

## **Health and Safety for Student Placements - Good Practice for Placements Guides: Vol 3**

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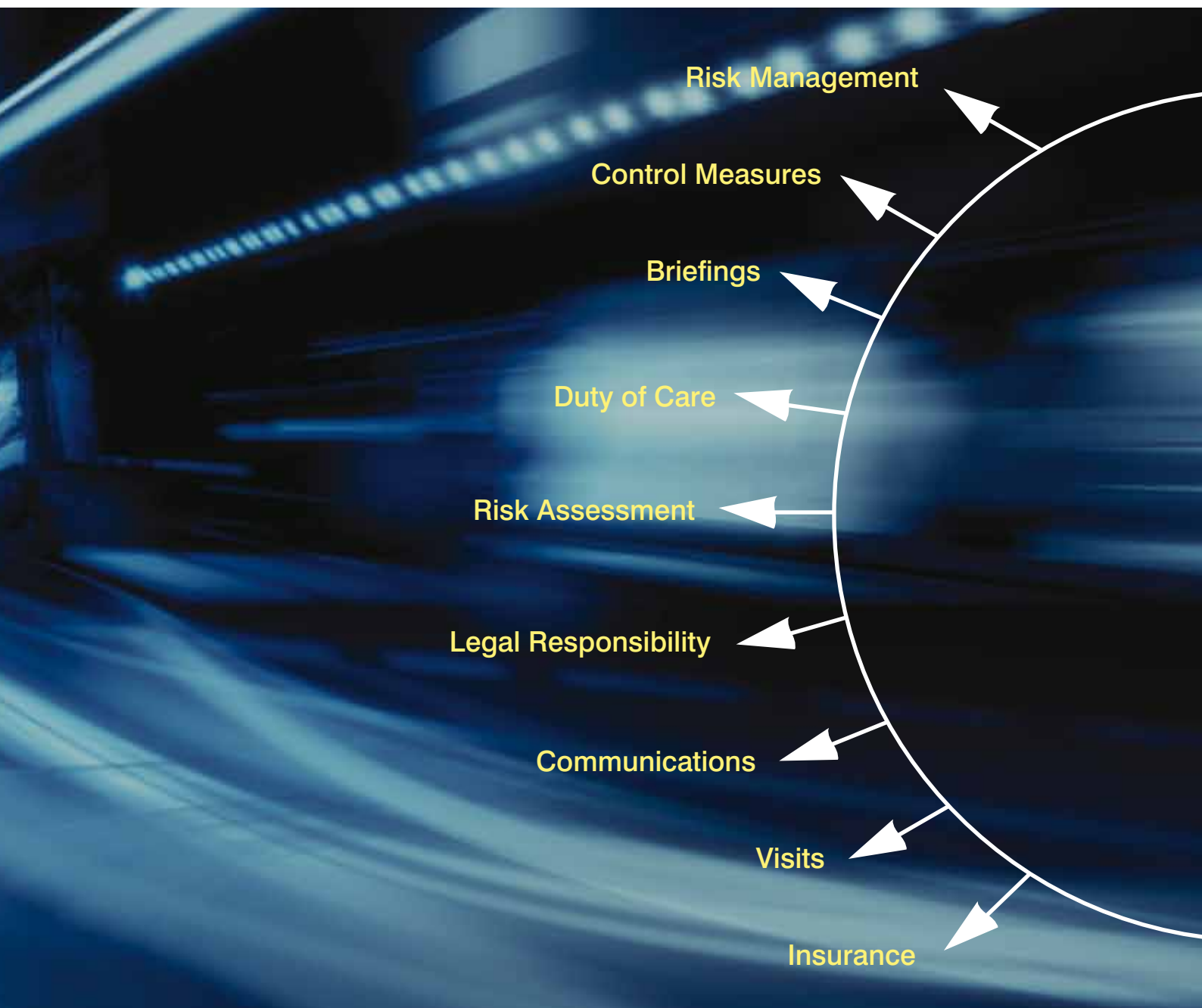
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# Health and Safety for Student Placements



ASET is the leading UK professional body for placement and employability staff. It is an educational charity which represents and offers support, advice and guidance to all academic and professional staff who work in the field of work-based and placement learning. It advises on good practice for managing placements, and produces publications and runs a series of staff development training sessions to this end. [www.asetonline.org](http://www.asetonline.org)

# Health and Safety for Student Placements

**Practical Guidance for Managing the Health and Safety  
Aspects of Higher Education Student Placements**

**Good Practice for Placements Guides  
Volume 3**



**Target Readership:**

**All those involved in the preparation for and implementation of placements  
and other periods of work-based learning in Higher Education**

## Acknowledgements

This guidance was produced by an ASET working party consisting of:

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This guidance, which offers practical implementation support for Placement Officers, may usefully be read in conjunction with the UCEA publication *Health and Safety Guidance for the Placement of Higher Education Students* (2009), which is intended as strategic guidance.

ASET acknowledges the contribution of members of the UCEA working party during the valuable collaborative developmental process leading to the publication of both documents.

ASET recognises the contribution of the authors of the 1997 CVCP guidance *Health and Safety Guidance for the Placement of HE Students*. More recent documents developed by the USHA Yorkshire Regional Group (*Health and Safety Guidance for the Placement of HE Students*, 2007) and Les Wright at Sheffield Hallam University (*Health and Safety of Placement Students*, 2008) have also been important in furthering the debates.

The insurance section of this document is adapted from the University of Bristol guidance *Insurance for Student Placements* (2008) written by Ginny Hope and was produced with the additional assistance of Martin Hampar from the University of Manchester.

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## Note

The guidance herein is in accordance with good practice and with our interpretation of the law of England and Wales at the date of publication (April 2010). The law is, however, complex and ever-changing. You must consider carefully the information presented and reach your own judgement as to its application to your own circumstances. ASET (1982) Limited is unable to give any guarantees or undertakings.

# Contents

<b>Definitions</b>	4
<b>Note to Heads of Institutions</b>	4
<b>1.0 Introduction</b>	5
<b>2.0 Scope</b>	5
<b>3.0 Background and Status</b>	6
<b>4.0 Legal Liability</b>	7
<b>5.0 Risk and Hazard</b>	8
<b>6.0 Risk Management</b>	8
6.1 Introduction	8
6.2 Understanding Roles and Responsibilities	8
6.3 Training Staff	9
6.4 Approving Placements	9
6.5 Preparing Students	10
6.6 Processes for Raising and Resolving Problems	10
6.7 Planning for Emergencies	10
6.8 Reviewing the Placement and Processes	10
<b>7.0 Practical Guidance</b>	11
7.1 Introduction	11
7.2 Before Placement	13
7.2.1 Risk Assessment	13
7.2.2 Control Measures	14
7.2.2.1 Preparing the Student	14
7.2.2.2 Clarifying Expectations	15
7.2.2.3 Specific Risks and Actions	16
7.2.2.4 Pre-Placement Safety Visit	16
7.2.3 Approving the Placement	17
7.3 During Placement	17
7.4 After Placement	18
<b>8.0 Insurance</b>	19
8.1 Introduction	19
8.2 Cover for Legal Liability to a Student	19
8.2.1 General	19
8.2.2 Injuries to a Student - UK Placement	20
8.2.3 Injuries to a Student - International Placement	20
8.3 Cover for the Legal Liability of the Student	21
8.3.1 General	21
8.3.2 Injuries/Property Damage that a Student May Cause - UK Placement	21
8.3.3 Injuries/Property Damage that a Student May Cause - International Placement	21
8.4 Personal Accident, Travel and Health Insurance	22
8.5 Professional Liability	23
8.5.1 General	23
8.5.2 Special Cases	23
8.5.2.1 Medical and Dental Students	23
8.5.2.2 Veterinary Students	23
<b>Appendices</b>	
Tool A Risk Profiling and Specific Actions Necessary	25
Tool B Risk Assessment Form	28
Tool C Content of Written Communication	31
<b>References and Bibliography</b>	32

## Definitions

### HEI

Higher Education Institution, i.e. an institution that enrolls students on higher education courses.

