

Supervision of Students

1. PURPOSE

1.1 The purpose of this procedure is to outline the level of supervision required in order to ensure that a good standard of health and safety is achieved and that the University discharges its duty of care to its students.

2. SCOPE

2.1 The procedure applies for all student activities associated with their programme of study undertaken on University premises. Separate arrangements exist for student placement and for fieldwork.

3. DEFINITIONS

Words	Words.
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4. RESPONSIBILITIES

Vice- Chancellor

4.1 On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety legislation and the University health and safety policy are complied with. The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University.

Deans

4.2 Are responsible for managing health and safety and ensuring that this procedure is effectively implemented within their Faculty

Heads of Schools and Research Institute Directors

4.3 Are responsible for the implementation of this procedure within their Schools and Research Institutes respectively. In particular they will ensure that it is effectively communicated to all staff and students in their School / Research Institute.

Academic Supervisor

4.4 Is responsible for direct supervision of student and/or for arranging an adequate level of supervision of students at all times. This will be based on risk assessment and may involve technical or other members of staff as necessary.

Technical and other Staff

4.5 May be responsible for the supervision of students within workshops and laboratories under their control.

Students

4.6 Students are responsible for ensuring that any changes, e.g. in methodology, materials, etc. is agreed with their supervisor before they are introduced. Students have a legal duty not to endanger themselves or others and to comply with University health and safety requirements.

5. SUPERVISION

5.1 All students must be given a basic level of health and safety information and instruction. Such induction will allow unsupervised access to low risk areas and activities, e.g. Learning Resource Centres, computer laboratories, etc.

5.2 For anything other than low risk areas the level of supervision must be determined by way of risk assessment. The University's risk assessment procedure is available on the website at http://www.ulster.ac.uk/healthandsafety/procedures_safety.html and training in carrying out risk assessments is provided by Health and Safety Services through Staff Development.

5.3 Students can be expected to contribute to the risk assessment process and to discuss ways by which any risk can be managed. It is, however, the responsibility of the academic supervisor to ensure the assessment is completed with the identification of appropriate controls. These control measures must be implemented before the activity takes place. Under no circumstances must a student be allowed to "sign off" a risk assessment.

5.4 For areas / activities involving machinery, chemicals, etc. it is essential that some form of supervision is exercised. This does not, however, necessarily or even usually mean constant supervision. The exact level of supervision will depend on the activities that are to be undertaken and the competence, i.e. the level of knowledge, training and experience, of the student.

5.5 Supervision of students can be carried out by the academic supervisor and/or their nominee. If the supervisor is not the person who completed the risk assessment then they must be made aware of the requirements of the risk assessment. Regular checks must be undertaken by the supervisor to confirm that the student is actually following the agreed

procedures. Where non-compliance is found then steps must be taken to ensure future compliance this may include increased supervision or disciplinary action.

5.6 Students must understand that any changes, e.g. in methodology, materials, etc. should not be casually introduced without the supervisors knowledge. Student must also understand that they have a legal duty not to endanger themselves or others and to comply with health and safety requirements.

BIBLIOGRAPHY

1. The Health and Safety at work (Northern Ireland) Order (1978)
2. The Management of Health and Safety at Work Regulations (Northern Ireland) 1993