

Health and Safety Office

Topic:	Student Placements Health and Safety Guidance
Date:	January 2009 Updated October 2009
Version:	4.0
Scope:	Guidance to set out the standards of safety management required by the University departments to demonstrate that they have taken all reasonably practicable steps to ensure the health and safety of students on placements.
Relevant Legislation	Health and Safety at Work etc Act 1974 Health and Safety (Training for Employment) Regulations 1990 Management of Health and Safety at Work Regulations 1999
Author:	Health and Safety Office University Secretary's Office

Introduction

The aim of this guidance is to advise faculties and departments on the requirements necessary to effectively manage the health and safety risks arising out of student placements. This guidance sets out reasonably practicable actions which if adhered to will help to ensure that the University of Bristol fulfils its legal duties under section 3 of the Health and Safety at Work etc. Act 1974 to look after those not in its employment and to ensure they are not exposed to risks to their health and safety.

The policy recognises that the statutory liability for the health and safety of a student on placement primarily lies with the Placement Provider. However, this guidance places duties on the department to ensure that the student is sufficiently informed, enabling him or her to question the Placement Provider in respect of health and safety provision in the provider's premises and also to be an integral part of the health and safety monitoring process.

The guidelines comprise 5 sections as follows:

Section 1	Definitions and criteria for approval of placements
Section 2	Information for University-based Placement Organisers and advisers
Section 3	Information for Placement Providers
Section 4	Information for students
Section 5	Useful Links
Section 6	Appendices

Sections 2, 3 and 4 can be read independently of each other.

SECTION 1 – DEFINITIONS AND CRITERIA FOR APPROVAL OF PLACEMENTS

a) Definition of terms

A **placement** is defined as: -

A period of vocational or academic experience, paid or unpaid where: -

There is the transfer of direct supervision of a student to a third party and the placement is integral to the individual student's course and the student is enrolled at the university during the period of the placement.

A **Placement Organiser** is a member(s) of staff nominated by the Head of Department at which the student is enrolled to ensure that the process set out in this guide is applied to each placement.

The International Office has the role of the Placement Organiser for Erasmus students and students whose study placement is organised by the Study Abroad Office.

The **Placement Provider** is any third party who provides the placement. During the placement responsibility for the direct supervision of the student is transferred.

b) Criteria for the approval of placements

The University expects that departments establish and maintain relationships with organisations or departments whose missions and national or international standing are comparable with its own. Departments should determine that the Placement Provider is able to:

- Provide opportunities which enable the intended learning outcomes to be achieved. (Learning outcomes can include the acquisition of skills and competencies specific to a discipline or profession, general work related skills and changed personal attitudes and behaviours); Further details on learning outcomes is available from the Education Support Unit at: <http://www.bris.ac.uk/esu/studentlearning/esu/studentlearning/placements>
- Fulfil their responsibilities as regards students' health, safety and security;
- Support students during their placement.

SECTION 2: INFORMATION FOR UNIVERSITY-BASED PLACEMENT ORGANISERS AND ADVISERS

Assessment of risk

This guidance establishes the three main health and safety risks arising out of the placement of students as: -

- a) Foreseeable injury or ill-health arising out of the undertaking of the Placement Provider or the management of placements by the university including visits to Placement Providers,
- b) Foreseeable injury, ill-health or loss to the placement student not arising out of the undertaking of the Placement Provider but as a direct consequence of the placement, and
- c) The actions of the student could cause injury or ill health to others, damage to property, or loss of income to a business.

Details on the criminal and civil action that might be taken against the student, the placement provider or its employees, or the University or its employees are available in the UCEA document Health and Safety Guidance for the placement of Higher Education students¹.

Controls

The University's Health and Safety Organisation policy² states that the University has a duty of care towards students and that Department Heads need to provide for the health and safety of students as far as reasonably practicable. Accordingly, all departments must implement the following 3-step approach:

- a) The Placement Organiser must implement a robust procedure to assess health and safety procedures in force at the placement. This may be achieved in a variety of ways and the method

¹ Health and Safety Guidance for the Placement of Higher Education Students which is available at; http://www.ucea.ac.uk/objects_store/ucea_health_and_safety_guidance_for_the_placement_of_he_students.pdf

² University of Bristol Health and Safety Organisation available at; <http://www.bristol.ac.uk/safety/policy/organisation/>

chosen is a matter for local management but this must be a risk based decision. Guidance and examples on how this can be achieved are outlined below;

- b) Procedures to ensure all students are briefed before the placement commences; and
- c) Procedure for the monitoring and review of placements as far as is reasonably practicable.

Appointment and Role of Placement Organiser

The Head of Department must appoint one or more Placement Organisers who are competent and have an understanding of health and safety legislative requirements. Organisers need to be able to identify from information provided from the Placement Provider any possible basic health and safety defects within a placement workplace or institution and make informed decisions and know where to access further advice if required.

The University of Bristol has appointed the International Office to act as the competent organisers for Erasmus and the Study Abroad Programmes.

Placement Organiser's Duties

It is the role of the Placement Organiser to assess the placement and consider whether there are any major risks and also whether suitable controls have been identified to control those risks. The major risks and controls will be linked to the course subjects, and the controls will have generic themes dictated by the department and the Placement Provider. Departmental Safety Advisors (DSAs) and the Health and Safety Office are a useful source of help and information regarding the expected health and safety standards that should be met in placement institutions and workplaces. The identification of these major risks and verification of appropriate controls must be done, so far as possible, prior to taking up the placement. Methods of identifying major risks and verifying controls must be developed and owned locally.

