



ASET Good Practice Guide for Health and Safety for Student Placements

Acknowledgements

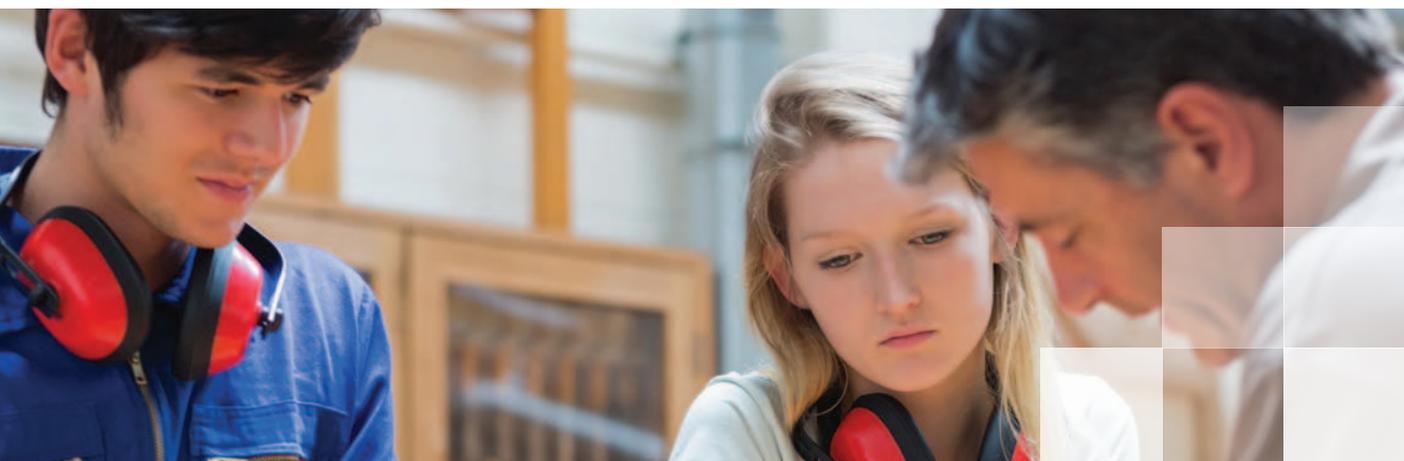
ASET has been involved in promoting good practice around placements since 1982, the terminology then was sandwich education, and limited to the year students would spend in the workplace as part of their university education, but now the broader term work based and placement learning (WBPL) is used to fully encompass the breadth of opportunities available to students, irrespective of their level or mode of study. ASET's goal remains the same: to advance the prevalence, effectiveness and quality of work based and placement learning in Higher Education. Part of this good practice is ensuring the Health and Safety of students, hence this Guide now in its third edition. This Guide, which offers practical implementation support, may usefully be read in conjunction with the USHA/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 previous editions; and the authors of the CVCP publication *Health and Safety Guidance for the Placement of HE Students* (1997). In addition to this, 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 debate. The insurance section of this document is adapted from the University of Bristol guidance *Insurance for Student Placements* (2008) written by Ginny Hope and produced in 2010 with the additional assistance of Martin Hampar from the University of Manchester.

The second edition of this Guide was produced in 2010 by an ASET working party consisting of: Carrie de Silva, LLB (Hons) MA (Principal Lecturer in Law and Taxation, Harper Adams University), Keith Fildes, MA PhD (Researcher Development Adviser, Sheffield Hallam University), and David Tattersall, BSc CEng MICE (Regional Director, Institution of Civil Engineers).

This third edition has been revised and updated by Carrie de Silva in September 2016, with assistance from Sarah Flynn (University of Hertfordshire), Debbie Siva-Jothy (ASET) and Colin Turner (Ulster University).

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Note

The guidance herein is in accordance with good practice and with our interpretation of UK law at the date of publication (September 2016). 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.

The law of health and safety applies across all countries of the UK. Differences between England and Wales, Scotland and Northern Ireland are in criminal procedure and courts, along with any difference in civil consequences regarding negligence, the Scottish law of delict, etc. The relevant branches of the Health and Safety Executive are:

England and Wales	www.hse.gov.uk
Scotland	www.hse.gov.uk/scotland
Northern Ireland	www.hseni.gov.uk



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Definitions

The focus of this Guide is to provide some specific guidance for those supporting students on courses where work based and placement learning opportunities are a planned and integrated part of a student's programme of study at a **Higher Education Provider (HEP)**, (this includes universities, colleges and private providers). It is intended to be useful to practitioners irrespective of the level or mode of study, the academic subject, whether work based or placement learning (WBPL). This Guide has been written to support the development of good practice, but is neither prescriptive nor regulatory.

We would recommend reading this Guide alongside the *ASET Good Practice Guide for Work based and Placement Learning in Higher Education* (2013) which provides extended terminology associated with placement learning, but in summary the following definitions are used throughout this Guide:

Placement

A period of work experience, paid or unpaid:

- which is undertaken as an integral part of the student's programme, and
- where the student is enrolled at the HEP during this period, and
- where there is a transfer of direct supervision of the student to a third party

For self-employed placement students where there is no such transfer of direct supervision see page 6, Scope.

Employer

A third party (usually an employer) who, during the placement, has responsibility for the direct supervision of the student. Note that any HEP (including the one at which the student is enrolled) providing the work experience on their premises as a placement, would be the employer.

Placement practitioner

Any individual authorised by the HEP to agree the placement of a student and, in some cases, responsible for visiting students on placement.

Workplace supervisor

A person designated by the employer to supervise the student during the placement.



