activities requiring a high level of competence, skill or specialist qualifications (e.g. diving, rope access work, firefighting).</p>	<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> (e.g. driving on</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. E.g. Ebola outbreak in some West African countries or high risk from COVID-19.</p>	<p>The student has known chronic health factors which may cause episodes of illness (e.g. 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 is classed as being increased risk of the effects of COVID-19 due to a medical condition of ethnicity.</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>

Examples of situations which may contribute to a placement being:	Work related risks	Travel and transportation factors	Location and/or regional factors	Individual Student risk factors
		<p>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>Medical and emergency service infrastructure poor or likely to be unavailable quickly or locally.</p> <p>Communication likely to be difficult or impossible.</p>	
Medium Risk	<p>Proximity to the type of hazards listed above - but not directly working with them.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Work on construction sites (e.g. in admin or managerial roles). • Work where for there is foreseeably an increased potential for crime or violence (e.g. 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 (e.g. bar work or similar).</p> <p>Student will be using public transport and be potentially exposed to COVID19 risks.</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>Location/region has a relatively high risk of COVID-19.</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>The student is classed as being increased risk of the effects of COVID-19 due to a medical condition of ethnicity.</p>

Examples of situations which may contribute to a placement being:	Work related risks	Travel and transportation factors	Location and/or regional factors	Individual Student risk factors
Low Risk	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 	Placements in the UK or abroad where there are no foreseeable regional or local risks.	No known health, disability or other individual risk factors.

Appendix 3

Health and Safety Agreement for Self-employed Students

As you have chosen 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

I AGREE THAT I AM ABLE TO MEET THE ABOVE EXPECTATIONS

Company Name:	
Address:	
Mobile:	
Name:	
Signature:	
Date:	