### Information & Guidance for students on placements

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This guidance applies to all non-clinical and all elective placements (including clinical electives) which form a part of your studies, whether in the UK or overseas, or whether the placement provider is identified by the University or yourself.

Undertaking a placement is an important part of your studies as it will equip you with a valuable range of skills from outside of the University environment. The fact that your placement is not directly provided nor controlled by the University means that, while the University will assist you, the primary responsibility for the smooth running of the placement lies the placement provider and with you.

It is essential that you take responsibility for adequately preparing for the placement and for your actions during the placement, particularly if you choose to undertake a placement or elective overseas. This information and guidance has been prepared to assist you minimise the risk of harm to yourself and others. It is strongly recommended that you read and follow this guidance to minimise any adverse risks.

Please sign the declaration at the end of this leaflet to confirm that you have understood this guidance and that you will comply with it. Please send a signed copy to the School Placement Manager (or equivalent).

1. **The process**

If you have identified a placement and begun the process of confirming with your placement provider, immediately inform your placement organiser at the University so that the approval process detailed below can be carried out. **The University will not accept a placement as part of a course until it has successfully completed the initial approval aspects of the process**.

In other cases where your School identifies the placement a similar process will be undertaken.

The process will follow these steps: -

* An initial assessment of the suitability of the proposed placement, including from a health and safety perspective, will be made.
* The Placement Organiser/Tutor will convey the University’s expectations to your prospective placement provider and request it provides written acceptance of these.
* If the prospective placement provider informs the University that it cannot meet these expectations further discussions will take place to try resolve these to the University’s satisfaction. Where they cannot be resolved the placement will not be authorised.
* **You** should consider informing the placement unit of **any** health issues, including any disability, which may affect you and others whilst on placement. This will permit the University to liaise with your prospective placement provider to consider any reasonable adjustments which may be required to ensure that you can safely and appropriately carry out your duties.

The placement provider is responsible for ensuring that you are provided with the necessary information, instruction and training on commencement and during the placement.

Whilst on placement, if you have any concerns, including regarding your health and safety, you must inform your placement organiser as soon as possible. Also advise your placement tutor of the concerns you have raised.

Whilst on placement you must adhere to the health and safety arrangements, policies and procedures of your provider. If you have any concerns about these arrangements please raise these with your provider.

When the placement ends your tutor or placement organiser will ask for some feedback to ascertain whether the placement is suitable for other students.

1. 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 the responsibilities you and your placement provider have, and the training and support you should receive, particularly in the initial period.

1. Information, instruction, training and supervision

These form the ‘backbone’ of seeking to ensure the smooth running of your placement and can include: classroom-type situations; health and safety notices and signs; safe working procedures.

On starting a placement, your placement provider should give you a health and safety induction. If you do not receive an induction then raise this with your placement provider. A [checklist](#inductionchecklist) is included at the end of this guidance on the health and safety aspects that should be included as part of your induction.

1. 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;
* A 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.

It is also important that you have supplied the University with up- to-date contact details so that we can contact you in an emergency.

1. Health and safety responsibilities

Primary responsibility for ensuring your health and safety whilst on placement rests with the placement provider who should:

* Ensure your health and safety whilst on placement;
* Take account of your potential inexperience for activities you’ll be expected to undertake and put into place appropriate controls; and
* Provide you with information, instruction, training and supervision including an induction.

However when on placement you also have the following responsibilities:

* Not to do anything that puts you, other people or property at risk;
* To follow health and safety instructions, information and training;
* To comply with the placement provider’s policies (including health and safety policies) and any relevant legislation;
* Never to intentionally misuse equipment or anything provided for health and safety reasons; and
* To bring any health and safety concerns to the attention of your placement provider and your placement tutor as soon as possible. **Do not wait for their next visit or contact with you.**

1. Assessing and managing health and safety risks

Your placement provider should assess the risks encountered with the activities you will be involved with and will be responsible for putting 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 degree of control and supervision may be required, especially in the early periods of the placement.

Measures to control risks can include:

* Having in place guarding, ventilation systems etc. to control risks at source;
* Ensuring equipment used is appropriate, used safely and maintained in safe condition;
* Providing information, instruction, training and supervision;
* 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 should 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.