Note to Heads of Higher Education Providers (HEP)

Authoritative strategic guidance in these matters is contained in the UCEA *Health and Safety Guidance for the Placement of Higher Education Students (2009)*, which assumes that HEPs will develop their own detailed procedures for implementation. As the person ultimately responsible for the HEP and its personnel, Heads should ensure all relevant staff are aware of their responsibilities and are implementing appropriate procedures. Each HEP 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 they follow it will help fulfil your legal obligations, provided the necessary support, including training if required, is given.

This ASET document is written specifically for the use of placement practitioners. There are clear advantages to employers and HEPs 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.

Introduction

The world of work can be risky. For some people it can result 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, or indeed work at all.

Everyone involved in a 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. HEP staff can influence these matters 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 for HEPs in the UK to do this.

In addition to reducing the risk to students, following this guidance should enable HEPs to demonstrate they have done what can be considered as reasonably practicable to discharge their duty of care. Records relating to process and procedure are vital in the event of legal action.

The Practical Guidance from page 12 onwards should not be used in isolation, but with an understanding of the responsibilities described elsewhere in this document. The UCEA *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.

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 additional legal requirements. This guidance is useful, but will need to be supplemented for:

- A student under 18 years old, where more rigorous risk assessment is required under the Management of Health and Safety at Work Regulations¹
- A student of, for example, nursing or teaching, where there are specific contractual or legal requirements

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

- In circumstances where the student is self employed, they will have greater responsibility for their own health and safety, and they need to understand the extent of this responsibility
- Some Professional, Statutory or Regulatory Bodies (PSRB) may have additional health and safety compliance requirements
- The knowledge and competency factors of the student in relation to the proposed activity
- Personal/professional indemnity and other insurance requirements relating to a self-employed person

Issues surrounding tax and income, factors relating to intellectual property and contractual obligations with companies, and communication and support from placement practitioners will also need to be considered.

The risk assessment process outlined in this guidance can still be applied to students undertaking self employment, and this will assist in identifying the suitable control measures, briefing and information needed.

There is a general exemption in this guidance for placements undertaken with the Armed Forces.

For fieldwork, where the HEP retains responsibility for students who are undertaking practical work in locations not under the HEP's control (for example 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: Safer adventures: managing the risks of adventure travel, which includes university field work,² and the UCEA fieldwork guidance.³

¹ See HSE guide: Young People and Work Experience (2013).

² www.bsigroup.com/LocalFiles/en-GB/consumer-guides/resources/BSI-Consumer-Brochure-Adventurous-Activities-UK-EN.pdf (2014).

³ UCEA, Guidance on Health Safety in Fieldwork. First published in May 2011 by the Universities Safety and Health Association (USHA) in association with the Universities and Colleges Employers Association (UCEA).

Origin of this Guide

For many years ASET has held an annual conference, primarily to help placement practitioners to do their jobs more effectively. In the early 1990s, following several incidents of injury to students on placement, it became apparent through these conferences that practitioners were not at all clear about their responsibilities for preparing students and managing placements. ASET resolved to produce clear guidance and, in order to ensure its legal robustness, started by commissioning a report by HE specialist lawyers. This confirmed the scope of the legal obligations of Higher Education Providers. The Universities Safety and Health Association (USHA) 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 the Committee of Vice-Chancellors and Principals.⁴ This report acknowledged 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.

The ASET guidance in its current form was originally developed alongside the UCEA publication *Health and Safety Guidance for the Placement of Higher Education Students* (2009) and was first published in 2010, and is now updated for 2016. 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 involved in the day-to-day management of placements. This ASET Guide 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.

In addition to legal requirements in relation to health and safety, HEPs reviewed by the Quality Assurance Agency (QAA) are required to meet all the expectations of the Quality Code. The manner in which they do so is their own responsibility; it is important that providers respond in ways appropriate for their organisation, internal structures and the range of work based and placement learning opportunities they offer. HEPs are also responsible for meeting the requirements of legislation and any other regulatory requirements placed upon them, for example by funding councils or Professional, Statutory and Regulatory Bodies (PSRB). This Guide should be read alongside these reference points and legislative requirements, and not in lieu of them.



⁴ Now Universities UK (UUK) - www.universitiesuk.ac.uk

Legal Liability

For any incident there is the potential for both civil action (for example in negligence or contract) or criminal prosecution (including breaches of the Health and Safety at Work etc. Act 1974 and related legislation, the Corporate Manslaughter and Corporate Homicide Act 2007 or gross negligence manslaughter). Action could be against any of the parties involved including: the student, the employer (and/or its other employees) or the HEP (and/or its employees). The outcome will be decided by the relevant court of the country having jurisdiction. For HEPs in the UK, when the placement has been in another country, this may include a UK and 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.

In the UK it is the employer 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 HEP also has to ensure that it addresses these duties with regard to students on placement. As this is UK legislation, the HEP is still bound by this Act for students who are placed overseas.



Risk and Hazard

It is important not to confuse risk with hazard. Doing so can often create some of the reluctance to engage in innovative or novel learning opportunities for students. In this context:

- **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 it is preferable to 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 mitigate the risk.

To decide what actions are reasonable and necessary the risk must be managed, and this is the main focus of the Practical Guidance starting on page 12.

Risk Management

Good risk management is the identification, then elimination or mitigation of risk. The risks to the health and safety of a student on placement must be managed to some extent by, among others, the HEP. 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, minimising 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.

Understanding Roles and Responsibilities

The three parties to a placement are the employer, the student and the HEP. 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. This can be sensibly and easily included alongside a placement agreement, as required by Chapter B10 of the QAA Quality Code.⁵

⁵ Quality Assurance Agency for Higher Education (2016) UK Quality Code for Higher Education, Part B: Assurance and Enhancing Academic Quality, Chapter B10: Managing Higher Education Provision with Others. Indicator 7, Written Agreements, pp20-22.