### Placement

A period of work experience:

- which is undertaken as an integral part of the student's course; and
- where the student is enrolled at the HEI during this period; and
- where there is a transfer of direct supervision of the student to a third party.<sup>1</sup>

Note that a placement may be paid or unpaid.

### Placement Organiser

A person to whom authority is devolved for authorising the placement of a student.

### Placement Provider

A third party (usually an employer) who, during the placement, has responsibility for the direct supervision of the student. Note that any HEI (including the one at which the student is enrolled) providing the placement as an employer would be the Placement Provider.

### Visiting Tutor

Any individual authorised by the HEI to visit a student on placement.

### Workplace Supervisor

A person designated by the Placement Provider to supervise, from time to time, the student during the placement.

## Note to Heads of Institutions

Authoritative strategic guidance in these matters is contained in UCEA's *Health and Safety Guidance for the Placement of Higher Education Students*, which assumes that HEIs will develop their own detailed procedures for implementation.<sup>2</sup>

As the person ultimately responsible for the HEI and its personnel, you should ensure that all relevant staff are aware of their responsibilities and that they are implementing appropriate procedures. Each HEI should have policy statements on the procurement and management of student placements, including the management of health and safety, and actions should be compatible with these policies, procedures and guidelines.

This ASET document is comprehensive and contains practical operational guidance. Issuing it to appropriate staff and ensuring that they follow it will satisfy your obligation, provided that the necessary support, including training if required, is given.

It is written specifically for the use of Placement Organisers. Although there are clear advantages, for both employers and HEIs, in using common guidance and similar methods, the use of different guidance, which may reduce the risk even further, is not precluded, whether this be a modified version of these recommendations or an existing procedure.

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<sup>1</sup> For self-employed placement students, where there is no such transfer of direct supervision, see Section 2 below.

<sup>2</sup> UCEA, *Health and Safety Guidance for the Placement of Higher Education Students* (UCEA, 2009). [www.ucea.ac.uk/download.cfm/docid/DF1782CB-A846-4A3C-94C68B369AFFD4DA](http://www.ucea.ac.uk/download.cfm/docid/DF1782CB-A846-4A3C-94C68B369AFFD4DA).

## 1.0 Introduction

The world of work can be risky. For some people it results in health problems, injury or death. People entering work for the first time are more vulnerable than others and for many students a placement is their first experience of full-time work.

Everyone involved in a student placement has an ethical responsibility to do what they can to reduce the chances of harm to the student and the harm that a student may do to others. HEI staff can influence these things and this document provides practical guidance to help them.

It should be noted that, arising from the Health and Safety at Work etc. Act 1974, there is also a legal responsibility, at least on HEIs situated in the UK, to do this.

In addition to reducing the risk to students, following this guidance should enable you to demonstrate, in the event of legal action being taken in the UK against the HEI following an adverse effect on a student's health or safety (or an adverse effect on an employer caused by a student) arising from a student placement, that you have done what can be considered as reasonably practicable to discharge your duty of care.

The practical guidance given in Section 7 and the Appendices should not be used in isolation, but with an understanding of the responsibilities described elsewhere in this document. UCEA's *Health and Safety Guidance for the Placement of Higher Education Students* (2009), which is underpinned by the same principles as this document, also provides useful information on the relevant strategic context.

## 2.0 Scope

This guidance is based on good practice and the law applying in the UK. It is relevant for all placements, whether in the UK or abroad, including those likely to be more hazardous, such as in dentistry, medicine or veterinary practices, or in the chemical or construction industries.

In some cases there are, or may be, additional legal requirements. This guidance is useful, but will often need to be supplemented in cases such as:

- A student under 18 years old, where more rigorous risk assessment is required under the Management of Health and Safety at Work Regulations.
- A student of, for example, nursing or teaching, where there are specific contractual or legal requirements.

Situations which involve a student undertaking their work placement as an independent or freelance consultant will need additional consideration:

- In such circumstances the student is in fact acting in the capacity of a self-employed person and, in doing so, greater responsibilities for health and safety aspects will fall on them. Such responsibilities should be clarified with the student.
- The ability to secure suitable and sustainable work that meets with the course requirements covering assessed learning outcomes.



- The ability of such placements to meet any association or professional body training requirements.
- The knowledge and competency factors of the student and the proposed activity.
- The personal/professional indemnity and other insurance requirements relating to a self-employed person.
- Factors surrounding tax and income.
- Factors relating to intellectual property and contractual obligations with companies.
- Factors relating to communication and support from tutors.

For such placements, however, the risk assessment process outlined in this guidance can still be applied, and this in turn will assist in identifying the suitable control measures, briefing and information needed for the student.

There is a general exemption from this guidance for placements undertaken with armed services.

For fieldwork, where the HEI retains responsibility for students who are undertaking practical work in locations that are not under the HEI's control, i.e. where there is no transfer of direct supervision of the student to a third party, please refer to the British Standards Institution's *BS 8848* and the UCEA fieldwork guidance.<sup>3</sup>

### 3.0 Background and Status

For many years ASET has organised an annual conference, primarily to help HEI staff involved with placements to do their jobs more effectively. In the early 1990s, following several incidents of injury to students on placement, it became apparent at these conferences that practitioners were not at all clear about their responsibilities for preparing students and managing placements. ASET decided to produce clear guidance and, in order to ensure its legal robustness, started by commissioning a report by qualified lawyers. This confirmed that HEIs did have legal obligations.

The Universities Safety Association (USA)<sup>4</sup> was approached to collaborate in producing the guidance and the result was *Health and Safety Guidance for the Placement of HE Students*, launched in 1997 with the full endorsement of CVCP.<sup>5</sup>

This report acknowledged at the time that the subject would not remain static and periodic updating or revision would be required, taking account of experience, developments in the management of health and safety and legal precedent.

It was never anticipated that the 1997 guidance would remain unrevised for so long and, although it has remained valid for over a decade, a revision was somewhat overdue.

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<sup>3</sup> UCEA, *Guidance on Safety in Fieldwork* (UCEA, 2005). This is expected to be updated shortly. [www.ucea.ac.uk/objects\\_store/UCEA%20H&S%20Safety%20in%20Fieldwork.pdf](http://www.ucea.ac.uk/objects_store/UCEA%20H&S%20Safety%20in%20Fieldwork.pdf).

<sup>4</sup> Now Universities Safety and Health Association (USHA).

<sup>5</sup> Committee of Vice-Chancellors and Principals; now Universities UK (UUK).

This new guidance has been developed alongside the UCEA publication *Health and Safety Guidance for the Placement of Higher Education Students* (2009) and these two guides are entirely complementary, though they have different purposes and different audiences. The UCEA guide is a strategic document aimed at senior managers responsible for drawing up institution-wide policies, while the ASET document is practical guidance for practitioners – typically placement staff involved in the day-to-day management of student placements. This ASET Guidance contains sufficient background and overview to stand alone, but should ideally be read and implemented in the context of the strategic framework set out in Part 1 of the UCEA document.

## 4.0 Legal Liability

For any risk there is the potential for civil (including negligence or contract) or criminal (including breaches of the Health and Safety at Work etc. Act 1974 and related legislation, corporate manslaughter or gross negligence manslaughter) action to be brought. Charges could be against any of the parties involved, including the student, the Placement Provider (and/or its other employees) or the HEI (and/or its employees). The outcome will be decided by the relevant court of the country having jurisdiction. For HEIs in the UK, when the placement has been in another country, this may include a UK court, as well as a foreign court.

It is recommended that insurances are taken out to cover the costs of a legal defence against any action, and also the cost of any award for compensation made by a civil court (see Section 8 below).

It is not possible to insure against fines or imprisonment resulting from a successful action in a criminal court. In the UK it is the Placement Provider that has primary responsibility for ensuring the health and safety of the student because the student is an employee of theirs (Section 2.1, Health and Safety at Work etc. Act 1974). The responsibility to protect self and others, however, applies to a student as much as to anyone else (Section 7, Health and Safety at Work etc. Act 1974). Because of their responsibilities for non-employees (Section 3, Health and Safety at Work etc. Act 1974), the HEI also has to ensure that it addresses these duties with regard to students on placement. Although this is UK legislation, students who are not placed in the UK are included.