Personal protective equipment

An element of managing health and safety risks may be the use or wearing of personal protective equipment (PPE). PPE encompasses goggles, hard hats, ear defenders, face masks, overalls, gloves, waterproof clothing etc.

If you are issued with PPE it is important you are made aware of:

* The reason it is required;
* How to ensure a proper fit so it will work effectively; and
* How to maintain, store the PPE, and recognise defect and the action to take, including obtaining replacements.

If you believe an item of PPE is defective you should immediately check with your placement provider whether it is safe to continue to use it. Ask your placement provider for information on its correct operation and adjustment, and if necessary for a replacement. We suggest that you satisfy yourself that appropriate steps have been taken, and that you do not carry out work without the correct protection.

Reporting accidents, incidents and health and safety concerns

It is important that you report accidents and incidents you are involved in to your placement provider, whether injury has resulted or not. This enables your placement provider to investigate the circumstances and take any necessary action. Reporting ‘near miss’ incidents could ensure nobody is injured next time. At induction you should 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 feedback that is requested 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*.*

1. Overseas placements

If you choose to undertake a placement or elective overseas, it is important to note that 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 can include:

* Long-haul travel (jet-lag, difference in local hours, effect on body – initially more fatigued). Please notify the University to seek further advice if you believe your placement will involve travel arrangements of a dangerous nature (e.g. travel providers with a history of unsafe practices) – as a matter of personal safety, such travel arrangements should be avoided;
* Unfamiliarity with, and little knowledge of, placement locations and surrounding areas (personal safety, no-go areas, areas of high crime, safe use of transport). Please ensure that you take reasonable precautions before venturing into areas/undertaking activities you are not familiar with and that have not been authorized or are not supervised by your placement provider;
* Different climatic conditions (higher temperatures, more extreme winters). Please ensure you have adequate clothing/accessories to protect you from the weather and elements;
* Contracting illnesses, receiving injuries, accessing medical treatment and having the necessary travel/medical insurance (venomous animals, contagious diseases, vaccinations, contaminated drinking water, local health care arrangements, contacting emergency services). Please see below for further guidance on your insurance needs; and
* Cultural and language differences (accepted practices, local laws and religions, communication more difficult). Ensure you comply with all local laws and regulations and with the lawful policies of your placement provider.

These will also affect you during your own time (i.e. while overseas but not engaged on the placement).

It is important that prior to choosing to undertake a placement or elective overseas you discuss the necessary arrangements that need to be in place and what you require to do in preparation. Please be aware that other countries may have different attitudes (and laws) to the UK, including those surrounding discrimination and harassment.

Before leaving for an overseas placement or elective, please consult the Foreign and Commonwealth Office’s website (https://www.gov.uk/government/organisations/foreign-commonwealth-office) as to the safety of your proposed country of placement. Also consult the Department of Health’s website (http://www.nhs.uk/Healthcareabroad/Pages/Healthcareabroad.aspx) which includes a country by country guide on the health precautions to be taken.

Any advice from these bodies, such as restrictions on travel to the particular country, or region of the country, where you plan to undertake your placement, must be discussed with your School Placement Officer if you cannot comply.

1. Insurance for Overseas Placements

Insurance practices in overseas countries vary widely. In the case of placements or electives overseas, it is not possible for the University to provide insurance cover for you during your placement activities; it is your responsibility to check and ensure that you are appropriately insured whilst on placement. It is therefore important that you check and ensure that both you and the Placement Provider have suitable cover in place for your placement activities. Please notify your School when you have appropriate insurance in place noting the guidance below on the minimum types and level of insurance cover which are recommended for your protection:

**Liability Insurance** – You must check with your placement provider whether they have insurance cover in place, in **both** the following scenarios:

* Provides cover for the Host against claims for injury or damage caused to the Student whilst on the work placement and arising from the negligence of the Host (e.g. due to faulty equipment, unsafe working practices or failure of supervision etc.)
* Provides cover for the Student against claims for injury or damage to property accidentally caused by the Student whilst undertaking “work” activities for the Host

The types of insurance which provides this cover are called Employers Liability and Public Liability insurance in the UK. However they are called many different things in overseas countries including Workers Compensation, Civil Liability, and General Liability etc. It is often best asking for evidence that insurance is in place to cover the 2 scenarios above rather than asking specifically for evidence of Employers and / or Public Liability insurance.

