

Title	Placement Health and Safety
Description	Detailed advice and guidelines of Health and Safety issues which may arise during placement
User	VET Provider, Teachers and Students
Goal	To help teachers prepare students for placement by highlighting any relevant Health and Safety precautions
Objective	To ensure students are aware of the Health, Safety and Welfare expectations while on placement
Method	Made available online or as a hard-copy
Recommended Use	Teachers should talk through the Health and Safety issues raised in this document and make this available for student reference throughout the placement
When	Prior to commencement of placement
Language	English



INSPIRING. TRANSFORMING. ENRICHING.

Placement Health & Safety



Work Placement

Placement Health, Safety and Insurance

Students have a right to be safe on placement and to know how they may be harmed by their workplace.

Prevention of accidents at work is the duty of everyone including students, therefore students must familiarise themselves with any hazard which may be present in the workplace and make sure they listen and adhere to all health and safety advice given prior to and during their placement.

There is an abundance of guidance on Health & Safety (H&S) on the internet for those involved in work placements e.g. 'Health and Safety Executive for Northern Ireland' (HSENI) web site.
<http://www.hseni.gov.uk>

Students on placement are to be treated as any other employee would be by the placement provider for Health & Safety purposes, under the same terms and conditions, and protected through compliance with the statutory Health & Safety requirements.

Supervision

Supervision of each student must be provided by the Placement Employer throughout the placement. Students must inform their teacher if they feel they are not adequately supervised especially in areas of Health & Safety.

Safety Contacts

If students have any queries or concerns about placement Health and Safety they can get advice from their placement mentor, a more senior manager or can contact the placement Health and Safety department/manager.

Students are also supported by the VET Provider while on placement, students should contact their teacher immediately with any issues or concerns.

VET Provider Placement Health and Safety

The VET Provider should complete a 'Health, Safety and Welfare Record' with the Employer to ensure the suitability of placements and will request copies of the Employer and Public Liability insurance to prove the employer is adhering to Health and Safety legislation.

The VET Provider should complete a Risk Assessment for each student on work placement which will be made available to the student and employer.

Please note: Placement definitions are described in Appendix 1.

General Safety Rules

Students should familiarise themselves with;

- a. Their individual Risk Assessment
- b. The layout of the placement premises
- c. Ways of getting out of the building in an emergency if the fire alarm is raised
- d. The location of telephones and first aid arrangements
- e. Who to contact, and how to contact them, in case of an emergency
(sort this out beforehand and not when the accident happens)
- f. Associated significant risks brought to their attention during the employer induction
- g. Information, instruction, and training on work activities given by the employer
- h. The safe use of Personal Protective Equipment (PPE) and clothing provided by the placement provider (if required).

Action to be taken in an Emergency

It would be impossible to provide an emergency action plan to suit every situation so each employer will have their own procedures for their particular industry and premises.

There will be policies, procedures and risk assessments and also warning and emergency notices to cover as many situations as possible. Students should study and adhere to these, there will be no time to read them in an emergency!

Actions to be taken in a Fire

A Fire Procedure is collectively and individually all the actions that need to be taken, as part of fire precautions by the occupants of a building or other structure to ensure the avoidance of danger from fire to persons and property – fire-fighting equipment, preventive measures and emergency arrangements maintained, including thorough tests and drills.

When a fire occurs the principal hazard to people is smoke causing asphyxia. Students should not attempt to use an extinguisher but simply raise the alarm and immediately evacuate the building.

Fire Procedures, risk assessments and tour of emergency exits must be provided for students by the employer during the first few days of placement. If they are not inducted in the fire procedure they must request this and/or inform the VET Provider teaching staff.

First Aid

Employers have a legal duty to make arrangements to ensure that their employees receive immediate attention if they are injured or become ill at work this includes placement students.

To enable the employer to fulfil their duty of care, students must indicate whether they have any health conditions or other needs that should be considered and give permission to the VET Provider to forward this information to them. This is achieved by completing the Health Declaration form which the employer will have access to either online or as a hard copy.

Students must remember it is a legal requirement to report all accidents in the workplace to their employer and teacher, however minor.

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) refers to protective clothing, helmets, goggles or other garments or equipment designed to protect the wearer from injury. The VET Provider will discuss the need and provision of PPE with employer and will inform the student before the placement commences.

Accidents and incidents

It is a legal requirement for the employer to report all accidents in the workplace, it is also a requirement for them to inform the VET Provider. Similarly, this is the case for any incidents on placement.

Each student has a responsibility to report accidents and incidents to the VET Provider via the teaching staff. The VET Provider will investigate all incidents/accidents/injuries and occupational diseases suffered by the student. These will be investigated in partnership with the employer. Failure to inform the VET Provider of an accident could jeopardise the insurance cover in the event of a claim.

Manual Handling

IT is reported that 'manual handling' accidents account for a third of all accidents reported each year'.

Students must be instructed on manual handling on induction if lifting is part of their placement role. There are guidelines available on the internet.

Remember:

- a. Get help when there is a large load to move – never 'show off' and over-do it!
- b. Carry smaller loads instead of one big one
- c. Take adequate breaks
- d. If there is lifting equipment then use it, but if it is specialist equipment make sure you have been trained to use it safely.