## 5.0 Risk and Hazard

It is important not to confuse risk with hazard.

**Hazard** is the potential to cause harm.

**Risk** can be defined as the combination of the probability of an event and its consequences.

This definition produces a spectrum, from an event with trivial consequences and low probability of occurrence, to one with severe consequences and high probability of occurrence. Clearly one would avoid a situation that is highly likely to happen if the consequences would be severe, but how far would one go in avoiding, or mitigating, a situation with minor consequences and low probability of occurrence?

The cost, or effort, of reducing the risk cannot be ignored in the equation and, in any case, it is not possible to remove all risk. If some of the health and safety factors are judged to be high risk, it does not follow that the placement should not proceed. It simply means that extra preparation is needed and/or that measures are taken to make the risk acceptable.

To decide what actions are reasonable and necessary, the risk must be managed, and this is the main focus of Section 6.

## 6.0 Risk Management

### 6.1 Introduction

Although the term 'risk management' may be fashionable, there is nothing new about the concept. Everyone manages risk and always has.

Good risk management is the identification and treatment of the positive and negative aspects of the risks. As far as safety is concerned, it is generally recognised that the consequences are only negative, so the management of safety risk is focused on the prevention or mitigation of harm. The risks to the health and safety of a student on placement must be managed to some extent by, among others, the HEI.

Although a risk-based approach requires judgements to be made, there may be no 'right' answer. The approach allows resources to be allocated appropriately and to justify this, reducing the requirements for lower risk placements while concentrating on those placements likely to be higher risk.

The aspects listed in the remainder of this section need to be considered.

### 6.2 Understanding Roles and Responsibilities

The three parties to a placement are the Placement Provider, the student and the HEI. As each must have a clear understanding of their roles and responsibilities, these should be written and each party should have a copy (see Tool C in Appendices). Consideration should be given to obtaining a formal acceptance of the roles and responsibilities, particularly for higher risk placements.

The Placement Provider is likely to assume levels of knowledge and competence in a student, in both health and safety and technical matters. As these assumptions may not be based on the particular HEI, course, or student, the HEI needs to ensure that the Placement Provider is aware of the true position.

### 6.3 Training Staff

HEI staff who play a part in organising, approving or supporting a placement should be given appropriate guidance and training and they should know when and how to obtain specialist advice. Visiting Tutors may find themselves needing expertise when specialist advice is not immediately available and so may require additional and more-specialist training, appropriate for the industry or discipline of the placement. They should also be fully aware of the risk assessment for the student they are visiting.

### 6.4 Approving Placements

The major risks to a student are short or long term ill health, injury and death. Think also about the risks that a student could cause to other individuals or to a business. These include short or long term ill health, injury, death; and financial loss from, for example, disruption, damage to property, sabotage, legal action and loss of reputation. These risks could arise in the workplace or elsewhere during a placement.

The level of risk is not necessarily constant; it will change if the governing factors change. A lack of information may require a higher level of risk to be assumed until more information justifies a lowering of the risk. Factors affecting the risk are:

- **Country/region/immediate environs** - a placement overseas has the potential for higher risk arising from, for example, criminal activity, lower standards of hygiene and healthcare, attitudes to health and safety, easier access to drugs, local food and drink, cultural differences and travel. Some of these factors apply to different regions in the UK. Non-UK students being placed in the UK may be affected by some of these factors more than a UK student would be.
- **Travel** - as well as travel instructed by the Placement Provider, travelling to the placement location and daily travel to work may bring particular risks, depending on the method of transport used.
- **Workplace conditions/type of work** - different industries have different risks and these will not be the same throughout one industry, throughout one Placement Provider's sites, or even throughout one particular site. This risk will be largely affected by the type of work assigned.
- **Individual student** - the knowledge, skills, experience, attitude and personality of the individual student will affect the risk, as will health conditions or disabilities.
- **Employment status** - a self-employed student, or a student acting as an employer, has greater personal responsibilities for health and safety.

## **6.5 Preparing Students**

General health and safety information and specific information appropriate to the discipline should be part of every course. Placement students need to receive this before their placement begins and, in addition, need to be briefed on any particular risks associated with their own placement. The placement itself will provide opportunities for the student to undertake risk assessments and students must be encouraged to do this.

## **6.6 Processes for Raising and Resolving Problems**

The student must know how to raise concerns about health and safety. The procedures should be detailed by the Placement Provider, but the student must be made aware of these and be encouraged to use them.

Furthermore, a student should be told that they will be able to have confidence in the HEI's full support in resolving an issue if the student has any doubt about the Placement Provider's arrangements or response to a concern. The student must be given the contact details of appropriate HEI staff and be clear about the type of issue that should be reported.

A Visiting Tutor must also know how to raise concerns and be able to judge whether this should be done during a visit or subsequently.

## **6.7 Planning for Emergencies**

As an emergency can happen at any time, and to cover students who are in different time zones, 24-hour contact details for use in an emergency should be given to the student.

Outside the UK, the usual hazards of travel should be insured (see Section 8.4 below), but the student may need help and advice if a claim for any of these becomes necessary.

## **6.8 Reviewing the Placement and Processes**

When assessing the risk of a placement, full use should be made of information gathered from past and present students and Visiting Tutors. However, the risk is unlikely to be the same for all placements, even with the same Placement Provider, so applying the same measures for all placements will be neither appropriate nor economic.

## 7.0 Practical Guidance

### 7.1 Introduction

The principles of risk management have been used to produce the following guidance on the control of placements. The process is designed to allow you to demonstrate that you have considered the issues and taken relevant actions, thereby properly discharging your duty of care and, as far as is reasonably practicable, ensuring the health and safety of your students while on placement.

Chronologically the placement process can be conveniently divided into distinct phases and processes:

- **Before:** preparation for the placement
  - Risk Assessment
  - Control Measures
  - Approving the Placement
- **During:** when the student is out on placement
- **After:** once the student returns from the placement

These phases are shown in Fig. 1 on page 12.

The following forms, referred to in the rest of this section, are in the Appendices:

- Tool A - Risk Profiling and Specific Actions Necessary
- Tool B - Risk Assessment Form
- Tool C - Content of Written Communication

