

University Occupational Health and Safety Standard

Safety Requirements for the Placement of Students

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Table of Contents

1. INTRODUCTION	2
2. STANDARD PROCEDURE.....	3
2.1 Appointment, Role and Training of Placement Organiser.....	3
2.2 Initial Discussions and Checklist.....	4
2.3 Student Briefing	5
2.4 Student Induction on Placement.....	5
2.5 Placement Visits.....	5
2.6 Safety on Placement	6
3. STUDENT TEACHERS (AND OTHER STUDENTS) ON PLACEMENT IN SCHOOLS.....	6
3.1 Placement in Schools Under Local Authority Control.....	6
3.2 Placement in Independent Schools	7
3.3 Essential Reading	7
4. STUDENTS ON PLACEMENT OUTWITH THE UK (OVERSEAS)	8
4.1 General.....	8
4.2 Risk Assessment.....	8
4.3 Planning and Organisation	9
4.4 Health Matters.....	9
4.5 Personal Safety	10
4.6 Review.....	10
ANNEX 1	11
<i>Placement Health and Safety Checklist.....</i>	<i>11</i>
ANNEX 2	12
<i>Example Introductory/Annual Letter.....</i>	<i>12</i>
<i>Health and Safety of Students on Placement</i>	<i>12</i>
ANNEX 3	13
<i>Guidance Notes for Students on Placement.....</i>	<i>13</i>
<i>(Health and Safety).....</i>	<i>13</i>
ANNEX 4	19
<i>Student Health & Safety Induction Checklist</i>	<i>19</i>
ANNEX 5 (a).....	20
<i>Issues which may need to be considered for Risk Assessment for Students on Placement Overseas.....</i>	<i>20</i>
ANNEX 5 (b).....	22
<i>Overseas Placement Organiser Checklist.....</i>	<i>22</i>

1. INTRODUCTION

These Local Rules set out the standards of safety management required by University departments to demonstrate that they have taken all reasonably practicable steps to ensure the health and safety of students on placement. In the context of these Local Rules, "placement" is a period of paid or unpaid work experience in industry or commerce in the public or voluntary sector or undertaken as an integral part of the student's course. These Local Rules apply to **all** student placements, including sandwich course placements.

In the UK all organisations with 5 or more staff must have a health and safety policy. The policies provided by Host Employers will vary according to their own activities; for instance, NHS Trusts will need to ensure that students coming into their organisation on placement conform to their own occupational health standards and, as such, students may have to be able to prove an appropriate level of immunisation against diseases which could be passed on to patients, such as Hepatitis B. Although these Local Rules may not be fully relevant for all placements, the standards within these rules must be applied as far as is reasonably practicable. Safety, Health and Wellbeing can advise departments on appropriate standards for unique placement circumstances. Without doubt, the potential risks to some students on even short-term placement will demand that all of the requirements of these Local Rules are met.

Students on placement should (for **all** health and safety purposes) be treated as employees of the host organisation irrespective of whether they are paid or unpaid. Consequently, the primary responsibility for meeting the statutory health and safety requirements within a placement rests with the Host Employer. However, in the event of an accident (or ill health) occurring, the University would be expected to be able to demonstrate that it had done everything "reasonably practicable" to secure the student's health and safety while on placement with the Host Employer.

The standard of safety contained within these rules follows the spirit and philosophy of:

- the University sector guidance entitled '[Guidance on Health and Safety in Fieldwork and Travel](#)' (USHA) and
- [Health and Safety of Placements for Higher Education Students](#)' (USHA).

However, although much of the guidance contained in these documents has been included in these rules, aspects have been changed which better meet local circumstances within the University of Strathclyde.

These Local Rules should also be seen as following the philosophy, the policy and procedures contained within the UK Quality Code for Higher Education: Advice and Guidance, Work-based Learning. It is strongly recommended that all University staff involved in student placement read the above document available at <https://www.qaa.ac.uk/quality-code/advice-and-guidance/work-based-learning>

These Local Rules **do not** specifically cover University staff working, or students undertaking field trips, outwith the University (as such guidance is given within the University's Standard on Travel and Working Off University Campus). Staff members carrying out risk assessment for staff working outwith the University on student field trips may find useful information in Annexes 4, 5 (a) and 5 (b).

With regard to the section of these Local Rules concerning placement overseas, the following should be noted. Although UK health and safety law (criminal law) will, in the vast majority of cases, not apply in such circumstances, the University still has a duty of care to students, therefore, the University still has liabilities under civil law and in the event of the duty of care being compromised. There is also a strong moral obligation to do everything reasonably practicable to ensure the health and safety of students on placement overseas. Also, in the event of an incident, whether or not UK health and safety law is pertinent, any resulting adverse publicity could seriously compromise the University's reputation.

The Placement Organiser must ensure that all appropriate insurances are in place. It may be that some placements (particularly those overseas) will need additional insurance. Further details regarding insurance issues can be obtained from the University of Strathclyde Finance Directorate.

2. STANDARD PROCEDURE

2.1 Appointment, Role and Training of Placement Organiser

The Head of Department should appoint one or more Placement Organisers, who is competent and aware of relevant health and safety legislation. This does not mean that the Placement Organisers should be expert in health and safety legislation but they do need to be able to identify basic health and safety defects within Host Employers. Placement Organisers must read and understand these Local Rules. The Departmental Safety Convenor should be a source of help and information with regard to the expected health and safety standards which should be met in placement organisations. Safety, Health and Wellbeing are also a source of guidance and support.

Staff visiting the placement student need to be competent and able to identify basic health and safety management problems in the workplace. Again, this does not mean they need to be expert in health and safety. Rather, they should be able to use their professional knowledge of work procedures and recognise inadequate health and safety management.

In order to ensure that Placement Organisers and visiting tutors have sufficient knowledge to allow them to make informed decisions on health and safety issues in the Host Employer's workplace, each department should assess these staff members training needs and arrange for any necessary additional training that is identified.