Departments may wish to use guidance on risk profiling which is available in the UCEA document Health and Safety Guidance for the placement of Higher Education students³. This document recommends that six health and safety factors are taken into account at the risk assessment and review process. These six factors are;

- Work factors (these relate to the placement provider and to the work that the student will be carrying out)
- Travel and transportation (travel and driving whilst on business can involve risk as well as any associated travel to and from the placement)
- Location and/or region (location can have a considerable impact especially to an unfamiliar country)
- General/environmental health (the student may face significant health, safety and welfare issues associated with the environmental conditions, accommodation, food and drink etc)
- Individual student (each student is an individual and will have a variety of knowledge, skills, experience and their personality will impact on health and safety)
- Insurance limitations (assessment required on the extent limitations of insurance arrangements).

Further detail on risk-profiling and risk reducing actions are available in this document. A risk assessment form for Placement Organisers has also been provided which can be used to summarise and record the findings of the risk assessment and the necessary actions.

³ Health and Safety Guidance for the Placement of Higher Education Students which is available at; http://www.ucea.ac.uk/objects_store/ucea_health_and_safety_guidance_for_the_placement_of_he_students.pdf

The appropriate mechanism to verify Placement Providers control measures will vary between courses and departments. For some placements it may be appropriate to set out the University requirements relating to the health and safety of the student in writing to the Placement Provider in advance of the placement. If this method is used, it is important that the placement does not go ahead unless the Placement Provider accepts in writing the University's requirements for the management of the student's health and safety by the Placement Provider. An example of a letter outlining the requirements is set out in Appendix 1.

For other departments/courses a visit by the Placement Organiser to the provider prior to the placement that includes a health and safety review may be more appropriate. In most cases these are not required unless there are specific concerns that are best resolved by a visit and inspection. If this method is used documentation to record the findings as regards health and safety needs to be developed. Departments may wish to visit the placement with any disabled student prior to the start to ensure any support mechanisms are in place.

Alternatively, and particularly relevant to placements overseas, a questionnaire and answer form may be used to establish basic health and safety information at the placement. This can also be used to elicit insurance information. Appendix 2 is an example of a questionnaire that can be used for a placement in the UK or the questionnaire contained in Appendix 3 has been adapted for overseas placements.

It is essential that all placements are the subject of a formal process. If a placement is self-generated by the student then they must inform the Placement Organiser immediately of the prospective placement to ensure the correct procedure for that department is followed. The Department must have a means of ensuring that all students are made aware of this requirement, Section 4 of this document contains information that could be incorporated into student course handbooks or other appropriate literature. Consideration should be given to the suitability of the placement. Where significant risks remain, the student and Department must consider carefully whether the placement is still appropriate.

Student Briefing

Students should receive a verbal briefing before going on placement that includes health and safety risks and their attendance recorded. The aim of the briefing is to ensure that the student is sufficiently informed, enabling him or her to question the Placement Provider in respect of health and safety provision in the provider's premises and also to be an integral part of the health and safety monitoring process. Topics to be covered are contained in Appendix 4 including additional information for overseas hazards.

In addition, each student must be issued with departmental supporting guidance. This may be contained in department student handbooks or as a separate document issued following a briefing; an example of appropriate health and safety content is contained in Appendix 5. Risk assessments for each course cohort should be made. This assessment will help identify if any particular or specific guidance should be added to the standard information outlined in Appendix 4. For example certain types of placements more detail will need to be provided especially where there will be particular health and safety issues. For example, work may require vaccinations such as Hepatitis B or work with children may require clearance from the Criminal Records Bureau. For high risk placements it may be appropriate to test the student's understanding of all essential information provided.

The briefing must outline the student's duties during the placement including;

- Their health and safety responsibilities,
- The health and safety responsibilities of the Placement Provider,
- Assessing and managing risks for activities they will undertake,
- Monitoring and providing feedback to the Placement Organiser,
- Informing the Placement Organiser immediately if they have any concerns regarding their health and safety at the placement.

The International Office has the responsibility for organising briefings for students that are going overseas under the Erasmus and Study Abroad schemes and to monitor student attendance.

It is the responsibility of departments to ensure that all students going on placement attend a briefing -this can be on a one to one or in a group session. A written copy of the information imparted must be given to all students that are going on placement.

Monitoring of placements

Monitoring of a placement can take the form of;

- Regular feedback from the student including information received following contact by the Placement Organiser,
- Feedback from the Placement Provider including information received following contact by the Placement Organiser,
- Observations and discussions during periodic tutor visits, and
- Other contact by the Placement Organiser with the student.

Negative feedback received during the placement must receive the appropriate level of investigation by the Placement Organiser. This will involve discussions with both the student and the Placement Provider, and could include seeking advice from the Departmental Safety Adviser and/or the Health and Safety Office.

The Placement Organiser or other visiting tutor should consider visiting the Placement Provider where possible. A risk-based approach must be used to determine whether a visit is required during the placement and the frequency of such visits. Account should also be taken of factors including the nature of the work, experience of the student, any special vulnerabilities of the student, duration of the placement, nature of the employer and feedback received from previous students or other sources. There will be resource implications for University departments if they decide to send a Placement Organiser or tutor to every student placement (even just in the UK).

The visiting Placement Organiser or visiting tutor is not expected to be an expert in health and safety but should be aware of, and understand their health and safety monitoring role. Staff visiting students on work placement have a duty of care to observe the health and safety practices and take any action that they consider to be necessary. Higher risk placements may warrant more specialist placement visitors. Departments must clarify the expectations of any visiting tutors and provide guidance and training as appropriate.

Departments must ensure that action is taken to ensure the health and safety of visiting tutors and that any risk is reduced to the lowest level reasonably practicable. Training for Placement Organisers or visiting tutor on risk assessment or the health and safety aspects of a placement can be arranged via the Health and Safety Office.

