

Information on Health & Safety for UK Placement Providers

Re: Bournemouth University Student Placement: Health and Safety Issues

We would like to thank you for providing work-based learning opportunities to our students, and to clarify a few matters in relation to the health and safety of placement students from the University.

We have given the students basic information on health and safety; however, this is of a general nature and does not include the specific information required for any particular job or role. The provision of induction training in your workplace health and safety arrangements remains your responsibility, as this will include matters that only you will be aware of (e.g. fire precautions, first aid, welfare arrangements etc.).

Students should also be provided with appropriate instruction and information about the specific risks arising from the activities they may be required to undertake. It is also your responsibility to ensure the latest government guidance in reference to working safely during coronavirus (COVID-19) is followed and implemented in reference to student safety (see the following for the latest guidance <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>).

It is also your responsibility to ensure students have the appropriate skills, experience and/or supervision to ensure they can carry out their role safely without endangering themselves or others.

As the University is not party to the contract of employment, it is made clear to our students that during the placement they will be treated in the same way by you as your other employees.

In situations where the student is not paid, an employer/employee relationship is still deemed to exist e.g. where work is done in return for gaining experience, or for free accommodation etc. Students are covered within the scope of The Health and Safety (Training for Employment) Regulations 1990 and are therefore deemed to have 'employee' status for the duration of the placement.

Although we would expect them to prove effective, safe and reliable employees, the students are not under the control of the University whilst on placement, and therefore it is your responsibility as the employer to manage their safety. This includes taking any action you deem necessary to ensure that the students are safe and do not hinder the safety of your employees or others.

As an essential part of providing a safe working environment for the students, we require all placement providers to declare to the University, if they are subject to any outstanding official notices (i.e. improvement or prohibition) from the Health & Safety Executive (<http://www.hse.gov.uk/notices/>), which relate to areas in which a student will carry out their placement duties.

Students on placements are also enrolled with the University for the academic year. This should not interfere with the relationship described above and is principally in order to facilitate the academic administration and support for the student during the placement.

We do recognise that the University has a duty of care towards the student whilst on placement and so to fulfil its responsibilities, the University will:

- Inform you as the placement provider of what, if any, additional health and safety training the student has received from us.
- Request that students disclose to their placement provider any matters they know about which might affect the health and safety of themselves or others while they are on placement with you. Such information will only be shared with you by the University where the student has shared it with us and requests or consents that we disclose it to you.
- Encourage the student to participate in the placement preparation session(s) arranged by the University.
- Give the student an opportunity upon their return to the University to feedback to us any problems they experienced with health and safety whilst with you on placement.
- Respond to any negative feedback received from the students in relation to health and safety practices at your premises by passing this information back to you in order to respond/rectify matters and confirm this back to us.

As it may be considered to be negligent of us to request that you take on further students where we consider that there are unresolved health and safety problems, we reserve the right (and see it as our obligation) to pass information onto the Health & Safety Executive if sufficiently serious and not resolvable with yourselves in the first instance.

Insurance

It is assumed that you will have both Employers Liability and Public Liability insurances in place for the period of the placement and that these will apply to a placement student as they would to any regular member of your staff. If this is not the case, or if this creates any questions or problems, please let us know as soon as possible.