2.2 Initial Discussions and Checklist

Once a placement has been identified, the Placement Organiser should send the Placement Health and Safety Checklist (Annex 1) to the Host Employer. In normal circumstances, this should be sent with an accompanying letter explaining the purpose of the checklist and that the Health and Safety Executive have recommended that universities ask, formally, for assurances from Host Employers with regard to that organisation's health and safety standards. An example of such a letter is contained in Annex 2. It is expected that the Placement Organiser will have initial discussions with appropriate representatives of the placement organisation to discuss the objectives of the placement. At this stage, the health and safety implications for the student (and the Host Employer from the student's activities) should be discussed. This should include the rationale behind the Placement Health and Safety Checklist. Consideration should also be given to the personal safety of students on placement and questions may need to be asked with regard to the student's accommodation and travel arrangements to and from the work place, particularly if the student is expected to work unsociable hours.

Placement Organisers should also enquire about any health-based limitations on the type of individual person who may be appropriate for the placement. Employers, in this case Departments or Heads of Department, have a duty to assess the capabilities of their employees (which include placement participants) in health and safety terms. An example would be a warehouse where there is a significant amount of works transport (lift trucks, etc.) which may not be appropriate for a partially sighted student, or one with significant hearing loss to work in that area without consideration given to additional controls that would enable the individual to work there safely. Further advice may be obtained from Safety, Health and Wellbeing, Occupational Health Service or Disability and Wellbeing Services.

Where arrangements are required for students with additional needs, Placement Organisers should ensure that employers are given all **appropriate*** information and any necessary advice well in advance of the placement.

It must be emphasised that students with additional needs should not be automatically removed from work placements, even if, at first, the risk assessment highlights additional risks. It may be that the placement can still go ahead providing the Host Employer arranges appropriate supervision and appropriate controls.

The Placement Organiser will, on receipt of the completed checklist, assess the answers. In the event of a "Yes" response to every question in the checklist, the placement may be approved. In the event of a "No" response to any question, further information should be sought from the Host Employer:

Did they misunderstand the question?

Is there an acceptable reason why a "No" answer was given?

For example:

Question 1: "Do you have a written health and safety policy?" A "No" answer is acceptable if the host organisation contains less than 5 employees. Otherwise, there must be a written policy.

If a company of 5 or more employees does not have a written health and safety policy, this would indicate that the company is either not aware of their legal duties or has chosen to ignore them. **Students should not be sent on placement to such an organisation.**

Further guidance with regard to "No" answers may be sought from Safety, Health and Wellbeing.

*Information about a student's impairment is sensitive personal data and it should be kept confidential. Staff who know about the impairment should ask the student before they pass the information on to somebody else. They should not pass it on without first getting the student's permission. If a student does not give permission to pass the information on this may limit the adjustments that can be put in place. Further advice may be obtained from Safety, Health and Wellbeing, and Disability and Wellbeing Services.

If the Placement Organiser is satisfied with the answers on the checklist (or if further guidance has been sought on a "No" answer) then the placement can be approved. A letter of authority to start the placement should be given to the student and the employer. A copy of the Health and Safety Guidance Note for Students on Placement should also be given to the student (Annex 3), as should a copy of the Student Induction Checklist (Annex 4).

2.3 Student Briefing

The Placement Organiser will provide or arrange an appropriate health and safety briefing prior to placement and inform student(s) that attendance is compulsory and a record of attendance will be kept. At the briefing the student(s) should be informed that they will be treated by the Host Employer as employees of the company and that as such they have legal duties including:

- taking reasonable care of their own health and safety and that of others who may be affected by what they do or do not do
- co-operating with the employer on health and safety
- not interfering with or misusing anything provided for their health, safety or welfare.

The briefing should include guidance on foreseeable risks and should also include the instruction that where there is a significant change of the work location or the work itself, the student must notify the Placement Organiser. The student(s) should also be advised to expect health and safety information, instruction, supervision and training from the placement employer.

The Placement Organiser will keep a record of the content of the briefing, as well as the record of attendance.

2.4 Student Induction on Placement

On arrival on placement, each student should receive induction training from the Host Employer. Following this training, the student must complete the Student Induction Checklist (Annex 4) and return it to the Placement Organiser. The Placement Organiser will need to consider whether the Student Induction Checklist indicates concerns about a student's safety on placement.

2.5 Placement Visits

The Placement Organiser or other visiting tutor should visit the student(s) in the host organisation at an appropriate frequency during the placement. A degree of judgement is required when determining the frequency of such visits and account should be taken of factors including the foreseeable level of risk, the duration of placement and any feedback received from the student(s) or others. It may be difficult for the University to show that it has fulfilled its duty of care to the student if no visits are carried out. On the other hand, it may be that in the case of repeated placement in organisations that have been found to have effective and efficient safety management systems, it will not be necessary to visit every student. Visits may also be unnecessary (from a health and safety point of view) where the placement is of a short duration, e.g. a few weeks and in a low risk environment. There may be other reasons why visits to the Host Employers may not be reasonably practicable.

It is recognised that there may be serious implications for University departments sending a Placement Organiser/visiting tutor to visit all students on placement (even in the UK). It is also recognised that the best person to assess whether or not such visits are necessary will be the Placement Organiser. If, when prioritising visits, it is assessed, in certain circumstances, that there will not be a visit to the student on placement, this must be justified in writing and kept on record in the placement file.

2.6 Safety on Placement

In the event that the Placement Organiser/visiting tutor identifies, either from the Student Induction Checklist or from a visit, that the student is exposed to significant risks without adequate control then the student must be removed from the placement immediately. **It is recognised that this could have serious academic repercussions, but emphasises how important it is, at the outset, to ensure that the student is placed in a host organisation with high health and safety standards.**

The Placement Organiser/other appropriate member of staff will arrange a debriefing session as soon as possible after the conclusion of the placement. This will assist in determining the health and safety management standards within the host organisation and the quality of the placement, in general. If there appear to be issues relating to health and safety, these should be discussed with the Host Employer. If these cannot be resolved to the Placement Organiser's satisfaction, then serious thought must be given to removing that organisation from the placement list.