Study placement students must be monitored by the Placement Organiser or by an appropriate member of university academic or administrative staff ensuring that the partner Universities are risk assessed and regular constructive student feedback is received. Except in exceptional circumstances, it must be the aim of Placement Organisers to review arrangements of all partner institutions including if appropriate an audit every 5 years.

Terminating the placement

Most placements run smoothly. When minor issues do arise, they can usually be sorted out to mutual satisfaction through diplomatic dialogue between all parties. However, there are a few situations that may result in the termination of a placement. For example, personal circumstances may that mean a student is unable to continue with their placement or commercial circumstances may arise that mean a Placement Provider is no longer able to host a student.

More importantly, there may be concerns about the quality of a particular placement in terms of the learning the adequacy of its health and safety provision.

It may also be necessary to terminate a placement in the rare event that a student is exposed to significant health and safety risks without effective adequate controls in place. The Placement Organiser or a visiting tutor must discuss any concerns identified with the Placement Provider to seek immediate improvements. Concerns may be identified by the visiting tutor or Placement Organiser or from the student themselves. It may be necessary to withdraw the student if there are any unresolved health and safety concerns. The Departmental Safety Advisor and members of the Health and Safety Office will be able to provide support and advice to the Placement Organiser in reaching the major decision to withdraw a student. Once a student has been removed from a placement the Placement Organiser should arrange a debriefing session with appropriate members of staff and the student. Consideration must be given to not sending another student to that particular placement in the future.

Terminating a placement could have serious implications affecting the student's course and this therefore emphasises how important it is to ensure initially that Placement Providers have high standards of health and safety.

Other relevant considerations

Insurance

The University of Bristol has both employers' liability and public liability insurance policies, which are dealt with by the Office of the University Secretary. Detailed insurance guidance is contained in Appendix 6, departments should address any additional questions regarding insurance to the University Insurance Officer.

Where students are working or studying outside the UK, Placement Organisers should insist that students take out adequate travel insurance to cover them for the whole period of the placement. Travel insurance can be arranged via the Insurance Officer. Students should be asked to sign a form before leaving, confirming that appropriate insurance is in place. Placement Organisers where possible should aim to obtain details of the cover arranged – name of the insurance company, policy number and the insurer's emergency helpline number.

Medical students on electives should also ensure that appropriate arrangements have been made to cover professional liability (e.g. through the MDU). Where this is not possible they may only observe medical activity and may not take part.

Equal Opportunities

With the placement of students under the age of 18, there may be additional specific legislative that will need to be considered. However, this does not imply that students under the age of 18 years should be subject to unlawful discrimination by such additional requirements.

Disabled Students

Departments should encourage students with a health condition or a disability that may require adjustments or support whilst on placement to disclose this, or to agree for the Placement Organiser to disclose information on this when identifying possible providers. Advice for managing placements for disabled students is available in the DfES publication 'Providing Work Placements for Disabled Students'⁴

⁴ Providing Work Placements for Disabled Students. A good practice guide for further and higher education institutions (DfES) available online at <http://www.lifelonglearning.co.uk/placements/>

Placements where the Placement Provider is the University of Bristol

Students can come to the University of Bristol either as work or study placements. Those students that are on work placements are considered as employees for the duration of the placement and the same controls must be in place for those students as are in place for the University of Bristol employees.

SECTION 3: INFORMATION FOR PLACEMENT PROVIDERS

Both the University of Bristol and you as a Placement Provider have a role in students' health and safety whilst on placement. As part of this role the University of Bristol will: -

- Prepare the student for the placement and ensure they are aware of general health and safety aspects, this however is of a general nature and does not include the specific information needed for the particular job or workplace with you;
- Give the student an opportunity to feedback to us as regards any problems they have experienced with regard to health and safety whilst on placement
- Respond to this by informing you, and
- Give you as the Placement Provider the opportunity to feedback to us any concerns that you have regarding the student or placement arrangements

During the placement, we expect our student to prove to be an effective, safe and reliable individual. However, you will appreciate that during this period whilst at work/or study the student is under your control and therefore the primary duty of care and consequent liabilities must rest with you. Therefore we request you to treat our student in the same way as your employees/students with regards to their health and safety.

The University requests that you:

- Provide the student an induction to your workplace/institution health and safety arrangements, including fire precautions, specific hazards and health and safety precautions;
- Ensure that you provide the University with any basic competencies that you require a student to have attained prior to placing the student;
- Include the student in your risk assessment programme as it affects activities to be undertaken by them;
- Provide appropriate instruction and training in your working/study practices and in the particular control measures identified in your risk assessments;
- Provide ongoing supervision and training for the student in the performance of their duties;
- Have a system of recording and investigating accidents and incidents. Please notify us of any accidents and incidents involving the student that you are made aware of.

For all work placements in the UK, the University of Bristol requires that you will have Employer's Liability insurance in place for the period of the placement and that this will apply to a placement student as it would to any other member of your staff. If this is not the case, or if this creates any questions or problems, please let us know at the earliest possible date.

For placements outside the UK, please could you arrange to complete and return the attached questionnaire (Appendix 3) as regards your health and safety and insurance arrangements?

SECTION 4: INFORMATION FOR STUDENTS

There is a necessary process to be undertaken to ensure whilst on the placement your health and safety is protected. This process applies to all placements whether in the UK, EU or international. Most of the responsibility rests with the third party providing your placement, and they must ensure

that the activities you perform do not expose you to risks to your health and safety. The University needs to inform you of this obligation and that you are fully informed of your role. If you have identified a placement and begun the process of confirming with your Placement Provider, inform your Placement Organiser here immediately so that the process below can be carried out.