The employer 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 always be accurate, it is essential for the HEP to ensure the employer is clear on their health and safety and technical responsibilities for every placement.

Training Staff

HEP 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. Practitioners conducting placement visits may find themselves needing expertise when specialist advice is not immediately available, and so may require additional 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.

Approving Placements

The major risks to a student are: short or long term ill health, injury, or death. The risks a student could cause to other individuals or to a company, should also be considered. These include: short or long term ill health, injury, death, and financial loss (from disruption, damage to property, sabotage, legal action, 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, different attitudes to or standards of 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, and this should be considered as part of a risk assessment
- **Travel** - as well as travel instructed by the employer, 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 no assumptions should be made about a single industry, employer or work location. Risk may also be affected by the type of work assigned
- **Individual student** - the knowledge, skills, experience, attitude and personality of the student will affect the risk, as may 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

Preparing Students

General health and safety information and specific information appropriate to the discipline should be part of every programme. 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.

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 employer, but the student must be made aware of these and be encouraged to use them. Furthermore, a student should be told they will be able to have confidence in the HEP's full support in resolving an issue if they have any doubt about the employer's arrangements or response to a concern. The student must be given the contact details of appropriate HEP staff and be clear about the type of issue that should be reported. Placement practitioners conducting visits must also know how to raise concerns and be able to judge whether this should be done during a visit or subsequently. Employers must also be given contact details of appropriate HEP staff to liaise with, in the event of a problem with the student.

Planning for Emergencies

As an emergency can happen at any time, and to cover students who are in different time zones, 24-hour emergency contact details should be given to the student. Outside the UK the usual hazards of travel should be insured (see page 21), but the student may need help and advice if a claim for any of these becomes necessary.

Reviewing Placement and Processes

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



Introduction

The principles of risk management have been used to produce the following guidance on the control of placements. The process is designed to demonstrate that all relevant issues have been considered and relevant action taken, thereby properly discharging the duty of care and as far as is reasonably practicable, ensuring the health and safety of 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 detailed in Fig. 1 page 13.

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

- Tool A - Risk Profiling and Action Necessary
- Tool B - Risk Assessment Form
- Tool C - Content of Written Communication/Placement Agreement



Placement Approval Process

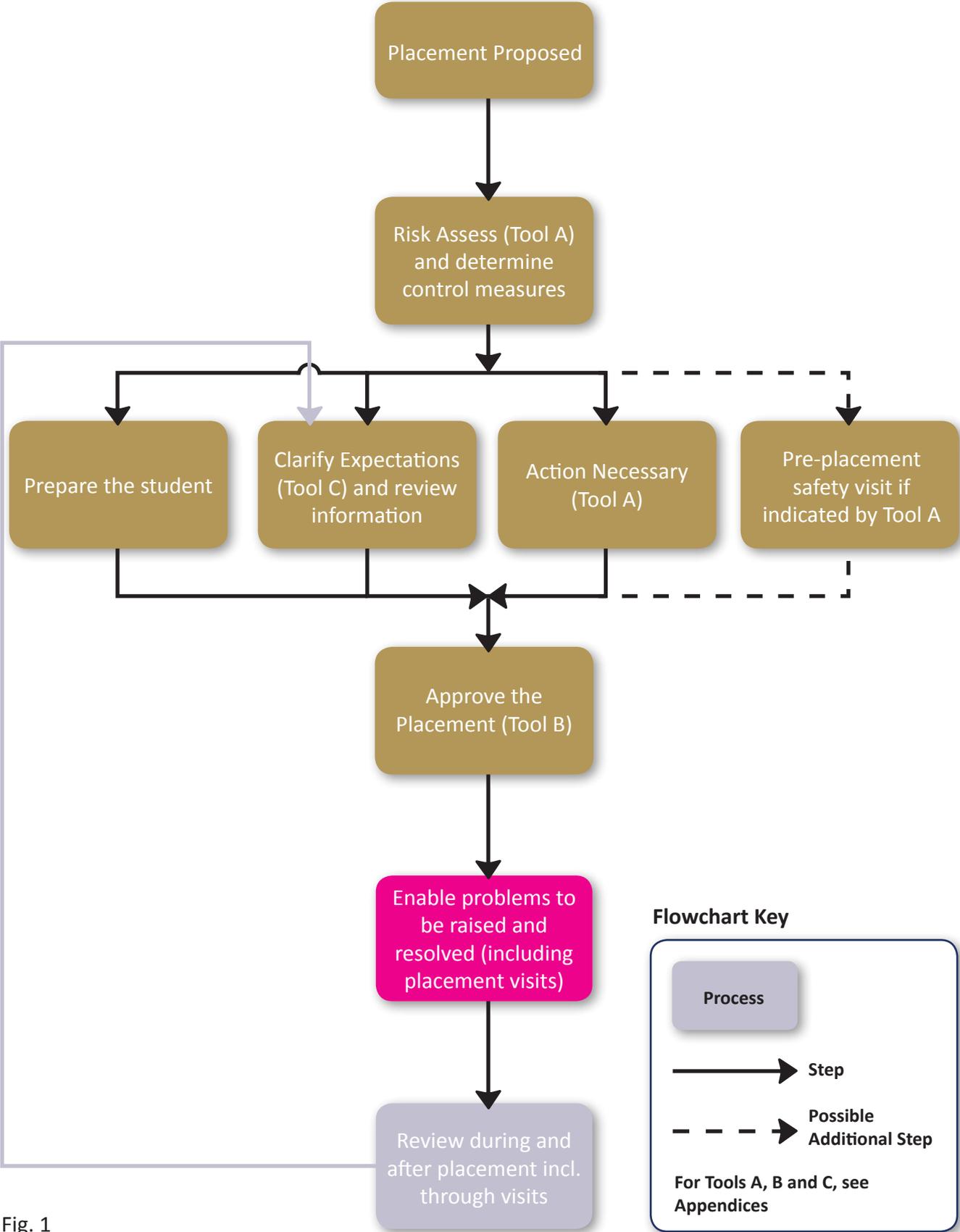


Fig. 1

Before Placement

Risk Assessment

Use Tool A in the Appendices to carry out risk assessment

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

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

Attempt to develop groups of placements that have similar risk profiles. This will particularly assist in determining what type and level of action is needed 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 16-18). 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 are: industrial, laboratory or nursing placements where there are possibly increased 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 than in the UK.