Each Host Employer should be reviewed on, at least, a yearly basis, ie, the Health and Safety Checklist should be sent to each Host Employer for completion and returned to the Placement Organiser. It is important to remember that although only one checklist needs to be sent to each Host Employer (no matter how many students are to be employed) the students themselves may be working in very different areas of the organisation and consequently be exposed to varying degrees of risk. It is therefore essential that the initial scrutiny of the organisation looks at the overall health and safety management which should be applicable in every aspect of the organisation's undertaking.

3. STUDENT TEACHERS (AND OTHER STUDENTS) ON PLACEMENT IN SCHOOLS

Most, though not all, students are placed in local authority schools by the Faculty of HaSS (School of Education) as part of teacher training. To ensure the requirements of these Local Rules are met as efficiently and effectively as possible, **it may be that the arrangements detailed above are organised on a Faculty basis.** If this is the case, then the Faculty, rather than each Placement Organiser, will liaise with each local authority and keep a central record, e.g., a copy of each local authority health and safety policy (and other relevant health and safety information) could be kept in the Faculty Office for reference.

Some of the requirements of these Local Rules are not directly applicable to the placement of student teachers in UK schools. However, as with student placements in industry and commerce, placing students in schools should be seen as a partnership between the University, the local authority and the school.

Where other Faculties and departments post students in schools as part of a placement or other project, then the standards mentioned in the previous sections must be followed.

3.1 Placement in Schools Under Local Authority Control

Before a student is placed in a school (under local authority control) Placement Organisers must ensure that:

- the local authority in question has a written health and safety policy

- if the education department of the local authority has particular regulations covering health and safety management in the authority's schools, such as a specific policy with regard to health and safety in technical classrooms, science labs, physical education teaching space, etc, then this information should be passed on to the students in question
- the department concerned is aware what part of the local authority health and safety policy applies to particular students
- students will be appropriately supervised by the host school
- when the student attends the school for the first time they are given an induction which will include fire routine, first-aid arrangements and any other relevant health and safety information including local health and safety regulations and relevant risk assessments (generic or specific)
- When the Placement Organiser/visiting tutor visits the student in the school, to include a brief investigation of the local health and safety standards. (In many instances, this will mainly take the form of a discussion with the student and a very rudimentary inspection of the working area. Again, this does not need explicit health and safety knowledge but rather a subject specific professionalism which one would expect from the Placement Organiser/visiting tutor.)
- Student complaints or concerns with regard to health and safety standards in a particular school are investigated and following an investigation a decision is made whether or not to continue to use the school as a placement organisation.

If a student were to be placed in a school controlled by a local authority which, previously, has not accepted students then that authority's health and safety policy (and other relevant health and safety information) should be received before the student is sent to that school. **However, there must be no ambiguity with regard to the legal responsibilities involved.** Although the Executive Dean of the Faculty of HaSS, as with other Executive Deans, has a responsibility under the University's health and safety management system to monitor that Heads of Department within the Faculty are working to the standard contained in the University Health and Safety Policy, they are not responsible for monitoring the standards of health and safety management of host schools. That responsibility lies with the appropriate Head of School and the Placement Organiser. It is the responsibility of these individuals to do everything reasonably practicable to ensure the health and safety of the student on placement in a school. If, for one reason or another, the required information from the local authority is not available centrally, then the Placement Organiser must make their own enquiries and assessment before the student can be sent to a particular school.

3.2 Placement in Independent Schools

In the event of students placed in independent schools, ie, not under local authority control, then a copy of that school's health and safety policy (and other relevant health and safety information) must be obtained either centrally by the Faculty or by the Placement Organiser. However, it must be stressed again, the responsibility lies with the Head of School, not the Faculty.

3.3 Essential Reading

It is strongly recommended that those involved in the placement of student teachers and student teachers about to go on placement themselves familiarises with the Health and Safety Executive guidance on managing the significant risks in the sector for pupils and members of staff. The webpage below provides various sources of guidance and information that supports a sensible approach to managing health and safety in schools.

<http://www.hse.gov.uk/services/education/index.htm>

4. STUDENTS ON PLACEMENT OUTWITH THE UK (OVERSEAS)

4.1 General

“Students on placement overseas” is defined as any practical work activity or study carried out by students which is not under the direct control of the University of Strathclyde and which is carried out beyond the territorial waters of the UK (this includes Eire). The placement activity will normally be controlled by the host organisation in the country visited. These organisations will be subject to the health and safety regulations of that country. It is hoped that host organisations will have produced their own health and safety policies (codes of practice, etc) to which students on placement in that organisation are required to adhere. This should be the case in all organisations within countries of the European Union; it should also be the case in the USA and Canada. Indeed, it may be that, particularly if the student is on placement in a department of an overseas university, it will have its own departmental safety regulations (health and safety policy, code of practice, guidance notes, etc). It is strongly recommended that any such organisational and departmental health and safety policies should be obtained in advance to allow appropriate assessment of the organisation’s health and safety standards.

Many students working overseas will do so as part of studies arranged with other universities under established agreements and schemes. It is recognised that many of these placements are based on complex, long standing arrangements in which a considerable element of trust has been developed between different academic partners. Nevertheless, it must not be taken for granted by Placement Organisers, e.g., Erasmus coordinators, that such placements are inherently safe. Although not all requirements contained within these rules may be appropriate for placements overseas, the underlying philosophy with regard to departments doing everything reasonably practicable to ensure that host organisations maintain an appropriate level of health and safety management with regard to safety of students on placement, still applies. It should be easier for universities within such schemes to exchange appropriate health and safety information and for visiting tutors to assess health and safety standards in the student’s work/study environment. (If the student is not fluent in the language of the host organisation, it should be expected that the host organisation will produce the appropriate sections of their health and safety documentation in English).