The process will follow these steps:

- 1) Your Placement Organiser will establish what health and safety arrangements are in force at your placement as far as they can reasonably practicably do so and will have informed your Placement Provider of their responsibilities as regards your health and safety;
- 2) If in the opinion of your Placement Organiser, the arrangements for health and safety are not appropriate or cannot be verified, then the placement may be withdrawn or further discussion take place;
- 3) You must inform the Placement Organiser of any health issues, including any disability, which may affect the placement;
- 4) The Placement Organiser will supply you with information on health and safety prior to the placement in the form of a briefing which you must attend;
- 5) Whilst on placement, if you have any concerns regarding your health and safety you must inform your tutor or Placement Organiser as soon as possible. This may lead to the placement being reviewed by the Placement Organiser;
- 6) Your Tutor/Placement Organiser may visit whilst you are on a placement, if they have any concerns they will inform you and this may lead to the placement being reviewed;
- 7) When the placement ends your tutor or Placement Organiser will ask for feedback to ascertain whether the placement is suitable for other students. If you have any questions contact your Department/School Placement Organiser.

The University will inform you about various aspects of the experience including health and safety and insurance, however it is also your responsibility to make yourself aware of these matters and make appropriate arrangements. Including if you are travelling abroad on your own or lone working in any way it is important that you inform friends or colleagues of your itinerary and expected date and time of return. If your plans change you must let your colleagues know and your University tutor.

Also the importance of consulting your GP or the Student Health Service for up to date advice on health risks abroad and any relevant inoculations. This is particularly important if you are working in areas of the world where there may be a risk of disease e.g. malaria, cholera, hepatitis or HIV.

Insurance is vital and you should identify insurance appropriate for your particular placement. Remember that the consequences of having an accident abroad may be far more serious than if they occur at home. It is also strongly recommended that you leave details of your insurance arrangements (insurer's policy number etc) with your Placement Organiser or personal tutor.

It is essential that you inform your University Placement Organiser and/or your personal tutor of your contact details while on placement and those of your supervisor or line manager. Also, keep the University informed of your progress and any particular successes or problems you may have. It is important to recognise that each field of work or study, and each country, has its own culture, norms, customs and expectations. You should find out what these are (from the University before you go on placement or from your host institution when you arrive) and behave accordingly.

In the unlikely event of any problems, you should first contact your Placement Supervisor, line manager or local Erasmus organiser. If this does not yield a solution, you should contact your University-based Placement Organiser(s) or personal tutor.

Other help available:

The University Careers Service has a Placements Officer who can help in the preparation of CVs, covering letters, applications, mock interviews etc which could help you to secure a placement.

The International Office can help with study or work abroad, especially options available under the Erasmus schemes.

Your department may have dedicated Placements Organisers and your personal tutor may also be able to provide help and advice.

Registration with the University of Bristol entitles you to access University of Bristol websites, including those offering student support services.

Finally, we hope you will have an enjoyable, safe and educational placement.

SECTION 5: USEFUL LINKS

The following organisations and websites contain information which may also be helpful to Placement Organisers, particularly those new to the role:

1. The Foreign and Commonwealth Office.

<http://www.fco.gov.uk>

2. The World Health Organisation. <http://www.who.int/en/>

3. The Department of Health website on health abroad includes a country by country guide

<http://www.nhs.uk/Healthcareabroad/Pages/Healthcareabroad.aspx>

4. Universities and Colleges Employers Association (UCEA)

<http://www.ucea.ac.uk/>

5. University of Bristol Health and Safety Office

<http://www.bristol.ac.uk/safety/>

6. University of Bristol Secretary's Office (Insurance details)

<http://www.bristol.ac.uk/secretary/insurance/>

7. University of Bristol International Office

<http://www.bristol.ac.uk/international/>

8. UCEA document Health and Safety Guidance for the placement of Higher Education Students which is available at;

http://www.ucea.ac.uk/objects_store/ucea_health_and_safety_guidance_for_the_placement_of_higher_education_students.pdf

SECTION 6: APPENDICES

APPENDIX 1 SPECIMEN LETTER

From: *Name:* (Placement Tutor)

Date:

To: Host employer's representative
Position,
Company name
Company address (*registered*)



Re: Work Experience Placement for:

Thank you for agreeing to accept (*student name*) on the work experience programme at your (*placement site address*) starting on thefor (*time period*).

Quality work experience is vital to equip our students for their future careers and the university is grateful for your offer of this placement opportunity. We hope our student will learn from this placement skills and competencies specific to their discipline or profession as well as more general work-related and employability skills (time management, team working, communications skills etc).

Both the University of Bristol and you as Placement Provider have a role to play as regards in students' health and safety whilst on placement. As part of this role the University of Bristol will: -

- Prepare the student for the placement and ensure they are aware of general health and safety aspects. This however is of a general nature and cannot include the specific information needed for the particular job or workplace with you;
- Give the student an opportunity to feed back to us as regards any problems they have experienced with regard to health and safety whilst on placement;
- Respond to this by informing you, and
- Give you the opportunity to feedback to us any concerns that you have regarding the student or the placement arrangements

During the placement, we expect (*student name*) to prove to be an effective, safe and reliable individual. However, you will appreciate that during this period the student is under your control and therefore the primary duty of care and consequent liabilities must rest with you.

As the student's Placement Provider the University of Bristol requests you to treat them in the same way as your employees with regards to their health and safety.