Some examples of high risk placements are: 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 action regarding briefings, written communications and pre-placement safety visits. On each individual risk assessment 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 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', the HEP's health and safety professionals may need to be involved. They will have developed institutional procedures to assist in performing such risk assessments.

Also refer to:

- The requirements of any relevant Professional, Statutory or Regulatory Body in relation to professional practice obligations
- Other guidance material set by bodies such as Medical Schools etc. relating to placements

Then undertake the following control measures, as deemed appropriate by your risk assessment

Control Measures

Preparing the Student

Under UK legislation primary responsibility for health and safety, assessment of competence, and the provision of training, rests with the employer. The HEP, through the placement practitioner, does however, need to prepare the student by helping them to understand the risks and to make informed judgements whilst on placement.

Working with the employer, the HEP can help by providing the student with information on six key health and safety factors (see Tool A in the 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 employer, but with the environment in which they will live and socialise.

The amount of information 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 16 advises the level/type of briefing required and what the delivery of it might involve for particular profiles of placements. 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. Students must confirm they have received and understood this information and HEPs should provide ongoing access to the information. Attendance/participation at briefings should certainly be recorded, a simple test of understanding could be performed, and materials should be lodged online.

It is also important to remind the student to advise the placement practitioner 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 placement practitioners 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 placement practitioners 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 placement practitioners 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 programme may be necessary.

Fig. 2

In some programmes there may be a professional practice module which includes health and safety information. For example nursing students are taught patient-handling techniques whilst in the HEP so, provided that this is done before their placement begins, they will already be trained with regard to this hazard. For most programmes however, health and safety preparation of students will be a raising of awareness, with any specific training being the responsibility of the employer.

Clarifying Expectations

The employer must be informed of the HEP's health and safety expectations. To ensure the employer'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. 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 Good Practice Guide for Work based and Placement Learning in Higher Education*.⁶

⁶ ASET (2013) ASET Good Practice Guide for Work based and Placement Learning in Higher Education. www.asetonline.org/resources/ASET-Good-Practice-Guides/

Placement Agreements should be signed by both the HEP and the employer (and possibly the student as well) with a copy being returned to the HEP. Fig. 3 below advises in which instances each is required.⁷

General Placement Risk Profile	Examples	Clarifying Expectations and Approving the Placement Provider
Low	UK office-based/business.	Placement Agreement, signed and returned.
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

A signed Placement Agreement returned by the employer should ideally be on file before the placement is due to commence, and certainly within a short time of the start date. This should be a scanned signed copy if all correspondence is by email.

Information and past feedback regarding the employer should be reviewed. If the employer has taken students before, check to ensure there were no unresolved health and safety concerns.

Specific Risks and Actions

There should be processes for identifying and managing the specific risks associated with placements. Once you have considered the 'Indications for Risk Profiling' and the 'Examples of Action Necessary' in Tool A, you should record any action required against each of the six factors in the 'Action Necessary?' column in Tool B. The possible actions listed here are only a guide and should be developed and tailored.

Some medical placements (and other specialist programme areas) have specific requirements/processes that need to be satisfied before placements can be approved. Placement practitioners should liaise with the relevant programme specialists to ensure awareness of any additional requirements.

⁷ For some European employers, there is likely to be a requirement to complete their own national agreement with regard to student placements. France: Convention de Stage, Spain: *Convenio de Colaboración / Convenio de Prácticas*. Check such requirements in other countries, for example Italian employers also sometimes require such an agreement.

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 32 and 33.

Pre-Placement Safety Visit

You need to decide whether a pre-placement safety visit is required. These are only indicated where there are specific concerns (see Fig. 4 below).

Depending on the nature of the disability, pre-placement visits may be indicated when working with a student with particular requirements. The *ASET Good Practice Guide for Supporting Student with Disabilities on Placement (2016)* will be a useful companion to this document. In addition, the HSE website has information for employers and employees on working with disability⁸ although some information pre-dates current equality legislation.

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 (for example networks and signal strengths) and have contingency plans.

Fig. 4

Note: Where no visit is likely to be indicated on a risk assessment basis, this is always subject to any specific provisions stipulated on particular programmes by professional bodies who sometimes require all providers to have a pre-placement visit. As noted above, placement practitioners must ensure a clear understanding of any programme-specific requirements. Pre-placement safety visits before approval of the placement are entirely separate from visits during the placement, which consider a range of professional, academic and pastoral matters, although these visits should also consider health and safety.

Approving the Placement

When you are satisfied that all the necessary actions have been completed, the placement can be approved. This includes a judgement that the employer understands and accepts their

⁸ www.hse.gov.uk/disability

roles and responsibilities, **and** there are no unresolved concerns highlighted in the review. This approval should be formally communicated to the student and the employer.

This information is summarised in Tool B, which can be used as the basis of the record for each student or student group.

Where a placement is an integral part of a programme, the HEP has the right, and a responsibility, to refuse any placement on health and safety grounds.

During Placement

While on placement, primary responsibility for looking after health and safety rests with the employer, although the student also has responsibility.

Students should raise any concerns in accordance with the employer'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 the placement practitioner by whatever process has been established. Issues raised with the placement practitioner/HEP need to be followed up and satisfactorily resolved.

