

Student Placement Policy

Document Title: Student Placement Policy			
Version No.	1.3	Policy Owner	Executive Director of Human Resources
Superseded version	1.2	Author Role Title	Health & Safety Adviser
Approval Date	15 th May 2001 Updated January 2020	Approved by	EPC
Effective Date	May 2001	Last Review Date	June 2021
Next Review Date	May 2022		



Student Placement Policy

1. Statement of Intent

- 1.1 This policy provides the basis for the University to ensure that appropriate support is provided to students who, as part of their course of study, are required to undertake placement employment with an external organisation. It provides academic staff with appropriate guidance for the management of such placements, to ensure that the University is compliant with our legal obligations in the area of student placements.

2. Responsibility

- 2.1 It is the responsibility of the member of staff authorising the placement to ensure that the attached procedure is followed.

3. Exclusions

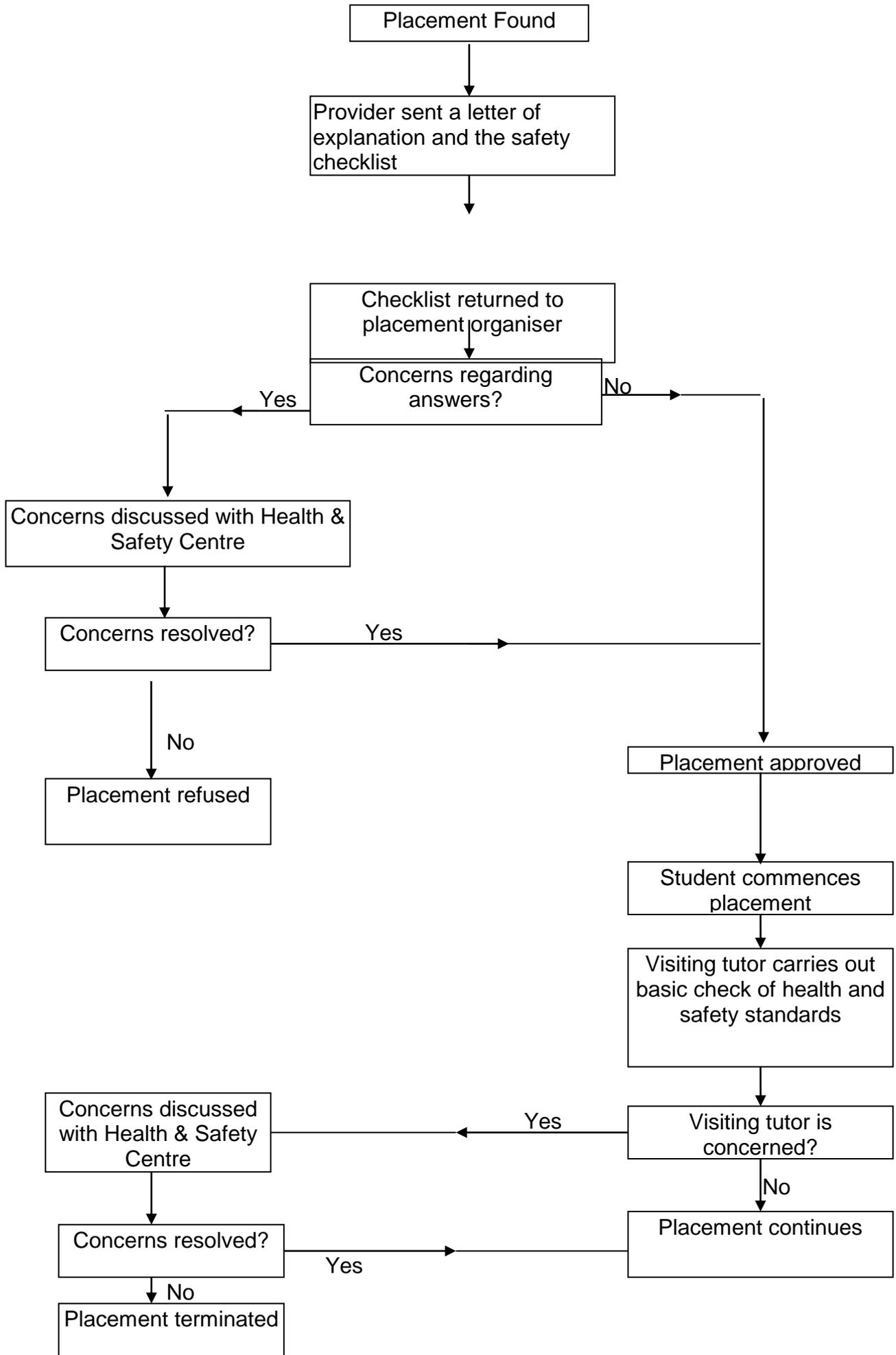
- 3.1 This policy does not apply to Practice Placements, as used by the School of Health and Social Care and School of Social Sciences Humanities and Law. These placements are governed by these Schools who must audit placement providers using agreed standards. This includes placements within NHS trusts, also those arranged with other agencies such as practice nurses, drug and alcohol centres, adult training centres, independent sector care homes and LEA schools.