The University therefore requests that you as Placement Provider will;

- Provide the student with an induction in the workplace health and safety arrangements, including fire precautions, specific hazards and health and safety precautions;
- Include the student in your risk assessment programme as it affects activities undertaken by them;
- Provide appropriate instruction and training in your working practices and in the particular control measures identified in your risk assessments;
- Provide ongoing supervision and training for the student in the performance of their duties;
- Have a system of recording and investigating accidents and incidents. Please notify us of any accidents and incidents involving the student that you are made aware of;

Additional text for UK placement

For all placements in the UK, the University of Bristol requests that you have Employer's Liability insurance in place for the period of the placement and that this will apply to a placement student as it would to any other member of your staff. If this is not the case, or if this creates any questions or problems, please let us know at the earliest possible date.

Alternative text for overseas placements

Please could you arrange to complete and return the attached questionnaire (Appendix 3) as regards your health and safety and insurance arrangements?

If you have any questions or problems, please let us know at the earliest possible date on *telephone number* and ask to speak to *name*.

Please can you confirm that you accept the above responsibilities either by returning the tear-off slip below or contacting..... , details above.

Yours sincerely

Head of Department / Placement Organiser

✂.....

Name of Student	
Period of placement	

I confirm that I agree to the responsibilities detailed by the University of Bristol as regards this placement.

Name of Employer:	
Address:	
Name of placement supervisor:	
Telephone:	
Email:	
Web Address:	

Signed	
Designation	

Thank you. Please return this completed slip in the reply paid envelope provided/by email to (*name of Placement Organiser*) University of Bristol Department of (*insert details*) (*insert address and email*).

APPENDIX 2 PLACEMENT PROVIDER QUESTIONNAIRE (UK PLACEMENTS)

From: *Name:* (Placement Tutor)



Date:

To: Host employer's representative
 Position,
 Company name
 Company address (*registered*)

Health and Safety for Work Placements

The University of Bristol has a duty of care to ensure, so far as is reasonably practicable, the health and safety of our students whilst on placement. We ask for your assistance in meeting this obligation by completing this questionnaire and returning it together with a copy of your general statement of health and safety policy.

Name of student
Period of placement
Name of placement supervisor:
Telephone:
Email:
Web Address:

1. Management of risk	Yes	No
Does your organisation have a written Health and Safety Policy?		
If no please give reason:		
Will your organisation provide all necessary health and safety training for the placement of students including an induction into your organisation's Health and Safety Policy?		
If no please give reason:		
Is your organisation registered with: a – the Health and Safety Executive? or b – the Local Authority Environmental Health Department?		
If no please give reason:		
2. Insurance	Yes	No
Is Employer Liability Insurance held?		
Is Public Liability Insurance held?		
Will your insurances cover the placement student as if they were your employee?		
If no please give reason:		
3. Risk Assessment	Yes	No

Will any student working in your premises or otherwise under your control be covered by a a – Generic risk assessment for the work, and/ or b – Specific risk assessment for the work?		
Will these require to be reviewed?		
If no please give reason:		
4. Accidents and Incidents	Yes	No
Is there a formal procedure for reporting and recording accidents and Incident's in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1989 (RIDDOR)?		
Will your organisation report to the university <i>all</i> accidents or incidents involving placement students?		
Are there measures appropriate to your circumstances for the provision of first aid treatment?		
Are there provisions in place for the prevention, detection, warning and evacuation in the case of fire or other emergency?		
If no please give reason:		

Confirmation

I confirm that the preceding information is correct to the best of my knowledge. I confirm also that the placement student will receive:

- Induction briefing on their first day of attendance
- Appropriate training and supervision in relation to their placement

Signed

Date

.....

Print Name

.....

Position in Organisation

.....

Thank you for completing this document

Please return to:

Department of.....University of Bristol

Checked and approved by University Placement Organiser.	
Signed:	Dated:

APPENDIX 3 HEALTH AND SAFETY QUESTIONNAIRE FOR OVERSEAS PLACEMENTS

[University of Bristol to complete]

Student Name:

Name of employer:

Address:

Telephone:

Fax:

Email:

	Yes	No
<p>Policy</p> <p>Do you have a policy regarding health and safety training for people working in your organisation, including use of vehicles, plant and equipment, and will you provide all necessary health and safety training for the placement student?</p>		
<p>Insurance</p> <p>Will your insurance cover:</p> <p>a) Liability for injuries or sickness suffered by placement students attributable to their duties with your organisation?</p> <p>b) Liability incurred by the student for injuries to other parties (including their co-workers) or property damage arising from their duties with your organisation?</p>		
<p>Risk assessment</p> <p>Have you carried out risk assessments of your work practices to identify possible risks, whether to your own employees or to others within your undertaking?</p> <p>Are risk assessments kept under regular review and the results of risk assessments implemented?</p>		
<p>Accidents and incidents</p> <p>Is there a formal procedure for reporting and recording accidents and incidents?</p> <p>Have you procedures to be followed in the event of serious and imminent danger to people at work in your undertaking?</p> <p>Will you report to the University all recorded accidents involving placement students?</p> <p>Will you report to the University any sickness involving placement students which may be attributable to the work?</p>		

Contact Personnel

Who is your nominated contact for compliance with these requirements of health & safety legislation?

Name and Position:

Tel:

The above statements are true to the best of my knowledge and belief

Signed:

Position:

Date:

Thank you for completing the questionnaire. Please return it as soon as possible in the envelope provided.