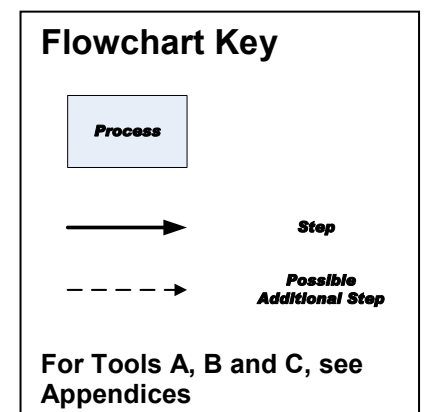
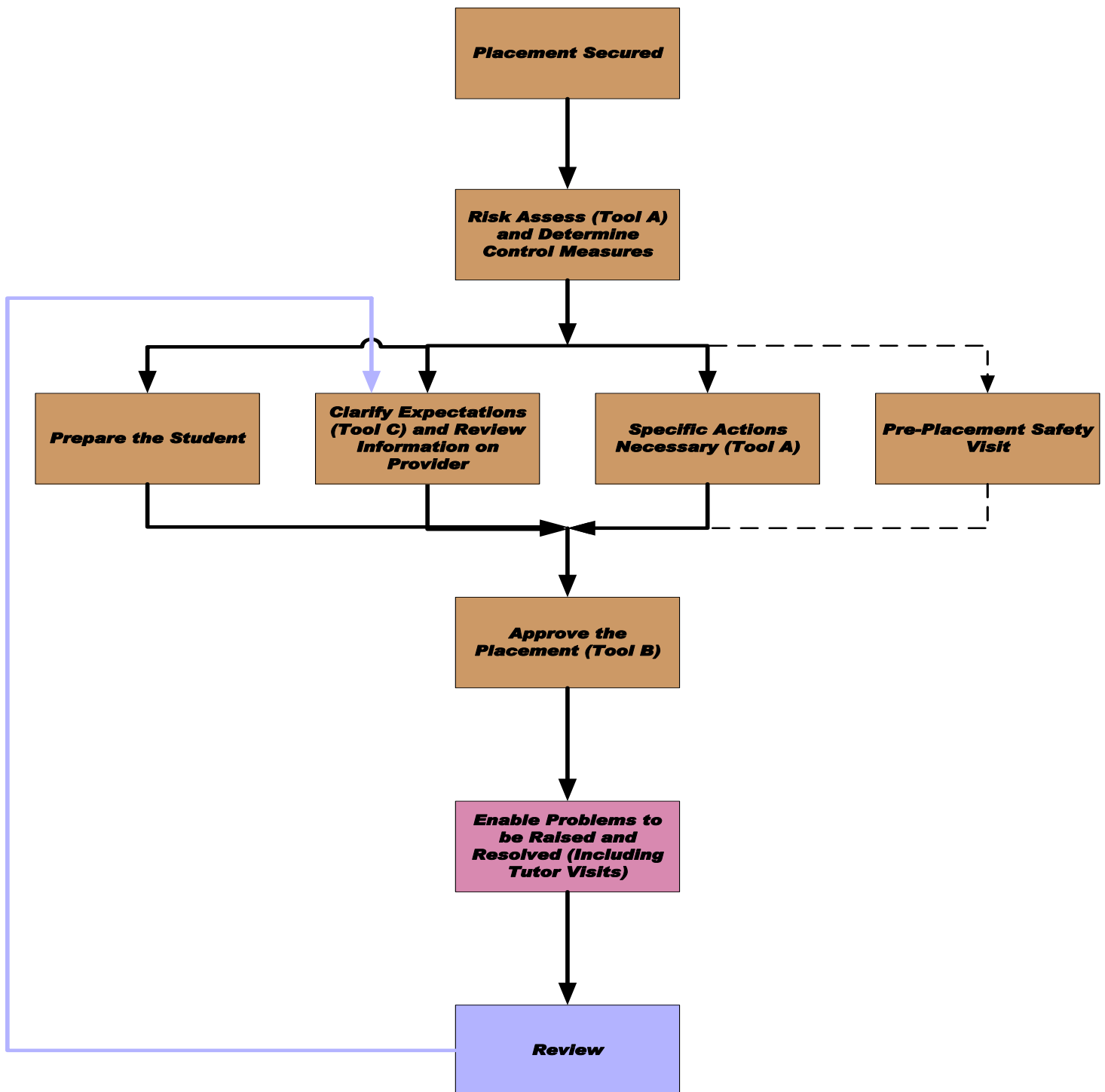


Fig. 1

## 7.2 Before Placement

### 7.2.1 Risk Assessment

*You should use Tool A in the Appendices to carry out your risk assessment.*

Using Tool A, you should judge the risk profile for the placement on the six health and safety factors that have been established. You are encouraged to develop and tailor Tool A to address issues that could arise from the types of placement that your students may undertake.

*You can record your judgements on the Risk Assessment Form (Tool B).*

You should attempt to develop groups of placements that have similar risk profiles. This will particularly assist you in determining what type and level of action you need to take with regard to briefings, written communications and pre-placement safety visits.

One way to group placements is to give them a general low, medium or high risk profile, as in Figs. 2 – 4 (pages 15 – 17). This should consider the nature, location and duration of the placement, as well as referring to the six factors in Tool A. The number and severity of these should be assessed in order to form a holistic judgement of the overall level of risk of the placement.

An example of a low risk placement might be a standard UK office-based or business placement.

Some examples of medium risk placements could be industrial, laboratory or nursing placements where there are possibly higher work-related risks, or overseas placements in countries with robust safety legislation and emergency services, such as Europe, North America and Australasia, but where the travel, location and environmental risks are likely to be greater.

Some examples of high risk placements could be construction, forestry, agricultural, medical or dental placements where there are possibly even higher work-related risks, or overseas placements in the rest of the world where the travel, location and environmental risks are likely to be even greater.

These groupings should only be used to determine your action regarding briefings, written communications and pre-placement safety visits. On each individual risk assessment you also need to refer to the right hand column in Tool A to identify any further specific actions that may be necessary.

When producing risk assessments, it is appropriate to involve people with relevant knowledge of, for instance, the practices and health and safety issues associated with the activities in which a student may be involved. This is particularly relevant in the case of placements with higher risk profiles. For example, in high risk placements where pre-placement visits should be ‘determined by individual risk assessment’, you will need to involve your institution’s health and safety professionals who will have developed institutional procedures to assist in performing such risk assessments.



You will also need to refer to:

- The requirements of any relevant professional body in relation to professional practice obligations.
- Other guidance material set by bodies such as Medical Schools etc. relating to placements.

You should then undertake the following control measures, as deemed appropriate by your risk assessment.

## **7.2.2 Control Measures**

### **7.2.2.1 Preparing the Student**

Under UK legislation, primary responsibility for health and safety, assessment of competence and the provision of training rests with the Placement Provider. You do, however, need to prepare the student by helping them to understand the risks and to make informed judgements whilst on placement.

You and the Placement Provider can help by providing the student with information on six health and safety factors (see Tool A in Appendices). These are:

- Work
- Travel and Transportation
- Location and/or Region
- General/Environmental Health
- Individual Student
- Insurance

The student should be encouraged to seek out further information and to consider the risks associated not only with the Placement Provider, but with the environment in which they will live and socialise.

The amount of information that the student will need in advance will depend on the extent to which the placement is unusual, complex, or involves significant risk. Fig. 2 on page 15 advises what level/type of briefing is required and what the delivery of it might involve for particular profiles of placements (see Section 7.2.1 for risk assessment of placements and determining and grouping their risk profiles). Whether the briefing should be to a large group, smaller groups, or individuals also needs to be decided.

The briefing information should include instructions to students about the requirement and arrangements for them to report any concerns about their health and safety while on placement.

You should provide this information in such a way that you can be satisfied that the student has received the information. Attendance/participation should certainly be recorded and a simple test of understanding could also be performed.

You should remind the student to advise you of changes in their contact details and also those of their next of kin (for use in an emergency).

General Placement Risk Profile		Examples	Level/Type of Briefing
Low		UK office-based/business.	General student briefing, delivered by in-house staff/Placement Organiser covering generic risks and controls.  Standard briefing and information package.
Medium		UK other (industrial, laboratory, nursing etc.).  or  Europe, North American and Australasia (office-based or other).	General student briefing, delivered by in-house staff/Placement Organiser covering generic risks and controls, with extra information on any additional risks identified during specific risk profiling.  Standard briefing and information package.
High		UK, Europe, North American and Australasia particular high risk (construction, forestry, agricultural, medical, dental etc.).  or  Rest of world (office-based, other or particular high risk).	Specific student briefing, delivered by in-house staff/Placement Organiser with additional advice/input from in-house safety advisers or external consultants, with extra information on any additional risks identified during specific risk profiling.  Additional training as part of course may be necessary.

Fig. 2

In many courses there is a professional practice module which may include health and safety information. For example nursing students are taught patient-handling techniques whilst in the HEI so, provided that this is done before their placement begins, they will already be trained for this.

#### 7.2.2.2 Clarifying Expectations

You must inform the Placement Provider of the HEI's health and safety expectations. To ensure the Placement Provider's compliance, and to be able to demonstrate it, these expectations should be translated into respective roles and responsibilities. These should be identified in a written document at the outset of the relationship and before any students commence their placements.