Arrangements for a placement practitioner, usually for academic/assessment reasons, to visit the student at the employer's premises are normally indicated for all but very short placements; such visits should also be used to check whether there are any health, safety and welfare issues.

Placement practitioners should be aware of their surroundings during these visits and raise any matters of concern with the employer. The level of expertise with regard to health and safety that may be required of a placement practitioner will depend on the level of risk of the placement, which in turn will be affected by the discipline. A placement practitioner with subject based experience is important for most high risk profile placements, and advisable for medium risk profile placements.



Fig. 5 gives some examples of safety-related questions that a placement practitioner might ask. Placement practitioners should report queries, concerns and observations to the employer and HEP without delay.

Area	Question	Action (As Necessary)
General	How do you feel about the placement and your own wellbeing?	Raise concerns with employer contact/manager.
Training and Induction	Did you receive any induction training? What ongoing training have you been given?	Raise concerns with employer contact/manager.
Supervision	Have you been left in charge of a situation for which you felt you needed more training or closer supervision?	Raise concerns with employer contact/manager.
Accidents and Incidents	Have you had any accidents or witnessed any accidents or unsafe practices that you are concerned about?	Assess the relevance. Raise concerns with employer contact/manager. Notify HEP safety department. Notify HSE as indicated. ⁹

Fig. 5

Ensure processes are in place for monitoring feedback from students, as well as placement practitioners, on health and safety issues during the placement. Routine feedback can be appended to the relevant risk assessment form. Any concerns raised should be addressed and recorded in a secure place accessible to all appropriate HEP staff.

After Placement

Review the feedback and identify any providers about whom students or placement practitioners have raised health and safety concerns. Review each employer by checking any concerns raised and, if justified, whether the employer did or did not take appropriate action to prevent recurrence. The conclusions of this review process should inform future risk assessments relevant to the approval of employers. Ensure students have the opportunity to feedback information after placement with specific reference to health and safety (along with any other issues required by the HEP).

⁹ Per Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (www.hse.gov.uk/riddor/).

Introduction

When considering insurance, 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 but placement practitioners should not discuss or provide information on insurance to students without liaison with their HEP insurance specialist.

The need for the HEP or the student to provide specific insurance cover may vary depending on the nature of the placement and the insurance cover held by the employer. The cover available from the HEP's insurance will depend on the policy wording at each HEP. This may be negotiable with insurers once an assessment has been made of the risks that require cover. The HEP's insurance specialist should be involved in 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.

It is important to consider both the HEP's and the student's perspectives and whether the placement is in the UK or overseas.



Cover for Legal Liability to a Student

General

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

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 employer to have equivalent cover in place.

The employer may have Employers' Liability (EL) or Workers' Compensation Insurance that will provide cover for the employer's liabilities to the student.

An important feature of this type of liability insurance is that payment of compensation will depend on the student establishing the legal liability of the HEP or employer.

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 employer. However, few students are likely to have this type of cover whilst at their home institution.

Injuries to a Student - UK Placement

Within the UK, the employer employs the student and is responsible for the health and safety of the student whilst on placement, whether the employment is paid or unpaid.¹⁰

Most employers are required to hold EL Insurance, 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 practitioners should ask providers if they hold EL Insurance. 'No' answers will need to be referred to the HEP insurance specialist with details of the placement.

Some employers are exempt from the compulsory insurance¹¹ 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 HEP. Insurers may be prepared to cover these placements on an individual basis, subject to prior notification.

¹⁰ Health and Safety (Training for Employment) Regulations 1990.

¹¹ Employers' Liability (Compulsory Insurance) Act 1969 and related regulations.

Injuries to a Student - Overseas Placement

When students are placed overseas the position becomes more complex. In France and Spain, for example, placement students are subject to a Convention de Stage / Convenio de Colaboración / Convenio de Prácticas agreement under which they are regarded as employees, and the employer generally accepts responsibility for them under national law. However, some non-national organisations providing placement opportunities in France and Spain may refuse to accept this responsibility and attempt to transfer the risk to the HEP. The HEP'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 practitioners, when seeking information about a placement overseas, should ask the employer 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 HEP insurance specialist with details of the placement. If there is no requirement in the country concerned for EL-type insurance, the student needs to be aware they would have little or no legal protection and be advised accordingly by the placement practitioner. In such circumstances the student may want to take out accident insurance, but the HEP cannot offer advice about this.¹² Most HEPs have their own personal accident travel insurance, but this may be restricted to cover staff members only and not extend to students; the HEP insurance specialist 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 employer can offer the necessary cover, or the Workers' Compensation Insurance be bought or funded, the placement cannot go ahead.



¹² Most HEP's are not authorised to offer financial advice under the Financial Conduct Authority rules.

Cover for the Legal Liability of the Student

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 HEP to extend its own Public Liability policy to:

- Provide an indemnity to students
- Extend the personal liability overseas cover by indemnifying students whilst working

Placement practitioners need to check with the HEP insurance specialist on the position at their own institution.

Anyone driving a motor vehicle will normally require compulsory motor vehicle third party insurance, although this may be provided by the employer if the student is driving on the employer's business.

A student driving their own or someone else's vehicle for work purposes needs to check they have insurance that specifically covers them, whether or not they are the policyholder, for 'business purposes'. This point should be highlighted in pre-placement preparation with students.

Injuries and/or Property Damage that a Student May Cause - UK Placement

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

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

In most circumstances, as the employer is responsible for supervising the placement student during their duties, there is no liability on the part of the student or the HEP in the event of damage to the employer'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 HEP holds Public Liability ('third party') Insurance to indemnify the HEP in the event that it is held legally liable for a student's actions (for example, if an HEP tells an employer 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 HEP 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.