<i>For University of Bristol use only</i>	
Dates of placement:	
Type of practice/institution:	
Brief details of placement: (i.e., type of work to be undertaken)	

APPENDIX 4 Health and safety topics which must be covered with students during any briefing prior to going on placement

ALL Placements

- Their health and safety responsibilities;
- Health and safety responsibilities of the Placement Provider;
- Health and safety induction at the placement;
 - The importance of receiving this,
 - When it must be given,
 - Topics that must be covered, (emergency arrangements, reporting of incidents etc.),
 - Action to take if not given,
- Work factors (these relate to the placement provider and to the work that the student will be carrying out);
- Travel and transportation (travel and driving whilst on business can involve risk as well as any associated travel to and from the placement);
- Location and/or region (location can have a considerable impact especially to an unfamiliar country);
- General/environmental health (the student may face significant health, safety and welfare issues associated with the environmental conditions, accommodation, food and drink etc);
- Individual student (each student is an individual and will have a variety of knowledge, skills, experience and their personality will impact on health and safety);
- Insurance limitations (assessment required on the extent limitations of insurance arrangements);
- Health and safety information, instruction, training and supervision as the placement progresses;
 - Assessing and managing risks for activities they will undertake;
 - Monitoring and providing feedback; and
 - Instructions about the general requirements and arrangements for the student to report any concerns about their health and safety while on placement.

Risk assessments for each course cohort (for example, civil engineering placements, overseas placements, modern language placements) should be made, such assessment will help identify if any particular or specific guidance should be added to the standard briefing information above.

EU & International Placements (Include following hazards as they apply to the placement)

Hazard list taken from UCEA/USHA document “Health and Safety Guidance when working overseas”

Climatic extremes	Dry/desert (high humidity, hypothermia) monsoon/storms, oxygen deficiency/rarefied air, sunburn/skin cancer, tidal and other water considerations, unusual winds (e.g., tornado, hurricane).
Contact with animals (wild or domestic)	Allergies, asthma, bites (and other physical contact, dermatitis, rabies).
Contact with insects	Bites/stings (e.g. Lyme’s disease, malaria, yellow fever, other). Availability of antidotes/medical back-up.
Contact with reptiles (snakes, scorpions)	Poisoning, remoteness, shock, etc. Availability of antidotes/medical back-up.
Contaminated food	Allergies, food poisoning, Hepatitis A.
Contaminated water	Bilharzia, diarrhoea, legionella, leptospirosis.
Contaminated (drinking) water	Cholera, polio, typhoid.
Dental care	Standards may vary, so a check-up prior to travel may be advisable.

Electricity	Compatibility of equipment and supply, safety standards (higher/lower/different).
Emergencies (including fire)	Arrangements and procedures (first-aid provision, "Help" numbers/ contacts).
Environment (local)	Culture (customs, dress, religion)
Evacuations/confined spaces/tunnelling	Permits to work (risk appreciation, safety systems). Training.
Hazardous substances/chemicals	Antidote availability (spillage arrangements, transport requirements).
Legal differences	Local codes/guidance (local standards, local statute – staff informed and trained).
Language	Understanding information, instruction, training procedures
Natural phenomena	Avalanche, earthquake, volcano.
Needles (contaminated)/ sexual contact	Blood borne viruses e.g. HIV, Hepatitis B.
Personal safety	Local political situation
Stress	Accommodation problems, civil unrest, crime, vandalism and violence, Extremes of heat/cold, fatigue, language/communication problems, lack of support (especially family/peers), loads/expectations excessive, loneliness/remoteness, sickness, unfriendly environment.
Transportation	Competent driver(s)/pilot(s), properly maintained and equipped vehicles, transport suitable for terrain, accident and record of transport companies such as private airlines.
Vaccination/ prophylaxis	Appropriate vaccinations depending on country visited e.g., Tetanus, yellow fever, malaria, polio, Hepatitis A.

APPENDIX 5

HEALTH AND SAFETY GUIDANCE NOTES FOR STUDENTS GOING ON A PLACEMENT

Introduction

Placements provide an opportunity for you to apply skills acquired whilst at the University of Bristol to 'real-life' situations. Many qualities can also be learned and developed during a placement that could improve your employment prospects. However, there are health and safety aspects to every placement, namely: -

- being under the supervision of a third party;
- being involved with, or undertaking, activities where you have little or no experience; and
- working in and visiting environments and locations that you are unfamiliar with.

This guidance assists in providing you with an awareness of the health and safety aspects of placements.

Health and Safety Responsibilities

(a) Placement Providers – organisations providing placements a general duty to ensure your health and safety whilst on placement and must;

- Take account of your potential inexperience for activities you'll be expected to undertake and put into place appropriate controls.
- Provide you with information, instruction, training and supervision including an induction.

(b) Students must;

- Not to do anything that puts your or other people's health and safety at risk.
- Follow health and safety instructions, information and training.
- Never intentionally misuse equipment or anything provided for health and safety reasons.
- Bring any health and safety concerns to the attention of your Placement Provider and your placement tutor/organiser at the university as soon as possible. **Do not wait for their next visit or contact with you.**

Placement Preparation

There are many aspects to placements that you have to prepare for, health and safety included. It is important that you: -

- attend briefings prior to placements commencing as health and safety will be covered; and
- familiarise yourself with the health and safety aspects of placements, particularly you and your Placement Provider's responsibilities, and what you should receive, particularly in the initial period.

Information, Instruction, Training and Supervision

These form the 'backbone' of seeking to ensure your health and safety whilst on placement and can include: classroom-type situations; health and safety notices and signs; safe working procedures. Upon commencing a placement you must receive a health and safety induction. If you do not receive an induction then raise this with your Placement Provider. The induction should include:

- Emergency Information

Whilst on placement it is essential that you receive information and instruction on what action to take should an emergency situation arise. Such situations include: -

- hearing the fire alarm;
- discovering a fire;
- requiring first aid assistance;
- threat to personal safety; and

- spillage of a dangerous substance.

If you are not made aware of what correct actions to take raise this with your Placement Provider. Such information must be given at the induction stage and where a change of work location or activity occurs.