There are two levels of documentation, depending on the type of placement - Letters of Expectation and Placement Agreements. Tool C contains advice on health and safety issues that should be incorporated into these written communications. This can be supplemented with other expectations regarding conduct and learning outcomes which can be found in the ASET Code of Practice.<sup>6</sup>

The difference between a Letter of Expectation and a Placement Agreement is that the former requires only an acknowledgement of receipt, whereas a Placement Agreement should be signed by both the HEI and the Placement Provider (and possibly the student as well) with a copy being returned to the HEI. Fig. 3 on page 16 advises in which instances each is required.<sup>7</sup>

<sup>6</sup> ASET, *A Good Practice Guide for Placement and Other Work-Based Learning Opportunities in Higher Education: Good Practice for Placements Guides – Volume 2* (ASET, 2009).  
[www.asetonline.org/documents/ASETCodeofPractice-Version2.1\\_000.pdf](http://www.asetonline.org/documents/ASETCodeofPractice-Version2.1_000.pdf).

<sup>7</sup> For French employers the *Convention de Stage*, a particular placement agreement, is mandatory.

General Placement Risk Profile	Examples	Clarifying Expectations and Approving the Placement Provider
Low	UK office-based/business.	Letter of Expectation (receipt acknowledged).
Medium	UK other (industrial, laboratory, nursing etc.).  or  Europe, North American and Australasia (office-based or other).	Placement Agreement (signed and returned), which also addresses any additional matters identified during specific risk profiling.
High	UK, Europe, North American and Australasia particular high risk (construction, forestry, agricultural, medical, dental etc.).  or  Rest of world (office-based, other or particular high risk).	Placement Agreement (signed and returned), which also addresses any additional matters identified during specific risk profiling.  Exchange of information about risks and skills/competence required of student.

Fig. 3

The Placement Provider's receipt of a Letter of Expectation should be acknowledged, or a signed Placement Agreement returned, before the placement is due to commence.

At this time you should also review any information and past feedback your HEI has had regarding that Placement Provider. If one or more of your students has previously been placed there, check to see that there were no health and safety concerns that remain unresolved.

### 7.2.2.3 Specific Risks and Actions

There should be processes for identifying and managing the specific risks associated with placements. Once you have used the Risk Profiling column of Tool A to record your risk assessment judgements on the six risk factors in Tool B, you should move to the Specific Actions Necessary column and consider what other actions may be necessary for each risk factor. The possible actions listed here are only a guide and should be developed and tailored.

Some medical placements have other specific requirements/processes that need to be satisfied before placements can be approved.

These further preparations required, or assurances needed, should then be actioned. Their successful completion should also be recorded in Tool B. Worked examples of Tool B are set out on pages 29 and 30.

### 7.2.2.4 Pre-Placement Safety Visit

You need to decide whether a pre-placement safety visit is required. In most cases (see Fig. 4 on page 17) these are not required unless there are specific concerns.

The DfES guidance *Providing Work Placements for Disabled Students* states that institutions may wish to carry out an access audit and visit the placement with the student or prepare the student for a meeting with the Placement Provider.<sup>8</sup>

<sup>8</sup> DfES, *Providing Work Placements for Disabled Students: A Good Practice Guide for Further and Higher Education Institutions* (DfES, 2002). [www.lifelonglearning.co.uk/placements/placeme1.pdf](http://www.lifelonglearning.co.uk/placements/placeme1.pdf).

General Placement Risk Profile		Examples	Possible Pre-Placement Safety Visit and Communications
Low		UK office-based/business.	No visit. Contact via email or telephone.
Medium		UK other (industrial, laboratory, nursing etc.).  or  Europe, North American and Australasia (office-based or other).	No visit.  Contact via email or telephone.
High		UK, Europe, North American and Australasia particular high risk (construction, forestry, agricultural, medical, dental etc.).  or  Rest of world (office-based, other or particular high risk).	Visit determined by individual risk assessment.  Robust communications process in place and establish effectiveness of system in advance (e.g. networks and signal strengths) and have contingency plans.

Fig. 4

Pre-placement safety visits before approval of the placement are entirely separate from visits during the placement (see Section 7.3 below), although these should also consider health and safety.

### 7.2.3 Approving the Placement

When you are satisfied that all the necessary actions have been completed, you are ready to approve the placement. This includes a judgement that the Placement Provider understands and accepts their roles and responsibilities, **and** that there are no unresolved concerns with them highlighted in the review. This approval should be formally communicated to the student and the Placement Provider.

All this information is summarised in Tool B, which you can use as the basis of your records for each student or student group.

Since a placement is an integral part of the course, the HEI has the right and a responsibility to refuse any placement on health and safety grounds.

### 7.3 During Placement

While the student is on placement, primary responsibility for looking after their health and safety rests with the student and with the Placement Provider.

Students should raise any concerns in accordance with the Placement Provider's procedures, normally, in the first place, with their Workplace Supervisor and then through the management line. If issues are not resolved, the student should be able to raise the matter with you by whatever process you have established. Issues raised with you need to be followed up and satisfactorily resolved.

You may arrange for a Visiting Tutor, usually for academic/assessment reasons, to visit the student at the Placement Provider's premises; such visits should also be used to assess whether there are any health and safety issues. Visiting Tutors should be aware of their surroundings during these visits and raise any matters of concern with the Placement Provider. The level of expertise with regard to health and safety that may be required of a Visiting Tutor will depend on the level of risk of the placement, which in turn will be affected by the discipline. For office-based placements, administrative staff may be capable of acting as the Visiting Tutor, whereas for most other placements the subject-based experience of an academic Visiting Tutor is important.

Fig. 5 gives some examples of safety-related questions that a Visiting Tutor might ask.

Area	Question	Action (As Necessary)
<b>General</b>	How do you feel about the placement and your own wellbeing?	Raise with Placement Provider contact/manager.
<b>Training and Induction</b>	Did you receive any induction training?  What ongoing training have you been given?	Raise with Placement Provider contact/manager.
<b>Supervision</b>	Have you been left in charge of a situation for which you felt you needed more training or closer supervision?	Raise with Placement Provider contact/manager.
<b>Accidents and Incidents</b>	Have you had any accidents or witnessed any accidents or unsafe practices that you are concerned about?	Assess the relevance. Raise with Placement Provider contact/manager. Contact local competent safety person. Notify HEI safety department. Notify the Health and Safety Executive (HSE).

Fig. 5

You should have processes for monitoring feedback from students, as well as Visiting Tutors, on health and safety issues during the placement. Routine feedback can be appended to the relevant risk assessment form. Any concerns that are raised should be addressed and then recorded in a dedicated and visible department/school logbook.

## 7.4 After Placement

You should consider your department/school's portfolio of Placement Providers and identify any providers about whom students or Visiting Tutors have raised health and safety concerns. You should review each Placement Provider by checking any concerns that were raised and, if they were justified, whether the Placement Provider did or did not take appropriate action to prevent recurrence. The conclusions of this review process should be fed back in to inform future risk assessments relevant to the approval of Placement Providers.

## 8.0 Insurance

### 8.1 Introduction

When considering insurance, you need to think about what could go wrong and who could be adversely affected. This section provides a brief summary of generally available insurance cover that is particularly relevant to student placements.

The need for the HEI or the student to provide specific insurance cover may vary depending on the nature of the placement and the insurance cover held by the Placement Provider. The cover available from the HEI's insurance will depend on the policy wording at each HEI. This may be negotiable with insurers once an assessment has been made of the risks that require cover. Each HEI's insurance officer should be involved when developing its insurance cover and preparing its guidance for placements.

Where students are providing their own cover, they should be advised to check the wording (particularly the exclusions) carefully to ensure that it meets their requirements.

You need to consider both the HEI's and the student's perspectives and whether the placement is in the UK or overseas.

### 8.2 Cover for Legal Liability to a Student

#### 8.2.1 General

The HEI's own Public Liability Insurance should provide cover in respect of the HEI's own legal liability to its students (and to the Placement Provider). This insurance can normally be extended to provide an indemnity to students, but the scope of this extension can vary. HEIs should check with their insurance officer. This means that the student (and the Placement Provider) can be assured that the HEI will have the resources to meet a legal claim from anyone who suffers as a result of something that is the fault of the institution.

This insurance will not cover anything that is the legal liability or responsibility of someone else and, for placements in the UK, it would be normal to expect the Placement Provider to have equivalent cover in place.

