**Health and Safety Information for Placement Providers and Students**

Each Placement provider and the University have a role in students’ health and safety whilst on placement. As part of this role the University 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 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, as the Placement Provider, the opportunity to feed back to us any concerns that you have regarding the student or placement arrangements.

During the placement, we expect our students 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. Therefore, we request you to treat our student in the same way as your employees with regards to their health and safety.

The University requests that you:

* Give the student an induction to your 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 to be undertaken by them;
* Provide appropriate instruction and training in your working practices and in the particular control measures identified in your risk assessments;
* Provide on-going 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; and
* 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.

**Health and safety notes for students on placement**

**Introduction**

Placements provide an opportunity for you to apply skills acquired whilst at the University of West of England to work situations. 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**

1. Placement Providers – organisations providing placements have 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.
1. Students must;
* Not 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**

Upon commencing a placement you must receive a health and safety induction. 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;
	+ 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.

* **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 student. This information can be fed back to your tutor, practice learning coordinator and in the student practice learning feedback.