It is recognised that there are a number of countries where it is likely that host organisations will have no formal written health and safety policies or regulations. This, obviously, makes assessing the standards of health and safety in such organisations more difficult. The Recruitment and International Office also organises student exchange schemes in various parts of the world. Although it could be assumed that health and safety management is of a high standard in some countries, every effort should be made to ascertain the particular standards of each host organisation. It is the responsibility of the Recruitment and International Office to ensure they have written procedures which allow an appropriate standard of care for students on such visits.

4.2 Risk Assessment

A risk assessment must be made for all student placements overseas. However, the nature and complexity of the risk assessment will vary greatly with the type of activity intended and should be commensurate with the level of risk identified, e.g. the risk assessment and controls for a student on placement in a European Union university studying Computing, although not risk free, will be much simpler than that for students involved in field studies in a tropical country. A degree of proportionality in the complexity of risk assessments should be maintained.

Where work is to be undertaken which is identified as having specific risks attached, some assessments may need to be based on the work as it is undertaken in the UK. In this case, everything reasonably practicable should be done to ensure that the same controls are applied. For example, if the risk assessment of the work to be undertaken in the UK highlighted the need

for certain personal protective equipment (PPE) to be used, then this should be utilised on the placement even if this necessitates the student taking the equipment with them.

Risk assessments must be conducted and recorded on the e-risk assessment system <https://safetysystems.strath.ac.uk/>. In assessing risks whilst on placement the website www.fco.gov.uk and the [University's Insurers RiskMonitor Traveller online platform](#), give excellent advice on a variety of issues regarding foreign travel. The latter platform allows students to have access to the online platform, which combines 24/7/365 realtime alerts with country analysis and advice delivered through a single web portal and mobile app, giving valuable information to properly prepare yourselves for travel, mitigate risks and provide timely and accurate intelligence with actionable advice when incidents do occur.

For overseas placements, participants will be required to register online (at least 5 working days before travel) with the Finance Directorate to obtain travel insurance using the Travel Insurance Notification Form on Pegasus.

For overseas activity the University has access to the University's Insurer's service called [Global Response](#) and this is a 24 hour number which can provide advice on the most appropriate course of action in event of an emergency (security and medical) directly to staff/students on University business at any destination in the world.

Through the University's Insurer, staff and students have access to [TravelPrepare](#), an e-learning facility containing several modules to raise awareness and assist keeping travellers safe when travelling on University business.

The risk assessment should also consider what transport arrangements are required for travelling to, from and during the placement, as there may be risks involved in, for instance, local travel by boat or plane or students being required to drive in unfamiliar vehicles over rough terrain. Further hazards for consideration are contained in Annex 5 and 5a.

4.3 Planning and Organisation

The Placement Organiser must be aware of the local conditions pertaining to the placement including geographical, climatic, seasonal, cultural, endemic pathogens and social elements that may contribute to the health and safety or otherwise of the students in the country in general and in particular the specific location of the student. It must also be recognised that these can be extremely dynamic and the Placement Organiser must understand that changes in local conditions may require them to withdraw the student at very short notice.

It is essential that the Placement Organiser has access to regularly **updated**, relevant information on local conditions. This may be through checking the Foreign Office (FCO) travel advice webpages and the University's Insurer's RiskMonitor Traveller online platform. For the latest country-specific health advice can be obtained from the National Travel Health Network and Centre (NaTHNaC) on the [TravelHealthPro](#) website. Each country-specific page has information on vaccine recommendations, any current health risks or outbreaks, and factsheets with information on staying healthy abroad. Guidance is also available from NHS (Scotland) on the [FitForTravel](#) website.

4.4 Health Matters

Placement Organisers should consider general health advice provided by the Health and Wellbeing Adviser within Disability and Wellbeing Services. Helpful advice on Travel Health, both before you go and whilst at the destination, can be found on the Occupational Health Service [Travel Health](#) webpages.

Some basic information on the health and fitness of students undertaking placements overseas is desirable. For example, long haul flights present risk of Deep Vein Thrombosis (DVT) and work in tropical countries can pose additional risks to those with persisting medical conditions. Guidance on DVT and other health matters, including mental health can be obtained via the Occupational Health Service [Travel Health](#) webpages.

If forewarned, Placement Organisers can make appropriate allowances. Health and fitness information which is provided to the Placement Organiser is confidential and is given by the student on a voluntary basis. If a student refuses to supply information on their health, this must be respected but a record should be made of the refusal.

For placements within the European Union, the European Health Insurance Card (EHIC) which can be obtained online from the NHS, should be carried by the student during the placement. With the UK planning to leave the EU there will be changes which may mean the card will no longer be accepted in European countries. Keep up to date by checking the [government website](#).

4.5 Personal Safety

It is absolutely crucial that the personal safety of the placement student is included in the risk assessment. This is best assessed from knowledge of the local conditions, information from the Foreign and Commonwealth Office, the host organisation and the University's Insurer's RiskMonitor Traveller online platform. Again, it should be recognised that factors which can affect personal safety are dynamic and require continuous monitoring. It may be that, in some situations, the assessment of personal safety is such that the risks outweigh the academic benefits of the placement. In such cases, the placement should be cancelled. In the event of circumstances changing while the student is on placement, then, again, an assessment should be made and, if necessary, the student recalled. On no account should the student be allowed to decide for themselves that they will stay on the placement.

4.6 Review

Effective management of overseas working requires review and feedback. It is important to learn from experience, and a debriefing session should follow each and every trip overseas. The information learned can then be used to improve arrangements for future trips.

Students should be encouraged to use log books in which they can record all their observations.

Certain matters should be given consideration during the debriefing:

- a) Would the work have progressed more smoothly:
 - at a different time of year?
 - in a different location?
 - with different personnel?
 - with better preparation, etc?
- b) Were anticipated hazards encountered?
- c) Were adequate precautions adopted to counter associated risks?
- d) In hindsight could they have been improved upon?
- e) Would the department repeat the exercise?
- f) Would changes be needed for any future work overseas?