- Assessing and Controlling Risks

Your Placement Provider is expected to determine the risks encountered with the activities you'll be involved with and put into place measures to control these risks. Such measures may be no different to those already in place for any of their employees. However, because of your potential inexperience, or other factors, a higher level of measure may be required, especially in the early periods of the placement.

Measures to control risks can include: -

- providing information, instruction, training and supervision;
- having in place guarding, ventilation systems etc. to control risks at source;
- ensuring equipment used is appropriate and in safe condition; and
- providing, and ensuring the use of, personal protective equipment and clothing.

It is important that you are made aware of the risks associated with the activities you will be involved with and what is in place and required of you to control these. As your placement progresses so will the information, instruction and training you receive. Never undertake an activity or go into an area unless you have received appropriate information, instruction and training for you to feel competent and confident to carry on. Levels of supervision will vary from placement -to-placement and at points within a particular placement. Don't be afraid to ask questions of your supervisor and if you feel there is a lack of supervision then raise this concern.

- Reporting Accidents, Incidents and Health and Safety Concerns

It is important that your report accidents and incidents – whether injury has resulted or not – that you are involved in. This will enable your Placement Provider to investigate the circumstances and take any necessary action. Reporting a 'near miss' incident could ensure that nobody is injured next time. At induction you must be made aware of the reporting procedures.

If you do have any health and safety concerns during your placement the first action is to raise these with your Placement Provider i.e. injury, training, pregnancy. Where you believe these concerns are serious also make your placement tutor aware. Don't wait to the next scheduled visit or conversation. Never undertake an activity, using equipment or go into an area unless you are competent and confident to do so.

- Monitoring and Feedback

You are an essential element in the monitoring of health and safety performance of your Placement Provider. Ensure you discuss health and safety aspects with your placement tutor and complete any necessary paperwork that is required of you.

At the end of your placement give thoughts on how you feel the Placement Provider approached health and safety.

This information is very useful to the university as a means of reviewing the health and safety arrangements of the Placement Provider and deciding whether or not the placement is suitable for other students.

(The following information is to be included where this guidance is being given to those students who are undertaking EU and international placements)

EU & International Placements

Whilst types of work and activities undertaken during overseas placements may vary from country-to-country there are also other aspects that can have potential health and safety implications. These include: -

- long-haul travel (jet-lag, difference in local hours, effect on body – initially more fatigued);
- unfamiliarity with, and little knowledge of, placement locations and surrounding areas (personal safety, no-go areas, areas of high crime, safe use of transport);
- different climatic conditions (higher temperatures, more extreme winters);
- contracting illnesses, receiving injuries and obtaining medical treatment (venomous animals, contagious diseases, vaccinations, contaminated drinking water, local health care arrangements, and contacting emergency services).
- cultural and language differences (accepted practices, local laws and religions, communication more difficult);

These will also affect you during your own time whilst on placement. It is important that prior to undertaking any EU or international placement you discuss the necessary arrangements that need to be in place and what you require to do in preparation.

APPENDIX 6: INSURANCE FOR STUDENT PLACEMENTS

Section 1: Guidelines for Placement Organisers

Insurance needs to be considered from the various perspectives of what could go wrong and who can be adversely affected.

There are 5 aspects to consider, depending on whether the placement is in the UK or overseas.

1. Injuries to the student during the course of work on placement - UK

Within the United Kingdom the Placement Provider is responsible for the health and safety of the student whilst on placement as if the student were their employee⁵.

Most employers are required to hold Employers Liability (EL) insurance⁶ 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 require Placement Providers to hold Employer's Liability insurance.

However, some employers are exempt from the compulsory insurance requirement. Notably these include government bodies and family operations. This particularly affects placements by the Vets school as some small farms are still run as family operations and may have no EL cover; equally some vets still operate as one-person businesses with a family member providing administration. To allow veterinary students still to be placed with such businesses the University's EL insurance policy has been specifically extended to indemnify the farmer/vet where they have no EL cover of their own. This extension only applies as regards farmers or vets so other departments seeking to place students with one-person or family businesses should contact the Insurance officer for advice.

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 University. Another example from the Vet School is the Veterinary Laboratories Agency in Northern Ireland (for abattoir visits) where the VLA insists that the University indemnify them for the EL risk to our students on placement. Our insurers are prepared to cover these placements on an individual basis **subject to prior notification**.

Important Note

What this means is that a student injured during the course of work within the UK *may* be entitled to compensation if the injury is due to someone's negligence or breach of health and safety regulations. However, this is not automatic and depends on the circumstances of the accident. Also, students may have to bear their own legal costs.

The University does **not** arrange any Personal Accident type cover for students in the UK whether on placement or otherwise. Some students may have their own insurance and others may have limited protection under Personal Accident schemes provided by affiliation groups (e.g. The British Veterinary Association).

2. Injuries to the student during the course of work on placement – overseas

When students are placed overseas the position becomes more complex. In France for example, placement students are subject to a *stage* agreement under which they are regarded

⁵ Health and Safety (Training for Employment) Regulations 1990.

⁶ Employer's Liability (Compulsory Insurance) Act 1969

as employees and the Placement Provider generally accepts *responsabilité civile* for them under French legislation. However, some non-French organisations providing placement opportunities in France (e.g. Condé Nast, a US company) may refuse to accept this responsibility and attempt to transfer the risk to the University. Our insurers can cover these placements on an individual basis **subject to prior notification and depending on the contract terms** (N.B. In the example given, Condé Nast's terms were not acceptable since they also made the University responsible for the provision of French social security benefit payments in addition to the *responsabilité civile*).

