



# Guidance on the Health, Safety and Welfare of Students on Placement

## Student Placement Guide

Where students are required to take up placements in industry, or at another educational establishment, as part of their course at this University, there is incumbent upon the parent school a Duty of Care to such students. In order to discharge this Duty the parent school must ensure that they are not placing the students 'at risk' in terms of their health, safety or welfare by placing them with a particular host body.

A risk assessment should be carried out as to the suitability of the host body in respect of the host's health, safety and welfare arrangements. Only when satisfied that such suitable arrangements are in place as to ensure, so far as is reasonably practicable, the health, safety and welfare of the student should such placement be sanctioned. Such arrangements should be monitored during and after the placement to ensure that the initial risk assessment is valid.

The parent school must also ensure that the student has been prepared properly for the placement in terms of general health and safety training, specific health and safety training that the host body is unlikely to provide, information on the host body, industry, country or culture, which may have a bearing on the student's health, safety or welfare during the placement.

Areas to be considered when carrying out a risk assessment of the host body;

- How well is the host industry regulated?
- Is the host accredited with a professional body?
- Is the company a large multi-national or a small business?
- Has the host been previously used for placements?
- Is the student to become a temporary employee of the host body?
- Does the host body have an established written health and safety policy?
- What details of the host's health and safety arrangements have been supplied?
- What health and safety induction training is the student to receive?
- What industry or job specific health and safety training will the student receive?
- Does the host bodies risk assessment of the work to be undertaken take into account the students age, inexperience, etc?
- Does the host body have suitable Employers Liability and Public Liability insurance cover? Has the host body's insurers been notified of the student placement?
- Is the student to be fully covered, in all respects, by the host's insurers?

- Does the host body have a formal accident / incident reporting procedure?
- Is there a system in place to ensure that all accidents / incidents involving placement students be reported to the parent department for information?
- Is the placement likely to involve periods away from the host body's control e.g. to sub-contractor, fieldwork, etc?

### How can these areas be considered?

- Host should be required to complete a questionnaire regarding; health and safety arrangements, health and safety training, insurance arrangements, etc. Placement should not commence until a questionnaire, acceptable in all areas, is returned to parent body (a model questionnaire is available - see reference <sup>1(a)</sup>).
- Host body should be subject to a visit by a representative of the parent school with particular attention paid to health and safety arrangements.
- If the host has been previously used for placements, seek information from previous students.
- Talk to the host body's health and safety department or representative.
- Seek copies of host body's accident history.
- Ensure student is covered under host's Employers Liability Insurance and seek indemnity from host.
- If host is small or medium sized sub-contracting firm, seek information from the main contractors as to any previous safety problems

Only when the parent body has fully satisfied itself of the suitability and safety of the placement should such placement commence.

If possible, the placement should be monitored by a visit from the student's supervisor at least once during the placement. The student should be encouraged to report any deficiencies or concerns that he /she has to their supervisor at the parent body. The supervisor should take any matters of concern up with representatives of the host body. On completion of the placement the student should be debriefed as to the suitability of the host body for placement purposes with special regard to health and safety arrangements, training, etc. If deficiencies are highlighted, written assurances should be sought of rectification before a further placement is undertaken with that host. If such assurance is not forthcoming placements with that host should cease.

Further information and guidance regarding the placement of higher education students is available in the form of publications from;

1. Universities and Colleges Employers Association  
Woburn House  
20 Tavistock Square  
London WC1H 9HU

1. Health and Safety Guidance for the Placement of Higher Education Students.  
ISBN: 0 948890 96 7
2. Health and Safety Guidance when Working Overseas.  
ISBN: 0 9532431 0 9

The above publications are available on loan to University personnel, from the Health and Safety Department.

1. and from the ROSPA website at:  
<http://www.young-worker.co.uk/home.html>