ANNEX 1

Placement Health and Safety Checklist

Name of employer _____

Address _____

Telephone _____

Email address _____

		Yes	No
1	Does your organisation have a written Health and Safety policy?	<input type="checkbox"/>	<input type="checkbox"/>
2	Will your organisation provide all necessary health and safety training for the placement of students including an induction into your organisation's Health and Safety Policy, Health and Safety Arrangements including fire, first aid and action to take if somebody at work develops symptoms of Covid-19?	<input type="checkbox"/>	<input type="checkbox"/>
3	Insurance a – Is Employer Liability Insurance held? Is Public Liability Insurance held? b – Will your insurances cover any liability incurred by a placement student as a result of their duties as an employee?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	Risk Assessment Will any student working in your premises or otherwise under your control be covered by a: a – Generic risk assessment for the work, including any Covid measure, and/ or b – Specific risk assessment for the work?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5	Accidents and Incidents a – Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR? b – Has your organisation established procedures to be followed in the event of serious and imminent danger to people at work in your undertaking? c – Will your organisation report to the University <i>all</i> accidents involving placement students? d – Will your organisation report to the University any sickness involving placement students which may be attributable to the work?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	Does your organisation have competent advice on health and safety?	<input type="checkbox"/>	<input type="checkbox"/>

The above statements are true to the best of my knowledge and belief.

Signed: _____ (must be an authorised signatory)

Position: _____ Date: _____

Please return as soon as possible to: _____

ANNEX 2

Example Introductory/Annual Letter

Health and Safety of Students on Placement

(Name(s) of student(s) to be added if appropriate)

Dear ...

(Once again) the Department of *(name)* is grateful that your organisation *(naming it)* has agreed to participate in our *(industrial/commercial)* Placement Scheme. We look forward to *(continuing/forming)* a happy and beneficial partnership between our two organisations.

The University recognises that it owes a 'duty of care' to each registered student, even when their course work is undertaken outside University premises. Consequently, as part of our normal procedures, we need to ask for formal assurances regarding your organisation's provision for the student's *(students')* health, safety and welfare, while they are on placement *(carrying out research)* with your company. Under health and safety law, they will be regarded as 'employees' of your organisation, even though there will be no contract of employment.

I will be grateful, therefore, if you would arrange to complete and return to me, as soon as possible, *(or deadline)* the enclosed checklist at Annex 1. It is University policy that no student commences placement work until appropriate assurances have been received.

For our part, we in the Department of *(name)* shall do all we can to ensure that each student is aware of their responsibilities in health and safety matters before they begin work with you. A member of the University staff *(naming the individual if possible)* will visit the student according to an *(the previously)* agreed timetable. Health and safety issues can be discussed during these visits if necessary, and you are, of course, at liberty to raise any concerns with me at any time.

Thank you for your co-operation in this matter and I trust that the placement experience will be of mutual benefit to all stakeholders.

I look forward to hearing from you,

Yours sincerely

ANNEX 3

Guidance Notes for Students on Placement (Health and Safety)

The following information serves as a guide as to ensure you are aware of the health and safety requirements and the part your host organisation and yourself can play in making your placement as safe as possible.

1. Action to be taken in an emergency

Each employer has their own emergency instructions relating to particular parts of the organisation and buildings. There should be a notice in every building setting out the procedure to be adopted in case of fire.

This instruction should be studied and committed to memory.

There are certain points that apply to all emergency situations:

- You should commit to memory the standing orders for emergency action. You will have no time to read them in an emergency.
- The most important consideration at all times is human safety.
- **Remember:** if you become a casualty someone must rescue you, possibly at personal risk to themselves.
- You should act quietly and methodically. You should not rush or attempt to pass others when leaving the scene of an emergency.

If you have to telephone for assistance in an emergency, the following information must always be given:

- Who you are.
- Where you are: i.e. the location and telephone number from which you are telephoning.
- The nature of the emergency and what services are required.
- The exact location where assistance is required.

You should ensure that the message has been correctly received by asking for it to be repeated back to you.

It is essential that the location is clearly defined. Local terminology should not be used because, for instance, “the research site” means very little to the Emergency Services.

It is important always to give the correct name for the building and the street where it is located. If the postcode is known, that should be provided.

2. The Health and Safety at Work Act 1974 (HASWA)

The Act is based upon the concept of a general duty of care for most people associated with work activities. The specific aims are to:

- secure the health, safety and welfare of persons at work;
- protect persons other than persons at work against risks to health or safety arising out of, or in connection with, the activities of persons at work;

- control the keeping and use of explosive or highly flammable or otherwise dangerous substances and generally prevent the unlawful acquisition, possession and use of such substances;
- control the emission into the atmosphere of noxious or offensive substances.

2.1 Main Provisions of HASWA

There have been a number of Regulations, etc. since HASWA but fundamentally they only amplify the basic concepts contained within HASWA. Those provisions place various duties upon employers, employees and others. In brief, these are:

2.2 General Duties of Employers

Employers are required, as far as reasonably practicable, to:

- ensure the health and safety and welfare of employees;
- provide safe plant and systems of work;
- ensure safe use, handling, storage and transport of articles and substances;
- provide information, instruction, training and supervision;
- maintain a safe place of work and safe means of access and egress.

2.3 General Duties of Employers to Employees

The effect is to make criminally enforceable the common law duty to take reasonable care for the safety of employees. This includes the requirement, as far as reasonably practicable, to ensure:

- employees know the risks;
- employees know the precautions;
- the precautions are available;
- employees know the precautions available.

No levy on employees is permitted for the provision of statutory protective equipment.

Employers also have legal responsibilities to persons other than employees, e.g. visitors, the general public, contractors who may be affected by the employer's work activities.

2.4 Duties Towards the Customer

Duties of those who design, manufacture, import or supply and install articles or substances are to:

- ensure that they are safe and without risk to health;
- carry out tests, examination and research (or have it done on their behalf);
- provide adequate information regarding proper use, maintenance, etc;
- install or erect plant and equipment safely.

