

# **Ulster University Health and Safety Manual Student Placement Industrial Placement**

This document relates only to placements that are in a work place and where the student is working (rather than observing). It does not apply to Clinical Placements, or Teaching Practice.

## 1. Introduction

- 1.1 The University has duties regarding students on placements and steps must be taken to determine the suitability, in terms of health and safety, of individual placements. **The primary responsibility for the health and safety of students on placement generally lies with the organisation providing the placement.**
- 1.2 Within the United Kingdom if the placement is paid the student becomes an employee of the organisation and is thus covered by the employer's duties under health and safety legislation. **Students on unpaid placement are also offered protection by the employer's duties to others who may be affected by their undertaking.**
- 1.3 Within the University the following procedures have been devised to meet our obligations towards students on placement. Though based on the Committee of Vice-Chancellors and Principals (CVCP) document Health and Safety Guidance for the Placement of HE students, published in 1997, the procedures are simplified and must be observed.
- 1.4 The health and safety aspects of a placement should be considered as part of the criteria on which the overall suitability of the placement is judged.

## 2. Requirements relating to the Placement Employer

- 2.1 Placement Tutors, **as representatives of the University**, must take the steps outlined below to ensure that:
  - Students are not placed in a working environment where there are significant risks to their health and safety.
  - There is suitable health, safety and welfare arrangements at the placement.
- 2.2 Placement Tutors have the same duties towards students, **either paid or unpaid**, who find their own placements or are placed with their own family business.

### Placement Employers in UK and Ireland

- 2.3 For each placement the Placement Tutor must make **reasonable efforts** to ensure that the employing organisation has signed and returned a copy of the Employers Declaration (Appendix 1) prior to commencement of the placement. (A version to cover multiple placements is also available)
- 2.4 If following investigation, any issues arising in connection with this statement cannot be satisfactorily resolved, the Placement Tutor should reconsider the suitability of the placement.
- 2.5 In the event that the statement is not returned, the Placement Tutor should advise the Placement Co-ordinator within the Careers Service.

### Placement Employers Overseas

- 2.1 UK health and safety law does not apply to overseas placements; they will be subject to the health and safety regulations of the country in question. In these circumstances student preparation, outlined below, is particularly important.

### 3 Preparation Requirements for All Students (Placements at Home and Overseas)

- 3.1 The Placement Tutor is responsible for the planning and organisation of the placement. Placement Tutors must, in the placement preparation programmes, identify where health and safety issues are addressed (the context and extent of this will clearly depend on the nature of the subject of study).
- 3.2 The Placement Tutor must ensure that all students are made aware of the health and safety guidance booklet and the mandatory Student Declaration (Appendix II) before commencing placement. (This booklet and declaration can be accessed or downloaded from <http://workexperience.ulst.ac.uk/pdf/Health%20&%20Safety%20text.pdf> )
- 3.3 Good preparation of students for the type of risks involved in the work to be undertaken during the placement so that they know what to expect and what is required of them is of vital importance.
- 3.4 They must also be advised who to contact if they have any problems or worries and what to do in an emergency.
- 3.5 For overseas placements\* particular emphasis may need to be placed on the assessment of risks involved in travel and account taken of cultural differences
- 3.6 A variety of means can be used to address health and safety issues, for example inclusion of material in information packs, seminars or training courses.

**\*Further guidance on good practice can be found in Health and safety guidance when working overseas, produced by the Universities and Colleges Employers' Association.**

#### **4. Requirements during Placement**

- 4.1 The Placement Tutor should make reasonable efforts to ensure that the student completes and returns a copy of the mandatory Student Declaration (Appendix II) as soon as practicable, usually within the first two weeks of placement.
- 4.2 Health and safety issues, based on the completed student declaration, must be discussed when the student is first visited and a record kept of any issues raised by the student.
- 4.3 In exceptional circumstances either the student or Visiting Tutor may have serious concerns about health and safety within the placement, in such a case they must:
  - Raise their concerns with the placement provider immediately;
  - Establish what the provider will do to rectify the situation, and by when.
- 4.4 The Health and Safety of the student is paramount. If the matter cannot be resolved within a reasonable time the Placement Tutor should:
  - Consider whether to withdraw the student from the placement; AND contact the University's Health and Safety Services (x66952) for further advice ;
  - Alternatively consider approaching the relevant enforcing authority (Health and Safety Executive or Environmental Health Department of the local council) for further advice. Their details can be found in the phone book.
- 4.5 The Placement Tutor is empowered, where necessary, to withdraw the student from the placement.

## **Bibliography**

- Health and Safety on Work Experience. A Guide for Organisers, HSE Books HSG 199
- Health and Safety Guidance for the Placement of HE Students, UCEA CVCP, 1997
- Health and Safety Guidance when working overseas, UCEA

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**APPENDIX I**

**PLACEMENT EMPLOYER STATEMENT**

**Please complete this document in relation to the named student and return it to me at the address below.**

**Student Name .....**

**will be a placement student in our organization**

**from..... to.....**

I confirm that:

The organisation has appropriate health and safety policies and procedures in place and will provide all appropriate and necessary training for the student.

The organisation will report to the University any accidents or ill-health, arising from work, involving the placement student.

The organisation holds appropriate insurance cover for the placement student whether on paid or unpaid placement.

**Name of Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Signed (on behalf of the Placement Employer)** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please return to:**

**Placement Tutor  
Ulster University etc.**

**APPENDIX 2**

**HEALTH AND SAFETY STUDENT INDUCTION CHECKLIST**

**Name of Employing Organisation:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**Your Health and Safety are paramount during this placement.**

**The completed checklist and statement MUST be returned to your Placement Tutor within two weeks of commencing your placement.**

**If for any reason you feel unable to sign this declaration you should contact your placement tutor immediately.**

The following items are commonly included in induction into organisations. It may be useful for you to check off the items when they occur. Inform the person in charge of your placement within the organisation if any obviously relevant items are not covered within one week of the start of the placement.

<b>HEALTH AND SAFETY ISSUES</b>	
Emergency procedures	
Health and Safety policy received or location known	
Location of First Aid Box	
First Aid arrangements	
Fire procedures and location of fire extinguishers	
Accident/incident reporting procedures (including harassment)	
Manual handling procedures	
Display screen equipment regulations/procedures	
Protective clothing arrangements	
Instruction on equipment you will be required to use	
Any relevant risk assessments have been drawn to your attention	

I confirm that I have no current concerns relating to any health and safety issues associated with this placement. In the event of concerns arising during or in connection with the placement I will inform the Placement Tutor.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_