

Guide for Students

Safety Services

Before Placement

Placement Organiser:

- ensures that placement organisation has appropriate safety policy and procedures
- considers safety issues relating to location of placement
- briefs student on safety on placement

Student receives:

- Health & Safety Information Pack
- Guidance Note for students on placement
- letter confirming placement arrangements
- Induction Checklist

Further advice can be obtained from your Placement Organiser

On Placement

Employer gives student induction training on health and safety policy and procedures, including risk assessments

Student submits Induction Checklist to Placement Organiser

On visit, if necessary, Placement Organiser will consider safety issues

After Placement

Placement Organiser interviews student

University of Strathclyde
Safety Services
177 St James' Road
Glasgow
G4 0NT
0141 548 2726

safety@strath.ac.uk
www.strath.ac.uk/Departments/SafetyServices/

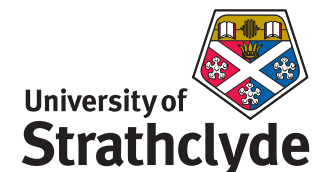
Guide for Students



LOCAL RULES ON THE SAFETY REQUIREMENTS FOR THE PLACEMENT OF STUDENTS



INVESTOR IN PEOPLE



Guide for Students

The University of Strathclyde recognises its moral responsibility for the health and safety of its students, on placement as well as on campus, and acknowledges that its moral responsibility is accompanied by legal obligations. **The University's Local Rules on the Safety Requirements for the Placement of Students (available at www.strath.ac.uk/Departments/SafetyServices/placement) considers the responsibilities for the health and safety of the people and the organisations involved in placement.**

In general terms, 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 health and safety requirements within a placement rests with the host employer. (Within the UK, employers are bound by safety legislation, including the Health and Safety at Work Act 1974.) The employer's responsibility is shared with the University as the placement organiser and with the student: you have a responsibility for your own safety and that of others.

University policy is that students with special needs or with particular health problems should not be prevented from undertaking placement because of these. However, some adjustments may have to be made to working arrangements or safety procedures to take account of the student's needs.

The University's Placement Organisers* will take steps to ensure that students are placed in organisations which have appropriate safety policies and procedures, including generic or specific risk assessments. For example, there might be particular health risks for students working in clinics or safety risks arising from some industrial placements.

The Placement Organiser will consider any risks associated with the placement by reason of its location. For example, there may be safety risks relating to particular forms of transport or health risks specific to some countries (see www.fco.gov.uk).

As a student, you are required to:

- attend any safety briefings (before and during placement)
- read and retain the Health and Safety Guidance Notes and other information provided by the University and the employer
- complete and return the Induction Checklist within the first week of the placement
- inform the Placement Organiser immediately of any concerns about health and safety while on placement
- report any accident or incident to Placement Organiser.

The University's Local Rules cover a number of "placement" circumstances including:

- student placement within UK industry and commerce, higher education institution or NHS Trust undertaken as an integral part of the student's course within the UK
- the placement of student teachers (and other students) into schools in the UK
- students on placement overseas

and are, therefore, fairly comprehensive. However, there may be some placements which fall outwith the above definitions and, as such, the Local Rules may not be fully relevant for such placements. Nevertheless, the standards within these Rules must be applied as far as reasonably practicable.

*The term "Placement Organiser" is used to indicate the member of University staff responsible for arranging and managing the placement