The duties can be discharged by a written undertaking from the supplier that they will take the necessary steps to ensure that the article or substance will be safe in use or while being cleaned, maintained, etc.

2.5 Duties of Employees

Employees must:

- take reasonable care for themselves and others;
- co-operate with the employer and use safety appliances;
- not recklessly and wilfully interfere with safety appliances.

2.6 Written Safety Policies

Organisations (with 5 or more employees) must prepare and revise, when necessary, a written statement of their general policy towards health and safety at work setting out:

- the organisation – i.e. who is responsible;
- the arrangements – i.e. what is to be done?

2.7 Safety Representatives and Committees

Trade Unions may, in accordance with regulations, appoint safety representatives and ask for a safety committee.

There is a duty on an employer to enter into consultation with representatives, whose functions and rights are prescribed by regulations.

3. The Management of Health and Safety at Work Regulations, 1999

There are a number of pieces of legislation which require specific risk assessments to be carried out in certain circumstances, for example, manual handling, the use of display screen equipment and the use of hazardous substances [The Control of Substances Hazardous to Health Regulations (COSHH)]. The Host Employer is required, by law, to ensure that if you are in a position where any of these specific pieces of legislation apply, eg, if you are using a computer, if you are expected to carry loads or if you are exposed to any chemical or other substances hazardous to health, then a risk assessment must be carried out which details the control measures which need to be taken in the circumstances. Further, under the Management of Health and Safety at Work Regulations, 1999 there is a duty on the employer to carry out a risk assessment of **all** the risks (which are not already covered by specific legislation) to which their employees might be exposed while they are at work. Many risks can be covered by generic assessments which include specific controls, eg. organisations' health and safety policies, safe operating procedures, etc. However, there are many instances in industry and commerce, particularly in research, where specific risk assessments for the work you will be doing are required by law. In such circumstances these must be made known to you by the employer and you must ensure you work to the risk management controls identified as necessary by the risk assessment.

4. General Safety

4.1 Introduction

The prevention of accidents in laboratories, stores, workshops and all other places of work is a duty of every individual using or entering them. Ensuring the safety of others is as important as the avoidance of personal injury.

You should make it your first task to become familiar with any special instructions issued for dealing with emergencies peculiar to the place in which they are working.

4.2 General Safety Rules

Eating, drinking, smoking and the application of make-up in laboratories or when handling or working with chemicals is prohibited. Smoking may also be prohibited in many other areas.

You should familiarise yourself with:

- the layout of the building;
- the location of fire-fighting extinguishers (if you have not been trained in their use do not attempt to use the extinguisher);
- ways to get out of the building in an emergency, which may be different to the way you came in;
- the siting of telephones, and
- first aid arrangements.

Remember: it may be too late to find out very much when an emergency actually happens.

If you have any queries on safety matters: consult your supervisor or safety representative.

5 Specific topics

5.1 Fire

General Information

Most fires can be prevented by applying routine precautions, some of which are set out below. When a fire occurs, the principal hazard to people is the smoke that is generated and the cause of most deaths at fires is asphyxia by smoke. Fire doors in corridors and doors leading from kitchens, for example, are designed to retain the smoke to allow the remaining corridors to be used for evacuating the building. The walls of corridors have a specified fire resistance so that the fire can be contained in a small section of the building.

Means of Escape

Ensure that rooms, passages, corridors and stairways are not obstructed and that corridor fire doors are kept closed. If a room contains an emergency exit, make sure that it is unobstructed so that it is immediately available for use in an emergency.

Fire/smoke-stop Doors

Fire/smoke-stop doors may be installed throughout buildings so as to prevent smoke and hot toxic gases circulating along routes to safety. These doors must not be wedged or propped open. They must be kept closed at all times after access and egress has been affected.

Fire Instructions

These appear in the Emergency Procedures for the organisation and possibly in the internal telephone directory. They should be displayed on notices in all buildings.

Electricity and Fire

All portable electrical appliances should have a current Portable Appliance Test certificate and carry a PAT label. This involves a mechanical and visual check that all plugs, switches, flexible leads and electrical appliances are in good condition. In case of fire involving electrical equipment, the first action to take must be to switch off the power supply to that equipment (*if it is safe to do so.*) You should extinguish an electrical fire with *carbon dioxide*, **never with water or foam.**

5.2 Precautions in Offices, Libraries, etc

Leads should not be allowed to trail in a manner likely to cause persons to trip over them or to pull over the item. You should not leave appliances in precarious positions nor attempt to remove enclosed panels of office equipment, these should be left to trained maintenance staff.

Care must be taken to avoid spillage of water in rooms in which there are electric power points set in the floors. It is possible, in some circumstances, for a person standing on such a wet floor to receive a severe, possibly fatal, electric shock.

When carrying files or other materials you should not carry so many that your vision is obscured. Filing cabinet drawers should always be closed as soon as you have found what you want. The corner of a metal drawer can inflict a very painful injury. Open only one drawer at a time because leaving more than one drawer open may cause a filing cabinet to tip forward.

You must never stand on revolving stools or chairs and should only use appropriate kick-stools or step ladders to go above head height.

You should not leave stacks of boxes, bags or files on the floor or near doorways for people to fall over. Polished floors, particularly if waxed or wet, offer a hazard. You should never run on the polished floors of corridors or common rooms.

5.3 Work Outside Normal Hours

Many companies have their own rules with regard to work outside normal hours, e.g. 0800 to 1800 hours, Mondays to Fridays. Saturdays, Sundays, Bank Holidays and other official holidays are usually regarded as outside normal hours.

Extreme care should be exercised when working outside normal hours. *Such work must only be undertaken* with the explicit authority of the management of that organisation. It should be forbidden to perform operations deemed hazardous by the employer unless accompanied by another member of staff and only after prior permission has been given by the head of the section or their nominee for the particular work involved.