For work placements, the Placement Provider may have Employers' Liability (EL) or Workers' Compensation Insurance that will provide cover for the Placement Provider's liabilities to the student.

An important feature of this type of liability insurance is that payment of compensation will depend on the student's establishing the legal liability of the HEI or Placement Provider. Although not a substitute for liability cover, personal accident insurance can provide 'no-fault' compensation in the event that the student suffers injury or death as the result of an accident, whether occurring as part of the placement or otherwise. This cover may be included with the travel insurance policy or may be provided by the Placement Provider. However, few students are likely to have this type of cover whilst at their home institution.

### 8.2.2 Injuries to a Student – UK Placement

Within the UK the Placement Provider employs the student and so is responsible for the health and safety of the student whilst on placement.<sup>9</sup>

Most employers are required to hold EL Insurance,<sup>10</sup> and there is an agreement among the UK insurance industry that work experience persons will be regarded as employees by all UK insurers and covered by EL policies.

Placement Organisers should ask providers if they hold EL Insurance. ‘No’ answers will need to be referred to the HEI insurance officer with details of the placement.

Some employers are exempt from the compulsory insurance requirement. Notably, these include Government bodies and family operations. Government departments may seek to contract out of their legal responsibility for the health and safety risk to placement students and transfer the risk (and the need for EL Insurance) to the HEI. Insurers may be prepared to cover these placements on an individual basis, subject to prior notification.

### 8.2.3 Injuries to a Student – International Placement

When students are placed overseas the position becomes more complex. In France, for example, placement students are subject to a *Convention de Stage* agreement under which they are regarded as employees and the Placement Provider generally accepts *responsabilité civile* for them under French law. However, some non-French organisations providing placement opportunities in France may refuse to accept this responsibility and attempt to transfer the risk to the HEI. The HEI’s insurers may be able to cover these placements on an individual basis, subject to prior notification and depending on the contract terms.

Accordingly, Placement Organisers, when seeking information about a placement overseas, should ask the Placement Provider whether their insurance covers liability for injuries or sickness suffered by placement students and attributable to their duties with the organisation.

‘No’ answers will need to be referred to the HEI insurance officer with details of the placement. If there is no requirement in the country concerned for EL-type insurance, the student needs to be aware that they would have little or no legal protection and be advised accordingly by the Placement Organiser. In such circumstances the student may want to take out accident insurance, but the HEI cannot offer advice about this.<sup>11</sup> Most HEIs have their own personal accident travel insurance, but this may be restricted to cover staff members only and not extend to students; the HEI insurance officer can advise on the extent of cover and exclusions.

A few countries may require EL-type insurance (also known as Workers’ Compensation Insurance) to be placed locally. A notable example is Australia. This is likely to be cost-prohibitive so, unless the Placement Provider can offer the necessary cover, or the Workers’ Compensation Insurance be bought or funded, the placement cannot go ahead.

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<sup>9</sup> Health and Safety (Training for Employment) Regulations 1990.

<sup>10</sup> Employers’ Liability (Compulsory Insurance) Act 1969.

<sup>11</sup> Most HEIs are not authorised to offer financial advice under the Financial Services Authority rules.

## **8.3 Cover for the Legal Liability of the Student**

### **8.3.1 General**

Students will not usually have Personal Liability Insurance except the very limited cover under a travel policy (which normally excludes liability arising from work) or if their parents have home contents insurance with a wide liability extension that includes family members normally resident at home. The best way of providing the cover is for the HEI to extend its own Public Liability policy to:

- i) Provide an indemnity to students;
- ii) Extend the personal liability overseas cover by indemnifying students whilst working.

Anyone driving a motor vehicle will normally require compulsory motor vehicle third party insurance, although this may be provided by the Placement Provider if the student is driving on the Placement Provider's business. A student driving their own or someone else's vehicle for work purposes needs to check that they have insurance that specifically covers them, whether or not they are the policyholder, for 'business purposes'.

### **8.3.2 Injuries/Property Damage that a Student May Cause - UK Placement**

Within the UK, employers are vicariously responsible for the negligent acts of their employees, including students on placement, if such acts cause injury to others. This liability will be covered by the Placement Provider's EL policy (see above).

Vicarious liability does not apply if the student acts in a wholly unpredictable and irresponsible manner, in which case the individual student may be held personally liable.

In most circumstances, as the Placement Provider is responsible for supervising the placement student during their duties, there is no liability on the part of the student or the HEI in the event of damage to the provider's property, or that of any third party. The only exception is where the student acts with deliberate malicious intent or in a wholly irresponsible way.

The HEI holds Public Liability ('third party') Insurance to indemnify the HEI in the eventuality that it is held legally liable for a student's actions (for example, if an HEI tells a Placement Provider that a student has certain skills or training that they do not have) and such actions cause injury or property damage. This insurance may also indemnify the student in circumstances where the HEI would have been responsible had the case been brought against it, rather than the individual student.

Such insurance will not indemnify students for the consequences of any deliberate malicious or irresponsible acts on their part.

### **8.3.3 Injuries/Property Damage that a Student May Cause – International Placement**

As the insurance situation is so variable overseas, the HEI insurance officer should advise on any Public Liability Insurance cover and exclusions for students during HEI-authorised overseas placements.



However, such insurance will not indemnify students for the consequences of any deliberate malicious or irresponsible acts on their part.

#### **8.4 Personal Accident, Travel and Health Insurance**

Prompt response to most contingencies can be covered by an appropriate travel insurance policy. This could provide:

- Free emergency assistance and advice, *and*
- Insurance cover for:
  - Emergency medical expenditure (note that an emergency means anything that is unexpected, as opposed to regular treatment for an existing condition; it does not have to be a serious or life-threatening event).
  - Emergency repatriation expenses.
  - Loss of personal belongings, baggage and money.
  - Cancellation and curtailment costs.
  - Personal liability.
  - Legal expenses.
  - Emergency evacuation expenses.
  - Recreational activities (although specific hazardous activities may be excluded).
  - Limited personal accident benefits.

The medical cover can be expected to exclude routine treatments and may limit cover for pre-existing conditions, pregnancy and childbirth. If this is a concern, the Placement Provider may have private health insurance that the student can buy locally.

Care must be taken when choosing an insurance policy to ensure that it provides adequate cover. Standard holiday travel cover is unlikely to be adequate. HEIs should consider whether to offer cover for their students under an appropriate commercial insurance policy. If so, it is vital for the HEI to comply with FSA regulations, particularly if the insurance premium is to be charged to students.

Students on overseas placements should be advised to take out appropriate and adequate insurance for personal activities (for example, extreme sports).

The extent of the travel insurance protection varies widely from one insurer to another and many policies contain small-print exclusions such as:

- Life-style exclusions (claims arising whilst under the influence of drugs/alcohol).
- Activity exclusions (claims arising from 'dangerous' activities – the definition of 'dangerous' varies but may include motorcycling as well as winter sports, i.e. exclusions are not limited to activities such as parachute or bungee-jumping).

Some HEIs and other organisations in the USA insist that the student takes out and pays for US medical healthcare insurance. Prices vary from institution to institution.

## **8.5 Professional Liability**

### **8.5.1 General**

Students training for a profession may be held legally liable for professional risks. Insurance for professional or business activities undertaken as part of the placement would normally be covered by Professional Indemnity (PI) insurance or, in appropriate cases, medical malpractice insurance. This can also be known as clinical negligence, or errors and omissions, insurance.

The HEI's insurance would not normally cover a student on placement and the expectation would be for this to be covered by the Placement Provider, not least because only the Placement Provider is in a position to manage the professional or business activities of the student.

### **8.5.2 Special Cases**

#### **8.5.2.1 Medical and Dental Students**

Students working within NHS hospitals in the UK are covered for professional risks under the Clinical Negligence Scheme for Trusts. The practice's medical malpractice cover should cover those placed with a GP practice in the UK.

