

## Work Placement Policy

<b>Designation number</b>	LC026	<b>Title</b>	Work Placement Policy
<b>Current Version number</b>	August 2020 v5	<b>Review date</b>	August 2021
<b>Published on website</b>	Yes	<b>Related policies and/or procedures</b>	General Health and Safety Policy
<b>Relation to QAA requirements (parts of code covered)</b>			
Informed by UK Quality Code – Core Practices for Quality			

### 1. Statement of Intent

- 1.1 This policy provides the basis for the College 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 College is compliant with our legal obligations in the area of student placements.

### 2. Responsibility

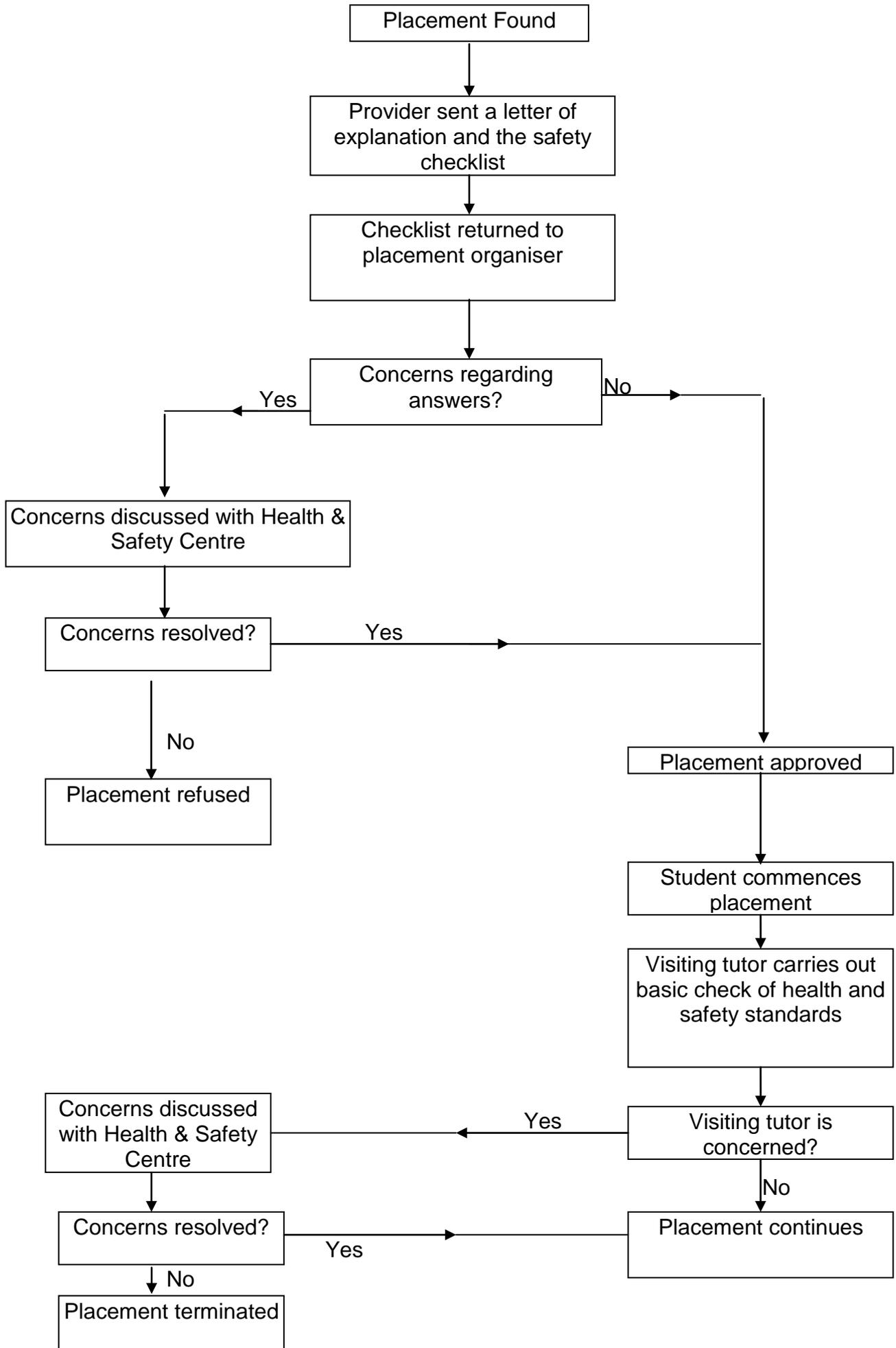
- 2.1 It is the responsibility of the member of staff authorising the placement to ensure that the attached procedure is followed.

### 3. 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 Work Placement Co-ordinator.
- 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 College Work Placement Co-ordinator.

- 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.

## Flow Chart for Health and Safety of Placement Students



## Health and Safety Checklist for Placement Providers

Name of provider .....

Address.....

.....

Signature of responsible person:.....: .....(print name)

Position:.....Telephone:.....Fax:.....  
....

Do you have a written Health and Safety Policy?

Do you undertake appropriate training for all members of staff, including students who may be placed with you?

Does your company hold Employer and Public Liability Insurance?

As far as is reasonably practicable do you comply with all legislation affecting the health, safety and welfare of persons on your premises?

Do you have systems in place to ensure the reporting of accidents under the Riddor Regulations 2013?

Will you report to the College any accident involving the placement student while at work?

Will you report to College any sickness suffered by the student which may be caused by their work?

Do you have procedures in place, brought to the attention of your staff, which will take place in the event of an emergency?

Yes	No

Please return this completed form to (Name).....

(Title).....

School/Dept.....

London College, UCK  
Bath Road  
TW5 9QX

If you have answered any of these questions 'no' then you may be contacted by the College Health and Safety Centre for clarification.

## **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 College's Health and Safety Centre for advice.
- 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?			
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.