Injuries and/or Property Damage that a Student May Cause - Overseas Placement

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

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

Personal Accident, Travel and Health Insurance

Prompt response to most contingencies can be covered by an appropriate travel insurance policy. This should 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 employer may have private health insurance that the student can buy locally.

Care must be taken when choosing an insurance policy to ensure it provides adequate cover. Standard holiday travel cover is unlikely to be adequate. HEPs should consider whether to offer cover for their students under an appropriate commercial insurance policy. If so, it is vital for the HEP to comply with Financial Services Authority 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, where the definition of ‘dangerous’ varies but may include motorcycling as well as winter sports. Exclusions are not limited to activities such as parachute or bungee-jumping)

Note that some policies advertised expressly for overseas placements and internships exclude most types of work except office work **and** many of the items listed above, such as repatriation. Ensure students are guided to seek advice.

Some HEPs and employers insist students undertaking overseas placements take out local medical/healthcare insurance, for example this is prevalent in the USA.

Professional Liability

General

Students training for a profession may be held 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 / errors and omissions insurance.

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

Special Cases

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 practitioner needs to ask the employer 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 HEP insurance specialist for further advice.

The HEP should encourage medical and dental students to join a professional scheme (for example the MDU (Medical Defence Union) or MPS (Medical Protection Society)) that would, on request, provide discretionary medical malpractice benefits for their elective periods.

Employers 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 HEP insurance specialist with full details of the placement, as the HEP’s insurers may be prepared to cover these placements on an individual basis, subject to prior notification.

Placement practitioners 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).

Veterinary Students

The British Veterinary Association (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 Employer's Veterinary (Mal) Practice Insurance.

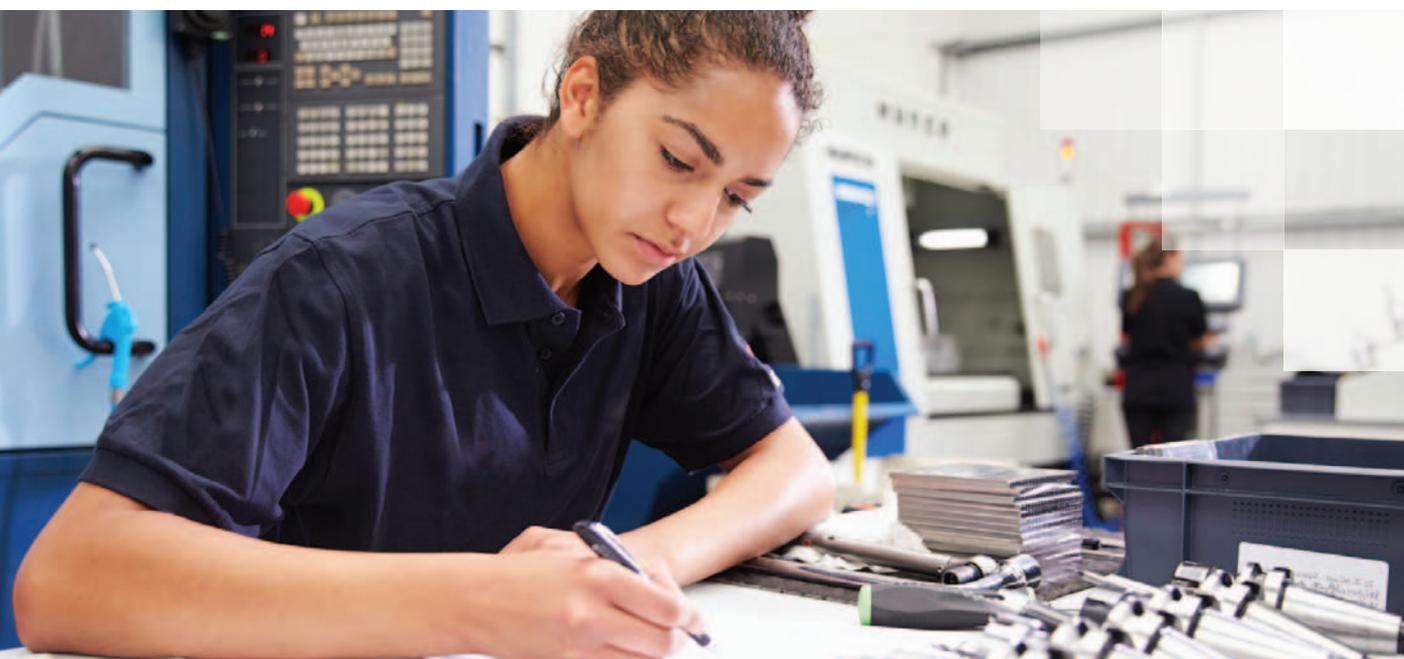
Placement practitioners should therefore ask the employer whether they hold Public Liability and Veterinary Practice Insurance and whether the definition of employee in the policy includes work experience trainees. 'No' answers should be referred to the HEP insurance specialist for advice.

Employers 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 - the Student American Veterinary Medical Association. (www.avma.org/about/savma/).

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



Appendices

Tool A: Risk Profiling and Action Necessary

Factor	Rating Profile	Indications for Risk Profiling	Examples of Action 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"> • Construction site with work at height or below ground, dusts, moving machinery, electrical systems. • Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks. • Laboratory work with toxic/hazardous materials. • Community work with known high risk groups of clients or locations (addicts, violent or vulnerable people). • Work with animal bedding or large or dangerous animals. • Activities requiring specific licences or qualification (for example diving, flying aircraft, crewing an aerial device). • Work involving significant hazards in small companies that do not have professional health and safety advice. 	<p>Seek confirmation from employer 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 employer throughout the placement.</p> <p>Include details in the written communication with the employer.</p>
	Medium	Working in proximity to high risk factors (but not directly with them).	<p>Seek confirmation from employer 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 communications with the employer</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 employer'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 employer's insurances.</p>
	Low	<p>No significant travel, comfortable daily commute.</p> <p>No driving associated with placement.</p>	No special measures.