Accordingly, Placement Organisers, when seeking information as regards a placement overseas should ask the following question:

Will your insurance cover liability for injuries or sickness suffered by placement students attributable to their duties with your organisation? Yes/No
(N.B. This is incorporated in the questionnaire template in Appendix 3)

“No” answers will need to be referred to the University Insurance Officer with details of the placement. If there is no requirement in the country concerned for EL type insurance then the student needs to be made aware they have no/little legal protection and be advised accordingly by the Placement Organiser. In such circumstances, the student may want to take out Personal Accident insurance but the University cannot offer advice about this.⁷

A few countries may require EL type insurance (also known as Workman's Compensation insurance) to be placed locally. A notable example is Australia. This will be cost - prohibitive; unless the Placement Provider will offer the necessary cover, the placement **cannot** go ahead.

3. Students' liability for injuries and/or property damage that they may cause – UK placements.

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 1 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 provider is responsible for supervising the placement student during their duties, then there is no liability on the part of the student or the University in the event of damage to the provider's property or that of any third party where the student is working under the supervision of the provider. The only exception is where the student acts with deliberate malicious intent or in a wholly irresponsible way.

The University hold Public Liability (“third party” insurance) to indemnify the University in the remote eventuality that we are held legally liable for a student's actions (e.g. we tell a Placement Provider that a student has certain skills or training that in fact they do not have) and such actions cause injury or property damage. This insurance also indemnifies students – but only at our request and in circumstances where the University would have been responsible had the case been brought against it rather than the individual student.

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

4. Students' liability for injuries and/or property damage that they may cause – overseas placements.

⁷ We are not authorised to offer financial advice under the Financial Services Authority rules.

As the insurance situation is so variable overseas the University has arranged an extension to our Public Liability insurance to provide personal liability insurance cover for students during University-authorised overseas placements, including liability arising during the course of work.

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

Neither does it include professional risks (see 6 below).

5. Health insurance

Students on overseas placements should be advised to take out appropriate and adequate health insurance, whether by way of Travel insurance or Medical Expenses coverage.

Travel insurance policies typically provide for:

- ❑ Emergency medical expenditure – an emergency in this context 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 costs;
- ❑ Loss of baggage/money;
- ❑ Cancellation costs;
- ❑ Limited Personal Accident benefits.

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

- ❑ Exclusion of cover if the insured person is working (this is evidently not appropriate for students on placement);
- ❑ Life-style exclusions (claims arising whilst under the influence of drugs/alcohol – again not necessarily appropriate for young people);
- ❑ Activity exclusions (excluding claims arising from “dangerous” activities – the definition of “dangerous” varies but may include motor cycling as well as winter sports i.e. exclusions are not limited to just parachute or bungee jumping);
- ❑ Health exclusions (excluding any health conditions not notified to the insurer prior to taking out the cover);
- ❑ Pregnancy exclusions (policies may not operate if the insured person is travelling out or back within, say, 3 months of the baby’s due date or, worse, may not cover the baby if it is premature).

Students travelling on overseas placements authorised by the University may take out insurance under the University’s travel insurance scheme. The student needs to pay the premium. Placement Organisers must inform students that they should read the small print of any insurance policy since it is their (the student’s) responsibility to make sure it is suitable for their needs.

Details of the University travel insurance arrangements can be found at:

<http://www.bristol.ac.uk/secretary/insurance/travel/guide.html>

Some Universities and other organisations in the USA providing longer term student placements (more than 3 months) insist that travel insurance is not sufficient and require the student to pay for US medical healthcare insurance. Prices vary from institution to institution but typically will not be less than \$500. This should not be regarded as an alternative to adequate travel insurance but as an additional requirement.

Placement Organisers need to make sure they have details of the health insurance arrangements made by individual students so that:

- The University is satisfied insurance is in place;
- The organiser is aware of the insurance arrangements in the event of an emergency overseas.

6. Professional liability

Students training for a profession – doctors, dentists and veterinary students – may be held legally liable for professional risks (this can be known as professional indemnity, clinical negligence, malpractice or errors and omissions insurance).

The position is slightly different for the 3 professions.

Medical and Dental students

Students working within the NHS are covered for professional risks under the Clinical Negligence Scheme for Trusts.

The GP practice's medical malpractice cover will cover students placed in GP practices in the UK.

If the placement is in a private hospital, hospice or nursing home, the Placement Organiser needs to ask the provider the following question:

Will your insurance cover the liability of the student for injuries to third parties, including clinical errors, or property damage arising from their duties within your organisation?

Yes/No

If the provider answers "No" to this question the placement should be referred to the Insurance Officer for further advice.

Medical and dental students are encouraged to join the appropriate branch of the MDU or MPS. This provides them with free world wide medical/dental malpractice protection during their electives. Placement Providers need to check that students have membership before authorising any overseas placement.

Placement Organisers seeking to place students in Australia should ask the provider the following question:

Will your insurance cover the liability of the student for injuries to third parties, including clinical errors, or property damage arising from their duties within your organisation?

Yes/No

If the provider answers "No" to this question the placement **cannot** go ahead (see 2 above).

Veterinary students

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

For placements with UK vets, it is probable that students will be automatically included under the provider's Veterinary (Mal) practice insurance.

Placement Organisers should therefore ask providers the following question:

Do you hold Public Liability and Veterinary Practice insurance?

Yes/No

If so, does the definition of employee in the policy include work experience trainees?

Yes/No

“No” answers should be referred to the Insurance Officer for advice.

Placement Providers overseas should be asked the following question:

Will your insurance cover liability incurred by the student for damage, including injury to any animal, arising from their duties within your organisation?

Yes/No

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 can purchase economical Veterinary Practice insurance by joining SAVMA. See:

<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 University’s insurers are prepared to cover these placements on an individual basis **subject to prior notification.**