5.4 Electrical hazards

Two of the worst electrical hazards are careless or unskilled workmanship and faulty or worn out equipment. Neither of these hazards need arise. Electric and electronic supplies and equipment, including batteries and electrolytic capacitors can be responsible for personal injury and even death. They can also cause fires and explosions.

Lead lengths should be adequate for the particular job for which the equipment is currently being used. In no circumstances should you interfere with the wiring or connections of any electric point or appliance. All necessary adjustments or modifications to wiring will be carried out by a duly authorised, competent person.

5.5 Noise

Noise can cause damage to hearing, reduce efficiency or merely annoy. Damage to hearing can result from a sudden violent sound producing an effect as dramatic as the rupture of an ear drum. Continuous exposure to lower noise levels can, however, produce deafness. In the latter case the impairment to hearing may pass unrecognised for a long period of time due to the insidiousness of the effect. For advice on noise problems you should consult the organisation's Safety Adviser.

ANNEX 4

Student Health & Safety Induction Checklist

Name of student _____ Start date _____

Employer _____

The following items should be included in your induction into the organisation, preferably on your first day. Please check off the items below when they occur. It may be that not all of the items below are applicable, for example, your work placement may not involve any manual handling. This list is not exhaustive and other topics may be covered, which you may note if you wish:

No	Health & Safety Issues	Date
1.	Emergency procedures*	
2.	First Aid arrangements*	
3.	Fire procedures*	
4.	Accident reporting and location of accident book*	
5.	Safety Policy received and location known*	
6.	General Risk Assessments, including any Covid measures	
7.	COSHH Assessments	
8.	Display Screen Equipment Assessment	
9.	Manual Handling Assessments	
10.	Other appropriate Risk Assessments	
11.	Protective clothing arrangements	
12.	Instruction on equipment you will be using	
13.	Other issues	

Signed _____

Dated _____

***These items must be included in any induction training**

ANNEX 5 (a)

Issues which may need to be considered for Risk Assessment for Students on Placement Overseas

The items contained in the checklists below will not be appropriate in every circumstance and serve as as an aide-memoire. In assessing risks whilst on placement the website www.fco.gov.uk and the [University's Insurers RiskMonitor Traveller online platform](#), give excellent advice on a variety of issues regarding foreign travel. The latter platform allows students to have access to the online platform, which combines 24/7/365 realtime alerts with country analysis and advice delivered through a single web portal and mobile app, giving valuable information to properly prepare yourselves for travel, mitigate risks and provide timely and accurate intelligence with actionable advice when incidents do occur.

For overseas activity the University has access to the University's Insurer's service called [Global Response](#) and this is a 24 hour number which can provide advice on the most appropriate course of action in event of an emergency (security and medical) directly to staff/students at any destination in the world.

For overseas placements, participants will be required to register online (at least 5 working days before travel) with the Finance Directorate to obtain travel insurance using the Travel Insurance Notification Form on Pegasus.

All student trips overseas must have a risk assessment conducted and recorded on the e-risk assessment system <https://safetystrath.ac.uk/>

Through the University's Insurer, staff and students have access to [TravelPrepare](#), an e-learning facility containing several modules to raise awareness and assist keeping travellers safe when travelling on University business.

Accommodation	Potential for fires to start or carbon monoxide poisoning to occur. Availability of alarm systems and escape routes. Electrical safety of equipment in good order. Security of the room e.g. lockable doors and windows, neighbourhood and surrounding streets.
Climatic extremes -	Dry/desert (high humidity, hypothermia) monsoon/storms, oxygen deficiency/rarefied air, sunburn/skin cancer, tidal and other water considerations, unusual winds (eg, tornado, hurricane).
Contact with animals (wild or domestic) -	Allergies, asthma, bites (and other physical contact, dermatitis, rabies).
Contact with insects -	Bites/stings (eg Lyme's disease, malaria, yellow fever, other).
Contact with reptiles (snakes, scorpions) -	Poisoning, remoteness, shock, etc. Availability of antidotes/medical back-up.
Contaminated food -	Allergies, food poisoning, Hepatitis A.
Contaminated water -	Bilharzia, diarrhoea, legionella, leptospirosis.
Contaminated (drinking) water -	Cholera, polio, typhoid.
Dental care -	Standards may vary, so a check-up prior to travel may be advisable

Electricity -	Compatibility of equipment and supply, safety standards (higher/lower/different).
Emergencies (including fire) -	Arrangements and procedures (first-aid provision, "Help" numbers/contacts).
Environment (local) -	Culture (customs, dress, religion)
Evacuations/confined spaces/tunnelling -	Permits to work (risk appreciation, safety systems). Training.
Hazardous substances/chemicals -	Antidote availability (spillage arrangements, transport requirements).
Legal differences -	Local codes/guidance (local standards, local statute – staff informed and trained).
Language -	Understanding information, instruction, training procedures
Natural phenomenon -	Avalanche, earthquake, volcano.
Needles (contaminated)/sexual contact -	Blood borne viruses eg HIV, Hepatitis B.
Personal safety -	Local political situation, cultural awareness of what is deemed acceptable, not overtly displaying expensive goods.
Stress -	Accommodation problems, civil unrest, crime, vandalism and violence, extremes of heat/cold, fatigue, language/communication problems, lack of support (especially family/peers), loads/expectations excessive, loneliness/remoteness, sickness, unfriendly environment.
Transportation -	Travel to and from destination and whilst at the location. Competent driver(s)/pilot(s), properly maintained and equipped vehicles, transport suitable for terrain, accident and record of transport companies such as private airlines.
Vaccination/prophylaxis	Appropriate vaccinations depending on country visited eg, Tetanus, yellow fever, malaria, polio, Hepatitis A

ANNEX 5 (b)

