

HEALTH AND SAFETY POLICY

Student Placement

HSSP25: Version 6.0

Health and Safety Service

Document Number	Document Title
HSSP25	Student Placement Policy

Author	Approval Dates		
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Document Reviews			
Date	Version	Summary of significant changes	Reviewer/ Approver name & signature
	2.0	Version 2 was issued in 2010 to reflect new sector guidance.	Les Wright
	3.0	Version 3 was issued 2014 to reflect new policy format, to clarify roles and procedures and to simplify processes.	<i>Peter J Roddis</i>
	4.0	Changed to incorporate short work based learning and project work. Also differentiates between strategic and operational responsibility. Introduces different sized ticks to differentiate on type of responsibility.	<i>Peter J Roddis</i>
	5.0	Amendment to clarify responsibilities for briefing students pre-placement.	<i>Peter J Roddis</i>
	6.0	Policy expanded to included other work experience types.	

This document includes 10 pages including the front cover

1. Policy

This policy requires each College to adopt a risk-based approach to the management of health and safety relating to student placements. This requires each College to maintain effective processes and procedures to ensure that all the actions listed in figure 1 are carried out.

This policy is applicable to placements

- where the learning outcomes are intended as integral parts of a programme of study and
- where the agreed and negotiated periods of learning take place outside the institution at which the full or part-time student is enrolled or engaged in learning.

This policy covers a wide range of work placement and experience scenarios:

All students enrol on a 4-year sandwich degree, giving them the *option* of undertaking a sandwich placement in the third year of their course.

All students will undertake one of 6 different types of work experience each year as a *mandatory* part of the course within a core module:

- a. Placement;
- b. Incorporated Placement (with a current employer);
- c. Placement Alliance;
- d. Enterprise Residency;
- e. Authentic Work Experience;

A typology of the mandatory work experience scenarios is provided in the supporting guidance.

Also in scope of the policy is any period of work that is included where students opt to work or study overseas.

The following activities are **outside** of the scope of this particular policy

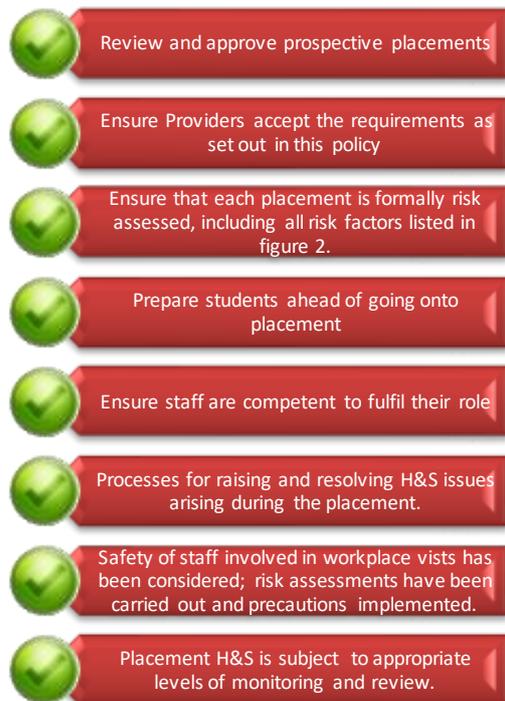
- company visits,
- insight days or
- work shadowing.
- Authentic work experience delivered on site or virtually.

All Colleges are required to ensure that staff involved in Student Placements are appropriately trained, resourced and competent to fulfil their role(s).

The University reserves the right to refuse to approve a placement that is not being effectively managed, including on health and safety grounds.

The University's policy and arrangements have been designed to reflect the generic framework presented by national sector guidance.

Figure 1



This guidance builds on sector guidance to encompass all other forms of work experience arrangements offered at SHU.

Whilst the university has a duty of care for all students undertaking placements and work experience, there does need to be a flexibility of approach which is proportionate to the degree of risk to which the student is exposed. A designated member of academic staff **must** approve **all** work experience placements and ensure that effective controls are established.