**Clinical Negligence**– If the placement involves Clinical Practice you must confirm that indemnity or insurance arrangements are in place which will cover you against any claim arising from your negligence whilst on the clinical placement, e.g. if a patient is injured accidentally by you or due to your error. The university has no cover for elective placements involving clinical activities with Humans or Animals.

Such insurance may be available via the Placement Provider or, in some instances via Student Membership of a Professional Body (e.g. via Membership of a Medical Defence Union or Indemnity Fund). Again, please note that this must be arranged because the University is unable to provideinsurance cover for overseas clinical placements.

**Professional Indemnity Insurance** – If during the placement, you provide any Professional Advice or Services (e.g. if the placement is with a Law Firm, Financial Services Firm or IT Consultants etc.) ; then you must confirm that the Professional Indemnity insurance of the placement provider covers your planned activities for them and any advice or service you may give to their customers.

**Travel Insurance –** You should take out your own Travel Insurance to cover items such as medical expenses, repatriation costs, personal possessions, money cancellation/curtailment or re-arrangement of the trip and your own Personal Liability whilst abroad on the Placement. If you do not take out your own Travel Insurance then these items will not be covered.

The following Insurance Intermediaries can provide specialist advice on the insurances outlined above:

<https://www.endsleigh.co.uk/personal/travel-insurance/study-abroad-insurance/>

<http://www.moneysupermarket.com/travel-insurance/students/>

<http://www.wesleyan.co.uk/insurance/elective-travel>

<https://www.worldnomads.com/travelinsurance/?utm_source=msn&utm_medium=ppc&utm_campaign=msn_uk_brand>

<https://www.insureandgo.com/travel-insurance/student-travel-insurance>

<https://www.travelinsurance.co.uk/travel-insurance/student-travel-insurance>

<https://www.thomascook.com/holiday-extras/travel-insurance/student-travel-insurance/>

1. Placement Insurance Checklist – For all placements

Please complete the insurance checklist, below, to provide your School with detailed information about your chosen placement and insurance cover.

**If the response to any of the statements below is ‘No’ then your placement activities will not have suitable insurance cover, as the University cannot provide insurance cover for your activities during your placement or elective.**

|  |  |
| --- | --- |
| **Liability Insurance (all placements home or overseas)** | |
| Placement provider has confirmed insurance is in place to provide cover for the Host against claims for injury or damage caused to the student, while on placement, arising from negligence of the Host | Yes/No |
| Proof of policy in date at the time of placement - copy attached | Yes/No |
| Placement provider has confirmed insurance is in place to provide cover for the Student against claims for injury or damage to property accidentally caused by the Student whilst undertaking “work” activities for the Host | Yes/No |
| Proof of policy in date at the time of placement – copy attached | Yes/No |
| **Elective Clinical Placements Only** | |
| Placement provider has confirmed that indemnity or insurance arrangements are in place which will cover you against any claim arising from your negligence whilst on the clinical placement | Yes/No |
| Proof of policy in date at the time of placement – copy attached | Yes/No |
| In the absence of cover by the placement provider, student has confirmed that indemnity or insurance arrangements are in place? | Yes/No/NA |
| Proof of policy in date at the time of placement – copy attached | Yes/No/NA |
| **Placements where a student will be giving advice** | |
| Placement provider has confirmed that their Professional Indemnity insurance covers your planned activities for them and any advice or service you may give to their customers | Yes/No |
| Proof of policy in date at the time of placement – copy attached | Yes/No |
| **Travel Insurance (all overseas placements)** | |
| I have my own travel insurance in place:   1. Policy No: ………………………………………………………………. 2. Insurer: ………………………………………………………………….. | Yes/No |

This concludes the Information and Guidance for students on placements. Please sign the UK placement or overseas placement declaration below to confirm that you have understood this guidance and will follow it, and that you have completed the insurance checklist.