Overseas Placement Organiser Checklist

		Check	Comments
Access	<ul style="list-style-type: none"> Travel arrangements to, from and at location arranged, ensuring student has passport and appropriate visas. <p>Note1: You should check passport validity requirements for the country you are travelling to. Details can be found on the FCO travel advice webpages for your destination country.</p> <p>Note 2: The rules for travel to most countries in Europe will change if there's a no-deal Brexit. If your adult passport was issued over 9 years ago, you may be affected. You should check your passport is still valid for your trip before booking travel.</p>		
	<ul style="list-style-type: none"> Permission to work on site, if needed, obtained. 		
	<ul style="list-style-type: none"> Provision made for any special needs the student may have. 		
	<ul style="list-style-type: none"> Assistance (medical, legal, consular, local etc) lined up. 		
	<ul style="list-style-type: none"> Accommodation for whole of itinerary organised. NB If, for any reason, the student wishes to change accommodation, permission must be sought from the Placement Organiser who should be given the new address and telephone number where the student can be contacted. 		
	<ul style="list-style-type: none"> Additional insurance, if necessary, arranged 		
Pre-Planning	<ul style="list-style-type: none"> Travel documents ordered/received. 		
	<ul style="list-style-type: none"> EHIC obtained. 		

		Check	Comments
	Note: For placements within the European Union, the European Health Insurance Card (EHIC) which can be obtained online from the NHS, should be carried by the student during the placement. With the UK planning to leave the EU there will be changes which may mean the card will no longer be accepted in European countries. Keep up to date by checking the government website .		
	<ul style="list-style-type: none"> Local conditions evaluated. 		
	<ul style="list-style-type: none"> Risk assessments made and recorded on the e-risk system. 		
	<ul style="list-style-type: none"> The student is healthy and fit for placement. 		
	<ul style="list-style-type: none"> The student's next of kin and GP should be recorded (this must include contact numbers for both). 		
	<ul style="list-style-type: none"> Medical problems noted. (If the student is currently taking any prescription medicines they should be reminded to take sufficient to last through the placement). 		
	<ul style="list-style-type: none"> Vaccination (tetanus, plus any other suggested for the area to be visited) received by all participants. 		
	<ul style="list-style-type: none"> Draft itinerary available and updated as necessary. 		
	<ul style="list-style-type: none"> "Base" contact in UK informed of all necessary details. NB The Placement Organiser must ensure that in their absence the department/ University has available all relevant information including contact numbers, addresses etc. The student should be aware of who (and how) they should contact in the absence of the Placement Organiser. 		
Health	<ul style="list-style-type: none"> First aid kit(s) available 		

		Check	Comments
	<ul style="list-style-type: none"> • Sterile packs organised/received (if necessary) 		
Training	<ul style="list-style-type: none"> • First aid cover appropriate for work. 		
	<ul style="list-style-type: none"> • Language differences catered for. 		
	<ul style="list-style-type: none"> • Hygiene/health education advice given to participants 		
	<ul style="list-style-type: none"> • Navigation matters addressed. 		
	<ul style="list-style-type: none"> • Interpersonal skills ok 		
	<ul style="list-style-type: none"> • Participants told what is expected of them. It is essential that all placement students are given appropriate (to the risks) briefing session before they go on placement 		
Equipment taken Overseas	<ul style="list-style-type: none"> • Equipment fit for purpose and suitable for transport (eg electrically compatible) 		
	<ul style="list-style-type: none"> • Instructions for proper use available 		
	<ul style="list-style-type: none"> • Equipment well maintained. 		
	<ul style="list-style-type: none"> • Equipment capable of repair on site. 		
	<ul style="list-style-type: none"> • Is there a need to duplicate equipment? 		
Catering	<ul style="list-style-type: none"> • Drinkable water or water purification tablets available. 		
	<ul style="list-style-type: none"> • Ability to cater for special dietary needs actioned. 		
	<ul style="list-style-type: none"> • Availability of food provisions checked. 		
	<ul style="list-style-type: none"> • Food preparation and storage facilities acceptable. 		
	<ul style="list-style-type: none"> • Availability of fuel for cooking (remote fieldwork) checked and OK. 		
Personal Safety	<ul style="list-style-type: none"> • Risk of attack assessed and provided for (if necessary) 		
	<ul style="list-style-type: none"> • Method of routine communication established e.g. regular check in times with nominated person. 		
	<ul style="list-style-type: none"> • System for communication in an emergency in place 		

		Check	Comments
	<ul style="list-style-type: none"> • Accident and emergency plans in place • Student has contact details for University's Insurer's service called Global Response 		
Physical Hazards	<ul style="list-style-type: none"> • Extreme weather (if outdoor work involved) considered. 		
	<ul style="list-style-type: none"> • Severe terrain exposure eg, mountains, cliffs, glaciers, crevasses, ice falls, caves, mines, quarries, forests, fresh water, sea and seashore (tides, currents etc), marshes and quicksand taken into account. 		
	<ul style="list-style-type: none"> • Normal weather for the area, eg hot and sunny (sun protection factor) recognised 		
Biological Hazards	<ul style="list-style-type: none"> • Venomous, lively or aggressive animals considered. 		
	<ul style="list-style-type: none"> • Plant risks assessed. 		
	<ul style="list-style-type: none"> • Pathogenic micro-organisms (tetanus, malaria, leptospirosis, bilharzias, etc) and similar risks evaluated. 		
Final check	<ul style="list-style-type: none"> • All travel documents ready. 		
	<ul style="list-style-type: none"> • Insurance information given to individuals. 		
	<ul style="list-style-type: none"> • Itinerary checked and up-to-date. 		
	<ul style="list-style-type: none"> • Trip registered with department and authorised to proceed. 		
	<ul style="list-style-type: none"> • Copy of itinerary lodged with University "base". 		
	<ul style="list-style-type: none"> • Emergency contact arrangements valid and operational. 		
	<ul style="list-style-type: none"> • Special and/or individual requirements provided for. 		
	<ul style="list-style-type: none"> • All necessary training completed. 		
	<ul style="list-style-type: none"> • First aid material/sterile packs provided (if necessary). 		