Appendices

Tool A: Risk Profiling and Action Necessary - Continued

Factor	Rating Profile	Indications for Risk Profiling	Examples of Action Necessary
Location and/or Region Factors	High	<p>Significant risk of civil disorder, crime or similar danger (for example 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 (for example medical student elective in a refugee camp).</p> <p>Medical and rescue services not available quickly or locally. 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 (for example student on previous placement or a placement practitioner at a local HEP in the overseas country).</p>
	Medium	<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>
	Low	<p>Placements in the UK with no significant local risks.</p>	<p>No special measures.</p>
General/ Environmental Health Factors	High	<p>Regional/local health risks require mandatory and specific health protection measures, for example vaccinations.</p> <p>Very hot or strenuous working conditions (for example manual working outdoors in the sun).</p> <p>Very cold working conditions (for example catering placement in a food cold storage/cook chill or freeze facility).</p>	<p>Consult occupational health professional for advice re vaccinations and other preparations.</p>
	Medium	<p>Regional/local conditions require some precautionary measures, for example optional vaccinations against diseases, medical travel kit is a sensible precaution.</p>	<p>Consult occupational health professional for advice re vaccinations and other preparations.</p>
	Low	<p>No significant environmental health risks.</p>	<p>No special measures.</p>

Appendices

Tool A: Risk Profiling and Action Necessary - Continued

Factor	Rating Profile	Indications for Risk Profiling	Examples of Action Necessary
Individual Student Factors	High	<p>The student has personal factors (for example health, disability,¹³ 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.</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 employer.</p>
	Medium	The student has personal factors which may require specific adjustments or support during work, or in social interactions at work.	Engage with occupational health professional/other support professionals to develop reasonable adjustments.
	Low	<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>	<p>Confirm these in the written communication with the employer.</p> <p>No special measures.</p>
Insurance Limitations (see page 21 onwards for more detailed guidance)	High	<p>Locations, activities and/or circumstances that are excluded from the HEP's travel and other insurance cover.</p> <p>Countries where the employer'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 HEP'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 HEP's insurance specialist.</p> <p>Brief student on limitations of insurance cover (the small print).</p>
	Medium	Locations, activities and/or circumstances that require prior acceptance from the HEP's insurers before being covered.	If locations, activities and/or circumstances require prior acceptance from the HEP's insurers, ensure notification and acceptance is given.
	Low	<p>Locations, activities and/or circumstances that are automatically included in the HEP's insurance cover.</p> <p>UK location and the employer has Employers' and Public Liability Insurance cover.</p>	<p>Brief student on limitations of insurance cover (the small print).</p> <p>No special measures.</p>

¹³ For more information see: ASET Good Practice Guide for Supporting Students with Disabilities on Placement (2016), and HSE advice on 'Health and safety for disabled people' www.hse.gov.uk/disability

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 employer returned a Placement Agreement?	Yes / No		
Has this employer been used before and been reviewed with regard to health and safety?	Yes / No		
If 'Yes', do any concerns remain unresolved?	Yes / No		
2. Risk Profiling and Further Action 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	28/06/16	24/12/16
1. General Control Measures		Action Necessary?	Action Completed?
Has the student received sufficient briefing?	<input checked="" type="radio"/> Yes / No		
Has the employer returned a Placement Agreement?	<input checked="" type="radio"/> Yes / No		
Has this employer been used before and been reviewed with regard to health and safety? If 'Yes', do any concerns remain unresolved?	<input checked="" type="radio"/> Yes / No Yes / <input checked="" type="radio"/> No		
2. Risk Profiling and Further Action 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?	Yes / <input checked="" type="radio"/> No		
Are the risks tolerable such that the placement can be approved?	<input checked="" type="radio"/> Yes / No		

Prepared by: Jack Chequer Date: 25 May 2016

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 2016

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	12/07/16	15/07/17
1. General Control Measures		Action Necessary?	Action Completed?
Has the student received sufficient briefing?	<input checked="" type="radio"/> Yes / No		
Has the employer returned a Placement Agreement?	Yes <input checked="" type="radio"/> No		
Has this employer been used before and been reviewed with regard to health and safety?	<input checked="" type="radio"/> Yes / No		
If 'Yes', do any concerns remain unresolved?	Yes <input checked="" type="radio"/> No		
2. Risk Profiling and Further Action 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 employer's risk assessments and safe systems of work for the farm and the farm activities.	<input checked="" type="checkbox"/>
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 employer.	<input checked="" type="checkbox"/>
Location and/or Region Factors	Low		
General/Environmental Health Factors	Medium - work with cattle, hay, straw and bedding.	Refer to occupational health.	<input checked="" type="checkbox"/>
Individual Student Factors	Medium - student has declared allergies.	Refer to occupational health.	<input checked="" type="checkbox"/>
Insurance Limitations	Medium	Insurance specialist to check the farmer's insurances including re tractor driving.	<input checked="" type="checkbox"/>
3. Conclusion		Action Necessary?	Action Completed?
Is a site safety visit required before placement is approved?	<input checked="" type="radio"/> Yes / No	Senior lecturer in agriculture to visit the site.	<input checked="" type="checkbox"/>
Are the risks tolerable such that the placement can be approved?	<input checked="" type="radio"/> Yes / No	Review findings of above actions.	<input checked="" type="checkbox"/>

Prepared by: Jack Chequer Date: 25 May 2016

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 2016

Tool C: Content of Written Communication / Placement Agreement

The purpose of a Placement Agreement is to clarify the arrangements and responsibilities with regard to health and safety related issues for the student, the employer and the HEP and should be signed by the HEP and employer (and possibly the student). That health and safety is covered in a written agreement is in line with the QAA UK Quality Code indicators of sound practice as set out in Part B of the UK Quality Code for Higher Education.¹⁴

Responsibilities of the HEP:

- 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 placement practitioner(s) and establish the frequency of their visits

Responsibilities of the Employer:

- 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 placement practitioner (where appropriate)
- In cases of serious accidents or incidents involving the student or breaches of discipline by the student, advise and consult with the HEP

¹⁴ Quality Assurance Agency for Higher Education (2016) UK Quality Code for Higher Education, Part B: Assurance and Enhancing Academic Quality, Chapter B10: Managing Higher Education Provision with Others. Indicator 7, Written Agreements, pp20-22.