4. Procedure

- 4.1 The 'Placement Health and Safety Checklist for Providers' should be sent to the Provider in advance of the placement commencing, ensuring that the sender's name and title are entered into the address at the bottom of the form and all sections are completed. If any section of the questionnaire is not answered satisfactorily it must be brought to the attention of the University Health and Safety Centre.
- 4.2 The 'Checklist for Placement Tutors' should be completed when visiting the student in the workplace. This has been designed to be used by a person without health and safety training, and again any question which is not answered satisfactorily must be brought to the attention of the University Health and Safety Centre.
- 4.3 Students should be issued with the 'Guidance Notes for Students on Placement' in advance of commencement of the placement.

- 4.4 An attached flowchart demonstrates the mechanisms for managing health and safety requirements for student placements.
- 4.5 In the case of a student who has a disability or condition that requires reasonable adjustments to be in place within the University, consideration must be given in regard to whether adjustments may need to be managed on the student placement. The adjustments identified for academic study activities may not be suitable in a clinical or workplace setting, or on occasions where a course core competency must be met. In such circumstances the student should contact their School Disability Coordinator to discuss support arrangements and the school will be required to carry out an assessment which can then be used to advise the placement provider about any reasonable adjustments or support arrangements that will be required in the workplace.

Flow Chart for Health and Safety of Placement Students



Health and Safety Checklist for Placement Providers

1. Employer Details

Company Name: _____
 Address: _____

 Postcode: _____
 Telephone No: _____
Health & Safety Nominated Staff member
 Staff Name: _____
 Staff Position: _____
 Staff email: _____
 Staff Tel #: _____

Staff Signature: _____ Date:

--	--	--

2. Health & Safety Checklist

		Yes	No
1.	Do you have a written Health and Safety Policy?		
2.	Do you undertake appropriate training for all members of staff, including students who may be placed with you?		
3.	Does your company hold Employer and Public Liability Insurance?		
4.	As far as is reasonably practicable do you comply with all legislation affecting the health, safety and welfare of persons on your premises?		
5.	Do you have systems in place to ensure the reporting of accidents under The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2013?		
6.	Will you report to the University any accident involving the placement student while at work?		
7.	Will you report to University any sickness suffered by the student which may be caused by their work?		
8.	Do you have procedures in place, brought to the attention of your staff, which will take place in the event of an emergency?		

If you have answered **no** to any of these questions then you may be contacted by Teesside University Health & Safety Office for clarification

Modern Slavery Act 2015

9.	Teesside University's Modern Slavery Policy underpins a zero-tolerance approach to slavery, servitude, forced or compulsory labour and human trafficking. Are you willing to work in accordance with the University's Modern Slavery Policy and the Modern Slavery Act 2015?		
----	--	--	--

Please return this completed form to: Teesside University, Borough Road, Middlesbrough, TS1 3BX

(Name).....(School/Department).....

(Title).....

Health and Safety Guidance Notes for Students on Placements

- 1.1 Your placement company is required to provide you with the same duty of care as its other employees and you should also receive an induction at the beginning of your placement.
- 1.2 It is important that, as part of your induction, you are informed of the emergency procedures, particularly where your nearest fire exit is and that it is unobstructed and not locked during working hours and what the fire evacuation procedures are.
- 1.3 Ask to see the Health and Safety Policy Statement (if there are five or more employees there must be one available) and read it.
- 1.4 If there are occasions when you work alone, there should be a system available for checking on your well-being at reasonable intervals.
- 1.5 You must receive adequate, appropriate training to enable you to carry out your work safely.
- 1.6 Where necessary, you must be issued with appropriate personal protective equipment and shown how to use it effectively.
- 1.7 Find out where and how to report any accidents that may occur to you or your colleagues.
- 1.8 Please remember that if you have concerns regarding health and safety do discuss them with your supervisor at work and your placement tutor. Please feel free to ring Teesside University's Health and Safety Centre for advice, tel. 01642-342213, or e-mail healthandsafety@tees.ac.uk
- 1.9 You should be aware of your own responsibility under the Health and Safety at Work Act to behave responsibly. You owe a duty of care to others and need to be proactive in your own health and safety.

Health and Safety Checklist for Placement Providers

To be completed by academic member of staff visiting the workplace

Name of student: Start date:

Placement company:End date:

Placement Supervisor: Inspection date:

Health and Safety Issues	Yes	No	N/a
Emergency procedures in place?			
Appropriate Risk Assessments in place			
Safety policy available and read by student?			
First aid arrangements in place?			
Has the student received instruction in the safe way to operate equipment being used?			
Accident reporting procedures in place?			
Where appropriate have assessments been carried out for the following?			
Display Screen Equipment			
COSHH			
Manual Handling			
Personal protective equipment			
Please note any concerns or comments which you may have			

If you have answered 'no' to any questions you must investigate with the provider and advise the Health and Safety Centre, telephone ext. 2213.