A fundamental requirement of this policy is to ensure that each placement is formally risk assessed. This is in **addition** to the risk assessment carried out by the placement provider and requires consideration of all of the risk factors in figure 2, over the page.

The risk assessment undertaken take cognisance of the situational factors of the work experience activities and controls applied proportionately:

Work experience activities may:

- a) Take place off campus and on an external providers premises
- b) Take place on campus but be led by an external placement provider
- c) Take place on campus where the University is acting as the placement provider
- d) Take place in a remote working / virtual environment which is led by an external placement provider
- e) May be of a self-employed, entrepreneurial or freelance nature but supervised either on or off campus.

Each of the above will entail differing levels of risk exposure and will influence the responsibilities of participants in the placements process.

Key Participants are:

- i. The student
- ii. The placement provider
- iii. The designated academic member of staff
- iv. Professional Services staff supporting the organisation of the placement.

The general roles and responsibilities are laid out below.

Policy

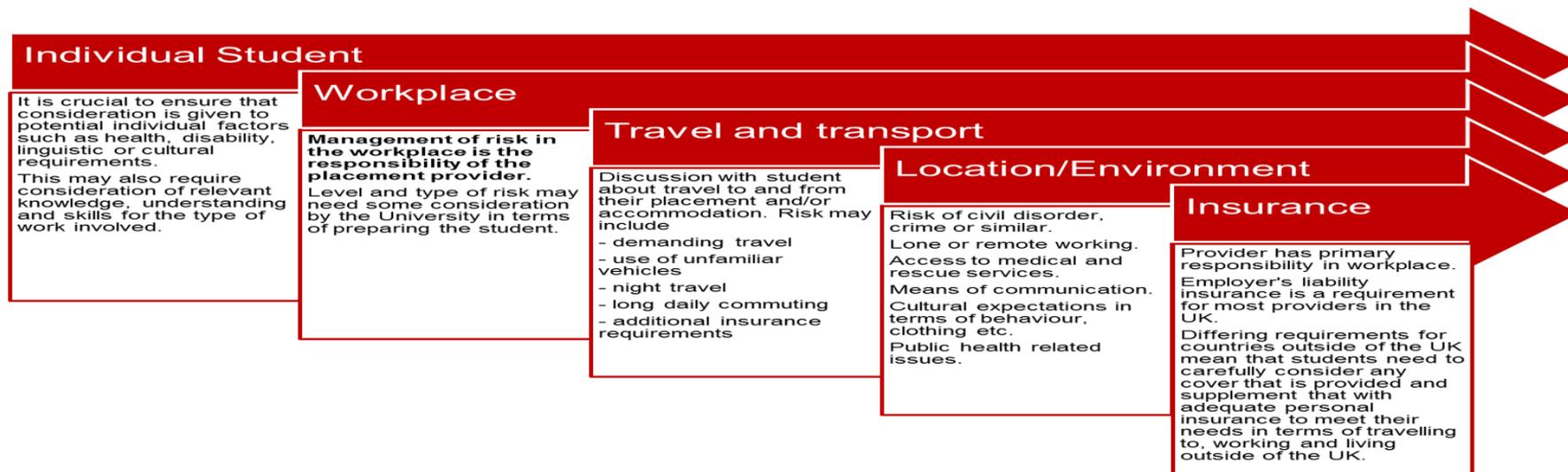


Figure 2

Public health related issues will include assessment of risk and controls for Covid 19 mitigation. The risk assessment will ensure that control measures are in place to minimise the transmission of Covid and the student is made fully aware of these. Module content used to prepare students for their work experience activity will include general guidance on minimising risk from Covid transmission and actions that should be taken in the event of local outbreaks including situations where self-isolation is required.

2. Roles and Responsibilities.

This section sets out the specific roles and responsibilities of staff, students and work placement providers.

All staff involved in the work placement process will receive appropriate training or briefing to ensure that they understand our policy, guidance and any procedures relevant to the process in each College.

Irrespective of who initiates the placement; whether a student makes a speculative application, an employer advertises a scheme or the University sources a provider, it is important to ensure that the practice required by this policy is adhered to and that staff, students and providers understand their roles and responsibilities for health and safety.