Responsibilities of the Student - to the Employer:

- 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 employer of any access or support needs that may require adjustments
- Report any concerns about health and safety at their placement to their employer

Responsibilities of the Student - to the HEP:

- Attend briefing sessions and access all provided information
- Inform the HEP of any personal factors (for example, health, disability, linguistic or cultural) that may affect the level of risk or may require adjustments
- Complete all reports and records for the HEP as specified in the programme regulations
- Consult with the HEP prior to seeking any changes in the terms and duration of the placement
- Provide access to all records maintained during the placement to the placement practitioner and the placement supervisor except, in the case of the placement practitioner, 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 employer to their HEP

Additional Questions/Requests:

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

Placement practitioner, on behalf of HEP:

..... Date:

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

Employer:

..... Date:

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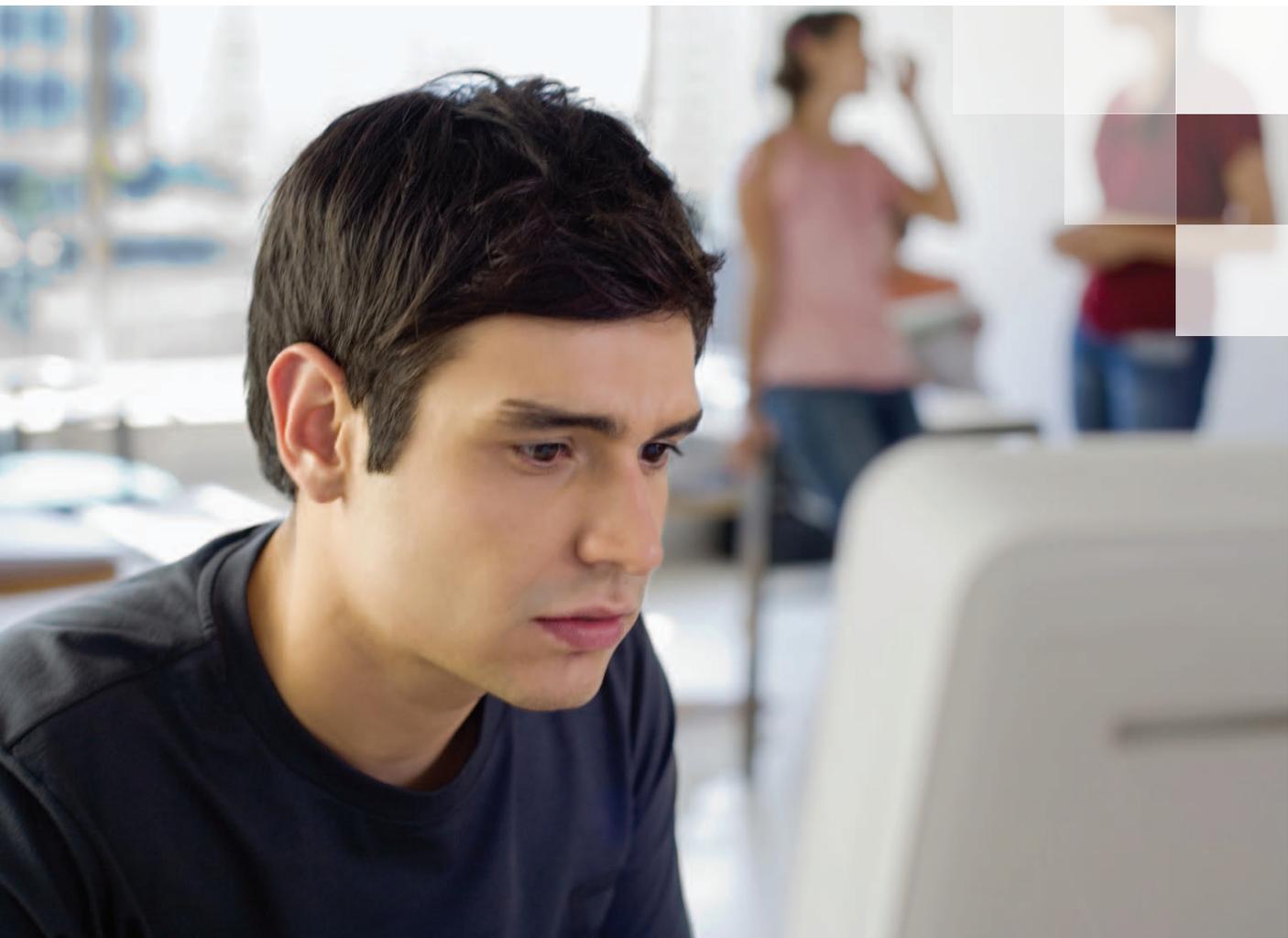


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Training

ASET runs regular staff development training programmes 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



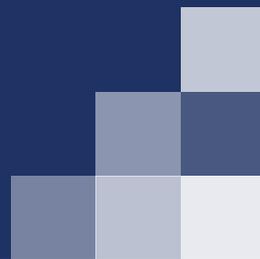
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