If the placement is in a private hospital, hospice or nursing home, the Placement Organiser needs to ask the Placement Provider whether their insurance covers the liability of the student for injuries to third parties (including clinical errors), or property damage, arising from their duties within the organisation. If the provider answers 'No' to this question, the placement should be referred to the HEI insurance officer for further advice.

The HEI should encourage medical and dental students to join a professional body (e.g. the MDU or MPS) that would, on request, provide discretionary medical malpractice benefits for their elective periods.

Placement Providers overseas should be asked if their insurance covers the student for damage caused if this arises from their duties within the organisation. 'No' answers should be referred to the HEI insurance officer with full details of the placement, as the HEI's insurers may be prepared to cover these placements on an individual basis, subject to prior notification.

Placement Organisers seeking to place students in Australia should ask the provider if their insurance covers the liability of the student for injuries to third parties (including clinical errors) or property damage, arising from their duties within the organisation. If the provider answers 'No' to this question, the placement cannot go ahead (see above).

#### **8.5.2.2 Veterinary Students**

The BVA does not provide any veterinary malpractice cover for its members.

For placements with UK vets, it is probable that a student will be automatically included under the Placement Provider's Veterinary (Mal)Practice Insurance.

Placement Organisers should therefore ask the Placement Provider whether they hold Public Liability and Veterinary Practice Insurance and whether the definition of employee in the policy includes work experience trainees. 'No' answers should be referred to the insurance officer for advice.

Placement Providers overseas should be asked if their insurance will cover liability incurred by the student for damage, including injury to any animal, arising from their duties within their organisation.

Due to insurance requirements in Australia it is not possible for students to be placed there unless the provider answers 'Yes'.

Veterinary students placed in the USA may be able to purchase economical Veterinary Practice Insurance by joining SAVMA ( [www.avma.org/savma/about.asp](http://www.avma.org/savma/about.asp) ).

Other 'No' answers should be referred to the insurance officer, with full details of the placement, as the HEI's insurers may be prepared to cover these placements on an individual basis, subject to prior notification.

## Tool A: Risk Profiling and Specific Actions Necessary

Factor	Rating Profile		Indications for Risk Profiling	Examples of Specific Actions Necessary
Work Factors	High		<p>Work with hazards that have potential to cause permanent injury or fatalities, including:</p> <ul style="list-style-type: none"> <li>Construction site with work at height or below ground, dusts, moving machinery, electrical systems.</li> <li>Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks.</li> <li>Laboratory work with toxic/hazardous materials.</li> </ul> <p>Community work with known high risk groups of clients or locations (drug abusers, homeless, violent patients).</p> <p>Work with animal bedding or large or dangerous animals.</p> <p>Activities requiring specific licences or qualification (e.g. diving, flying aircraft, crewing an aerial device).</p> <p>Work involving significant hazards in small companies that do not have professional health and safety advice.</p>	<p>Seek confirmation from Placement Provider about expectations of student's prior competency in high risk activities, and ensure student meets these.</p> <p>Confirm that training and supervision will be provided by the Placement Provider throughout the placement.</p> <p>Include details in the written communication with the Placement Provider.</p>
	Medium		Working in proximity to high risk factors (but not directly with them).	<p>Seek confirmation from Placement Provider that the student will not be expected to participate in high risk activities, and will be appropriately supervised in medium risk activities.</p> <p>Include details in the written communication with the Placement Provider.</p>
	Low		Office work or other low hazard environments and activities.	No special measures.
Travel and Transportation Factors	High		<p>Significant travel to reach placement, prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards).</p> <p>Demanding travel during placement.</p> <p>Student required to drive others, or in unfamiliar vehicles.</p>	<p>Brief student on travel arrangements; discuss implications of high risk factors with them.</p> <p>Consider the student's experience.</p> <p>Check the Placement Provider's insurances.</p> <p>Consider reducing risks by providing accompanied travel where practicable.</p> <p>Specify regular contact times.</p>
	Medium		<p>Night travel.</p> <p>Long daily commuting requirement.</p> <p>Student required to drive familiar vehicle in reasonable conditions.</p>	<p>Brief student on travel arrangements; discuss implications of medium risk factors with them.</p> <p>Consider the student's experience.</p> <p>Check the Placement Provider's insurances.</p>
	Low		<p>No significant travel, comfortable daily commute.</p> <p>No driving associated with placement.</p>	No special measures.

Factor	Rating Profile		Indications for Risk Profiling	Examples of Specific Actions Necessary
<b>Location and/or Region Factors</b>	<b>High</b>		<p>Significant risk of civil disorder, crime or similar danger (e.g. placement in war zones, countries where the Foreign and Commonwealth Office (FCO) advises against travel).</p> <p>Unavoidable lone or remote working in proximity to significant risk (e.g. medical student elective in a refugee camp).</p> <p>Medical and rescue services not available quickly or locally.</p> <p>Means of communications likely to be difficult or compromised.</p>	<p>Check FCO restrictions and recommendations.</p> <p>Consult guides on appropriate behaviour, clothing etc.</p> <p>Arrange briefing/information to be provided in conjunction with someone with local experience or knowledge of conditions (e.g. student on previous placement or a placement practitioner at a local HEI in the overseas country).</p>
	<b>Medium</b>		<p>Higher than normal risk of civil disorder, crime or comparable danger.</p> <p>Delays likely in communicating with tutors and others.</p> <p>Placements abroad in areas identified as low risk by the FCO.</p>	<p>Check FCO restrictions and recommendations.</p> <p>Provide information to students on guides on appropriate behaviour, clothing, etc.</p> <p>Supplement general briefing with information about medium risk factors.</p>
	<b>Low</b>		Placements in the UK with no significant local risks.	No special measures.
<b>General/ Environmental Health Factors</b>	<b>High</b>		<p>Regional/local health risks require mandatory and specific health protection measures e.g. inoculations.</p> <p>Very hot or strenuous working conditions (e.g. manual working outdoors in the sun).</p> <p>Very cold working conditions (e.g. catering placement in a food cold storage/cook chill or freeze facility).</p>	Consult occupational health professional for advice re inoculations and other preparations.
	<b>Medium</b>		Regional/local conditions require some precautionary measures, e.g. optional inoculations against diseases, medical travel kit is a sensible precaution.	Consult occupational health professional for advice re inoculations and other preparations.
	<b>Low</b>		No significant environmental health risks.	No special measures.

Factor	Rating Profile		Indications for Risk Profiling	Examples of Specific Actions Necessary
<b>Individual Student Factors</b>	<b>High</b>		<p>The student has personal factors (e.g. health, disability,<sup>12</sup> linguistic or cultural) which may increase the risk of illness or accident during work-related activity even following adjustments.</p> <p>The student has personal factors which may require specific adjustments or support if living away from home, or makes them susceptible to episodes of illness.</p> <p>The student's knowledge, understanding, and skills are low for the type of work.</p>	<p>Discuss activities with the student to try to eliminate or reduce potential risks where possible.</p> <p>Engage with occupational health professional/other support professionals to develop reasonable adjustments.</p> <p>Confirm these in the written communication with the Placement Provider.</p>
	<b>Medium</b>		The student has personal factors which may require specific adjustments or support during work, or in social interactions at work.	<p>Engage with occupational health professional/other support professionals to develop reasonable adjustments.</p> <p>Confirm these in the written communication with the Placement Provider.</p>
	<b>Low</b>		<p>The student has no personal factors likely to cause episodes of illness or require specific support whilst on placement.</p> <p>Student has relevant knowledge, understanding and skills for the type of work.</p>	No special measures.
<b>Insurance Limitations</b> (see Section 8 for more detailed guidance)	<b>High</b>		<p>Locations, activities and/or circumstances that are excluded from the HEI's travel and other insurance cover.</p> <p>Countries where the Placement Provider's insurance does not cover the student for personal or third party liability associated with the work by the student.</p>	<p>If locations, activities and/or circumstances are excluded from the HEI's travel and other insurance cover, consider alternative placements.</p> <p>If placement is to proceed, additional specific insurances may be available.</p> <p>Consult the HEI's insurance specialist.</p> <p>Brief student on limitations of insurance cover (the small print).</p>
	<b>Medium</b>		Locations, activities and/or circumstances that require prior acceptance from the HEI's insurers before being covered.	<p>If locations, activities and/or circumstances require prior acceptance from the HEI's insurers, ensure notification and acceptance is given.</p> <p>Brief student on limitations of insurance cover (the small print).</p>
	<b>Low</b>		<p>Locations, activities and/or circumstances that are automatically included in the HEI's insurance cover.</p> <p>UK location and the Placement Provider has Employers' and Public Liability Insurance cover.</p>	No special measures.