The roles and responsibilities of the **Vice Chancellor** as well as the **Pro-Vice Chancellor/Dean, Assistant Deans** and **Heads of Department** are explained in the main University Policy as well as in local Health and Safety Statements. They all have a responsibility for ensuring that health and safety is appropriately managed within the scope of their roles and responsibilities. This includes Placement Learning, where senior managers are responsible for ensuring that suitable safety management systems are maintained.

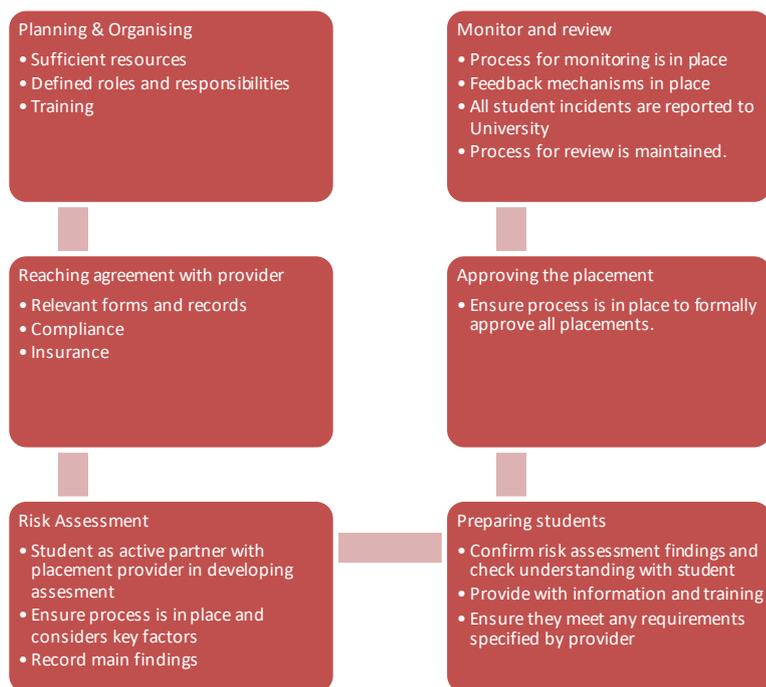


Figure 3 Students have a responsibility to take reasonable care for their own health and safety and that of others who may be affected by their actions.

However, it is important to ensure that each student is supported by the institution throughout his/her placement experience.

The University has a clearly specified process which each College is required to apply (see figure 3 below). As part of that process the University has defined roles, responsibilities and expectations and these are set out in the following table. Where appropriate it is recommended that a partnership approach is taken to organising work experience activity. The following parties will work actively to ensure that effective arrangement. Specifically, the active partner will:

a) Placement Provider:

The placement provider has a statutory duty of care for employees. The placement provider is required to undertake a risk assessment and ensure that all risks identified are effectively managed. The placement provider should involve the student directly in the development of the assessment and allow the student to review and reflect on their personal circumstances in relation to the placement.

b) Student

The student bears a responsibility and a duty of care for their own safety and the safety of others affected by their actions. The student will also be directly involved in the pre-approval stages of the placement as an active partner in ensuring the placement is approved by reaching agreement with the provider and presenting this to the designated academic and professional services team.

c) Designated Academics

The academic team are responsible for ensuring that students are sufficiently and appropriately prepared for their work experience activity by providing guidance training and module content. They should check that the student is effectively prepared for their work experience and that the placement provider in discussion with the student has conducted the required risk assessment. **The designated academic will provide final authorisation that the placement can proceed** on the basis that module learning outcomes have been met, the placement is suitable and that the risk assessment has been completed by the placement provider in collaboration with the student.

d) Professional Services

The relevant professional services teams have a responsibility to provide the necessary tools, process documentation and management system. They will provide a system for tracking the approval of placements along with supporting guidance materials. The designated professional services team will be responsible for the overall facilitation of the process along with the co-design and distribution of guidance material.