Electrical Hazards

Placement providers must give students full training on equipment and be informed of any hazards when using electrical equipment. If a student is apprehensive about the condition of any equipment because of obvious damage or defectiveness they should report it immediately to the employer and inform teaching staff.

- a. Pre-use checks must be carried out for signs of damage and overloading;
- b. Outer casing of equipment or plugs must not be broken, cracked or split
- c. Cables should not be split or expose internal wiring
- d. Trailing cables must be secured safely.

Portable electrical appliances should have a current PAT Certificate (look out for the Portable Appliance Test Label). In case of fire involving electrical equipment, the first action must be to switch off the power supply to that equipment.

Noise

Noise is part of everyday life, but loud noise can cause damage to hearing, reduce efficiency or merely annoy. Hearing can be damaged instantly by very loud or explosive noises but generally hearing can deteriorate gradually through continued exposure to lower noise levels.

Students should be given full induction and training by the employer and if necessary they must provide ear defenders and explain their use to students. Visible warning notices must be displayed on the premises.

For further advice, the student can consult with the teaching staff and the placement mentor and Health and Safety Officer.

Work outside normal hours

Student hours of attendance and days may vary according to the needs of the placement. The overall hours should not exceed 35 per week which include college and work placement. The hours are agreed before the placement commences and are recorded on the placement description. If students are asked to work outside these hours they must discuss with the teaching staff.

If an employer requires a student under the age of 18 years to work weekends, Bank Holidays, evenings or unusual hours, the student must agree to these hours, and written parental consent is needed to cover this mode of attendance.

Working in Adverse Weather Conditions

The employer will be expected to provide adequate safety equipment and protective clothing (PPE) for placement students, this will be agreed before the placement commences.

Students must be made aware of hazards working outdoors in cold/hot conditions by their teacher and the employer.

It is the responsibility of each student to;

- a. Utilize the PPE provided by the employer or;
- b. Wear as much body cover as practicable for protection against the elements
- c. Students provide and wear appropriate footwear and sun block if necessary
- d. Regular short breaks and fluids must be taken.

Accidents in Office Environments

The office environment is not considered a high risk work place but there are a number of areas which need to be considered to avoid potential accidents.

There tends to be a large number of electrical appliances in offices from computers, printers to kettles which should be regularly inspected. Students must only operate equipment in accordance with their induction by the employer and report any fault to their placement mentor. Students must not bring their personal electrical equipment into work without first seeking permission from the employer.

To avoid slips, trips and falls students should be inducted in the layout of the premises and any risks brought to their attention. Remember, students should be supervised at all times on placement but must also take responsibility for their own safety and those around them, pay attention to;

- a. Trailing leads, handbag straps etc. likely to cause persons to trip
- b. When carrying files not to carry too many that block their vision
- c. Filing cabinet drawers must be closed immediately after use – the sharp metal edges can be painful
- d. Use steps and not revolving stools or chairs to avoid falls from height
- e. Always keep all doorways clear for easy safe access
- f. Be aware of slipping hazards e.g. wet or waxed polished floors.

Working from Heights

If a placement involves working from heights the student must have received appropriated training and induction from the teaching staff and employer and be fully up-to-date with the 'Work at Height Regulations and appropriate guidance.

UK Example: More information can be found in the HSENI web site:

http://www.hseni.gov.uk/guidance/guidance/topics/falls_from_height_3_column.htm

Liability Insurance

In most countries the VET Provider will indemnify the employer for the time and period of the student on placement as long as teaching staff are satisfied the employer has met the health, safety and insurance requirements. This is achieved by the completion of the placement partnership documentation by the VET Provider (see example of the SERC 'Further & Higher Education Placement Partnership Agreement').

If students are traveling to placement in their own personal car they need to check they are covered by their personal motor policy. Failure to do so may affect a future claim if an accident occurs.

Contact information

It is the responsibility of each student to provide their up to date contact and next of kin contact details which will be made available to the employer and VET Provider and teaching staff.

While on placement students can keep in contact with their teacher via email, phone and in person if the placement involves college days.

VET Provider Contacts

Contact details for VET Provider placement staff and teaching staff should be inserted here...

Students must make sure they have a contact number and email address for the college placement staff before going on placement.

Please note: Students should read through all information booklets on Work Placement prior to the placement.

Appendix 1

Definitions and Acronyms

- **VET Provider Staff** – members of staff responsible for organising and monitoring students on placement; Teacher, Work Placement Officers (WPO).
- **Placement Mentor** – ‘Employer’ member of staff appointed to supervise and mentor placement student responsible for completing relevant placement documentation.
- **Employer** – Business, organisation, individual or incorporated body providing Work Based Learning and placement opportunities, who have completed the placement agreement, or on whose behalf it has been executed.
- **Placement Agreement** – agreement between the Employer and VET Provider outlining the main terms and conditions of the scheme and providing evidence of employer’s insurance cover.
- **Student/Placement Student** – any registered student gaining experience/training with an Employer under the terms of the Placement Agreement. Considered as an employee of the Placement Employer for health and safety purposes and as such will be subject to the terms and conditions of employment and equality policies that apply within the placement organisation.