<sup>12</sup> For managing placements for disabled students see: DfES, *Providing Work Placements for Disabled Students*.

## Tool B: Risk Assessment Form

Placement Provider		Student or Student Group	Start Date	End Date
Company:				
Location:				
1. General Control Measures		Action Necessary?	Action Completed?	
Has the student received sufficient briefing?	Yes / No			
Has the Placement Provider acknowledged receipt of a Letter of Expectation/ returned a Placement Agreement?	Yes / No			
Has this Placement Provider been used before and been reviewed with regard to health and safety? If 'Yes', do any concerns remain unresolved?	Yes / No  Yes / No			
2. Risk Profiling and Further Specific Actions Necessary	Risk Profile (High, Medium or Low)	Action Necessary?	Action Completed?	
Work Factors				
Travel and Transportation Factors				
Location and/or Region Factors				
General/Environmental Health Factors				
Individual Student Factors				
Insurance Limitations				
3. Conclusion		Action Necessary?	Action Completed?	
Is a site safety visit required before placement is approved?	Yes / No			
Are the risks tolerable such that the placement can be approved?	Yes / No			

Prepared by: ..... Date: .....

Have the above actions been completed? Yes / No

I (print name) ..... Job title .....

approve this placement.

Signed: ..... Date: .....

# Worked Example 1: Office Work in the UK

Placement Provider		Student or Student Group	Start Date	End Date
Company: CKD (UK) LLP Location: Sheffield		Raschid Alharoun Aliena McFarlane Thomas Stubbs	28/06/10	24/12/10
1. General Control Measures		Action Necessary?	Action Completed?	
Has the student received sufficient briefing?	Yes / <del>No</del>			
Has the Placement Provider acknowledged receipt of a Letter of Expectation/ returned a Placement Agreement?	Yes / <del>No</del>			
Has this Placement Provider been used before and been reviewed with regard to health and safety? If 'Yes', do any concerns remain unresolved?	Yes / <del>No</del> <del>Yes</del> / No			
2. Risk Profiling and Further Specific Actions Necessary	Risk Profile (High, Medium or Low)	Action Necessary?	Action Completed?	
Work Factors	Low			
Travel and Transportation Factors	Low			
Location and/or Region Factors	Low			
General/Environmental Health Factors	Low			
Individual Student Factors	Low			
Insurance Limitations	Low			
3. Conclusion		Action Necessary?	Action Completed?	
Is a site safety visit required before placement is approved?	<del>Yes</del> / No			
Are the risks tolerable such that the placement can be approved?	Yes / <del>No</del>			

Prepared by: Jack Chequer Date: 25 May 2010

Have the above actions been completed? Yes / ~~No~~

I (print name) Jill O'Kaye Job title Placement Tutor

approve this placement.

Signed: J. O'Kaye Date: 28 May 2010



## Worked Example 2: Practical Work on a Farm in the UK

Placement Provider		Student or Student Group	Start Date	End Date
Company: Sun Oak Farm Location: Clun, Shropshire		Helen Skinner	12/07/10	15/07/11

1. General Control Measures		Action Necessary?	Action Completed?
Has the student received sufficient briefing?	Yes / <del>No</del>		
Has the Placement Provider acknowledged receipt of a Letter of Expectation/ returned a Placement Agreement?	Yes / <del>No</del>		
Has this Placement Provider been used before and been reviewed with regard to health and safety? If 'Yes', do any concerns remain unresolved?	<del>Yes</del> / No  Yes / <del>No</del>		

2. Risk Profiling and Further Specific Actions Necessary	Risk Profile (High, Medium or Low)	Action Necessary?	Action Completed?
Work Factors	High - will be using tractor and other farm machinery and working with cattle.	Check Placement Provider's risk assessments and safe systems of work for the farm and the farm activities.	✓
Travel and Transportation Factors	High – will be using tractor and other farm machinery, both on and off road.	Check insurance cover, and training and instruction being provided by the Placement Provider.	✓
Location and/or Region Factors	Low		
General/Environmental Health Factors	Medium – work with cattle, hay, straw and bedding.	Refer to occupational health.	✓
Individual Student Factors	Medium – student has declared allergies.	Refer to occupational health.	✓
Insurance Limitations	Medium	Insurance officer to check the farmer's insurances including re tractor driving.	✓

3. Conclusion		Action Necessary?	Action Completed?
Is a site safety visit required before placement is approved?	Yes / <del>No</del>	Senior lecturer in agriculture to visit the site.	✓
Are the risks tolerable such that the placement can be approved?	Yes / <del>No</del>	Review findings of above actions.	✓

Prepared by: Jack Chequer Date: 25 May 2010

Have the above actions been completed? Yes / ~~No~~

I (print name) Jill O'Kaye Job title Placement Tutor

approve this placement.

Signed: J. O'Kaye Date: 28 May 2010

## Tool C: Content of Written Communication

The purpose of a Letter of Expectation is to clarify the arrangements and responsibilities with regard to health and safety related issues for the student, the Placement Provider and the HEI. A Placement Agreement should contain the same information, but should in addition be signed by the HEI and Placement Provider (and possibly the student as well).

### **Responsibilities of the HEI:**

- Provide information to the student on general health and safety prior to their placement.
- Provide specialist advice and guidance for students with additional support needs.
- Where appropriate appoint a Visiting Tutor(s) and establish the frequency of their visits.

### **Responsibilities of the Placement Provider:**

- Plan the work programme and associated health and safety training to be undertaken by the student.
- Provide the student with a full and clear induction to the organisation and its working practices, including health and safety arrangements, fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.
- Nominate a supervisor who will conduct or make arrangements for day-to-day supervision of the student including instruction regarding hazards and health and safety precautions.
- Comply with health and safety legislation.
- Define the liability and other insurance cover that will be provided for the activities of the student with regard to the student and to others who could be affected by the student's actions or inactions.
- Facilitate access to the student for visits by the Visiting Tutor (where appropriate).
- In cases of serious accidents or incidents involving the student or breaches of discipline by the student, advise and consult with the HEI.

### **Responsibilities of the Student:** *to the Placement Provider:*

- Abide by all rules regarding health and safety requirements, and other practices and procedures of the placement organisation.
- Carry out the work programme specified by the placement organisation under the supervision of the specified supervisor(s).
- Inform the Placement Provider of any access or support needs that may require adjustments.
- Report any concerns about health and safety at their placement to their Placement Provider.

### *to the HEI:*

- Attend briefing sessions and access all provided information.
- Inform the HEI of any personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require adjustments.
- Complete all reports and records for the HEI as specified in the programme regulations.
- Consult with the HEI prior to seeking any changes in the terms and duration of the placement.
- Provide access to all records maintained during the placement to the Visiting Tutor and the placement supervisor except, in the case of the Visiting Tutor, where there is an issue of commercial secrecy or national security.
- Report any incidents in which they are involved and any health and safety concerns that are not addressed by their Placement Provider to their HEI.

### **Additional Questions/Requests:**

- Please provide the name and details of your nominated health and safety contact.
- Do you hold Employers' Liability Insurance or equivalent?

### **For Placement Agreements Only:**

- Do you accept the arrangements and responsibilities as set out above?

## References and Bibliography

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## **Training**

ASET runs regular staff development training courses on health and safety for placements. These sessions are suitable for both placement practitioners and health and safety managers and are held at least once a year, and more subject to demand. Details of ASET training can be found at [www.asetonline.org/events](http://www.asetonline.org/events).



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