PLACEMENTS FOR STUDENTS

This guidance applies to work placements for students arranged by the University, either as part of the academic curriculum or for other reasons (for example, to provide the student with work experience).

It does not apply to placements which are part of the training of medical professionals and teachers.

Those arranging placements should use the document “UCEA Health and Safety Guidance for the placement of Higher” (2009) to the extent that it is applicable to a particular placement.

Assessment of the health and safety risk arising from a placement
Many of the placements arranged by the University are with organisations which have good reputations and with whom placements have been arranged previously. With these organisations we can be confident that health and safety matters will be well managed. Members of staff arranging placements should use their judgement to decide if a placement provider falls in this category.

When placements are provided with organisations which are not known to the University or where the placement could involve higher levels of risk, it may be necessary to make enquiries before we can have confidence in an organisation’s health and safety management arrangements. The UCEA guidance will help determine the questions which will need to be asked. If necessary, advice should be sought from the University Safety Adviser.

Responsibilities of the placement provider and the student
For all placements the placement provider should be made aware that we expect students on placement to be treated in the same way as the provider’s other members of staff as regards health and safety and relevant insurances.

The student should be made aware that we expect him/her to comply fully with the placement provider’s health and safety arrangements.

Unresolved problems
Students should be informed whom in the University they should contact if they have concerns regarding their health and safety while on placement which they have not been able to resolve locally with the placement provider. Students should also be provided with a phone number which can be used to contact the University in an emergency.
Placements overseas
Students must obtain confirmation from the University’s insurance office that travel insurance will be in place for the full duration of the placements. There is also guidance on the University’s travel overseas website.

Erasmus
The University’s Erasmus Unit provides helpful guidance for students going abroad regardless of their destinations and whether they will be studying or working while they are abroad.