DECLARATION – For Students undertaking a placement in the UK

I confirm that I have read and understood this guidance. I confirm that I will follow this guidance and have completed the Placement Insurance Checklist, with the relevant documents attached. I understand that it is my responsibility to send a signed copy to the School Placement Manager (or equivalent).

**Student (please sign): Date:**

**Placement Provider:**

**Placement Location:**

DECLARATION – For Students choosing to undertake a placement overseas

I confirm that I have read and understood this guidance. I understand that it is not possible for the University to provide insurance cover for me during my placement activities and that it is my responsibility to check and ensure that I am appropriately insured whilst on placement. I confirm that I will follow this guidance and have completed the Placement Insurance Checklist with the relevant documentation attached. I understand that it is my responsibility to send a signed copy to the School Placement Manager (or equivalent). I also understand that if I choose to undertake a placement with a provider who does not have Liability Insurance in place then I will not be covered by Insurance should there be injury or damage caused by me or to me while I am on the placement.

**Student (please sign): Date:**

**Placement Provider:**

**Placement Location:**

**Checklist for students on health and safety information as part of their induction**

By the end of your initial period – typically the first week – your placement provider should have provided you with an understanding of the following aspects. Accompanying each aspect is guidance on the areas to cover.

When each has been satisfactorily covered indicate by 🗸. If not applicable indicate by N/A

|  |  |
| --- | --- |
| **HEALTH AND SAFETY RESPONSIBILITIES AND ARRANGEMENTS**  Your health and safety responsibilities whilst on placement.  *(Take reasonable care for yourself and others, cooperate with your placement provider, never intentionally misuse anything provided for health and safety, recognising own comptence and reporting any issues)*  Your placement provider’s responsibilities and arrangements for health and safety.  *(Treat you as an employee, access to their health and safety policy, how to report health and safety issues)* |  |
| **FIRE SAFETY AND EMERGENCY EVACUATION**  Action to take on hearing the fire alarm.  *(Evacuation alarm sound, exit and fire exit routes, assembly point locations, when safe to re-enter building)*  Action to take if discovering a fire.  *(Trigger fire alarm, location of fire alarm call points, not to take any personal risks, location of fire fighting equipment)* |  |
| **FIRST AID AND EMERGENCY ASSISTANCE**  How to access first aid asssitance.  *(Local first aid personnel, where contact details are posted)*  How to obtain assistance in the event of a general emergency.  *(Contact details if placement has own security, when to contact emergency services)* |  |
| **INCIDENTS AND WORKPLACE HAZARDS**  Reporting accidents and incidents.  *(How to report, reporting as soon as possible after the event, importance of reporting no injury incidents)*  Reporting hazards.  *(How to report, importance of reporting before hazard causes harm and not ignoring hazards)* |  |
| **GENERAL WORKPLACE HEALTH AND SAFETY**  Housekeeping, access and egress.  *(Maintaing clear routes, aware of vehicle and pedestrian areas, dealing with spillages, properly disposing of waste)*  Welfare facilities.  *(Location of toilets, reducing risk of cross-infection or cross-contamination)*  Out of hours and lone working.  *(Procedures for accessing and vacating facilities, reporting presence)*  Electrical safety and portable appliances.  *(Basic visual checks to ensure safety condition of appliances, action to take if appliances defective)* |  |
| **RISK ASSESSMENT, PREVENTION AND PROTECTION MEASURES**  General risk assessment  *(Procedures for carrying out risk assessments, outcomes of risk assessments that relate to activities will be involved with)*  Manual handling  *(Not exceeding own capabilities, safe lifting and carrying techniques, use of equipment to assist with manual handling)*  Work equipment and machinery safety  *(Types of equipment will be using and associated hazards, controls and procedures for ensuring safe working)*  Display screen equipment and workstation  *(Procedures for assessing own workstation, procedures for reporting concerns)*  Hazardous and dangerous substances  *(Safe storage, use and disposal of substances, emergency arrangements in the event of spillage or inadvertent release)*  Personal protective equipment and clothing.  *(When will be required, how to obtain, checks to ensure condition and proper fit, correct storage, how to obtain replacement)* |  |