

University of
South Wales
Prifysgol
De Cymru

Health & Safety Guidelines for Students

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Part 1

1. Introduction

The University of South Wales (USW) believes that quality work experience is vital to equip you for your future career. These guidelines are intended to provide you with health safety information prior to undergoing any type of work experience.

2. Placement glossary

A **work placement** is a period of supervised work, integral to your course, where, whilst still enrolled at USW and subject to its regulations, you will be working with an employer. A work placement may be organised by either the University or you but in all cases it needs to be approved by the relevant School.

For the purpose of these guidelines, “placement (activity)” covers, but is not limited to:

- **70 hours:** usually Professional Practice and Employability modules that are Academic Blueprint compliant. Work-based placements may be paid or unpaid, but must have academic relevance;
- **Internships:** courses that include a longer work-based component of between 8 – 10 weeks, they can be paid or unpaid;
- **Live briefs:** modules where Organisations will provide real-world scenarios for you to work on whilst remaining based at the University.
- **Sandwich/Industrial:** equivalent of a year’s academic study (30 weeks). Usually taken after the second year of an undergraduate degree. These placements can be paid or unpaid.

A **Work Placement Partner** is a member of the Work Placement Team based in Careers and Employability. Each Partner is Faculty-based and will be responsible for specific courses.

A **Placement Organiser** is any member of the School involved in the running and/or support of placement activities.

A **Visiting Tutor** is a member of academic staff who visits a Placement Student at the premises of the Placement Provider during the placement activity.

A **Placement Student** is any student participating in a placement activity.

A **Placement Provider** is the employer or organisation hosting the placement activity.

3. Risk Management

The university adopts a three part process to ensure risk is managed before, during and after the placement. This process is as follows: -

- a) The Work Placement Partner or Placement Organiser must ensure that the health and safety forms are completed prior to the placement.
- b) Procedures are in place to ensure that you as students are briefed before the placement commences; and
- c) The placement is monitored and reviewed as far as reasonably practical.

4. Responsibilities

A placement is a three-way partnership between the University, you (Placement Student) and the Placement Provider. Each of the partners has specific responsibility which are outlined below.

4.1 Responsibilities of the University

- To advise you on general workplace etiquette and ensure you are aware of general health and safety aspects by providing information through your course of study together with using these guidelines.
- To give you and the Placement Provider the opportunity to report any problems experienced with regard to health and safety whilst on placement and to respond appropriately.
- To act as a point of contact for both parties during the placement.
- To endeavour to collect feedback from both parties after the placement is completed.

4.2 Responsibilities of the Placement Student

- To attend the work placement for the duration noted above, or in the case of any extension, until the new completion date as agreed with your Placement Provider.
- To not bring USW's reputation into dispute and to actively work to promote a good reputation for USW, your course and your fellow students.
- To abide by the rules and regulations (including any specific dress code) of the organisation.

- To ensure you have read and understood the Health and Safety Guidance provided, prior to commencing the placement.
- To inform the Placement Provider (and Work Placement Team) of any personal factors or changes to personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk attached to the placement or may require reasonable adjustments to be made whilst on placement.
- To carry out the work specified by the Placement Provider under the guidance of the supervisor within the organisation.
- When on placement to report to the Work Placement Team any incidents, issues that occur or any concerns about health and safety at your Placement Provider that might jeopardise the success of the experience or that of future students completing a similar placement.
- To allow personal data which is reasonably believed to be relevant to the Placement Provider to be shared by the Work Placement Team and the Placement Provider, if appropriate.
- To provide consent for the Work Placement Team to contact your Placement Provider for feedback on their appraisal of your performance during the placement period.
- To provide your own feedback when requested to do so, and to approve this feedback being shared with your Placement Provider if necessary.
- To confirm that any vehicle insurance covers travel to/from work and business use if requested to travel during the placement (if driving to the placement by private vehicle).
- To consult with the University prior to seeking any changes in the terms and duration of the placement or volunteering, not applicable to work shadowing.

- You must not, at any time whether during or after the placement, disclose to a third party, any confidential information including personal information you receive from the employer during your placement which is not already available to the public. USW will meet responsibilities for confidentiality of your personal data under USW's Data Protection Policy.
- The rights in IP developed by the student will normally be owned by the student subject to the conditions set out in the [USW Student Intellectual Property policy](#). The employer will have a licence to the intellectual property created by the student to use it for their own business purposes. In some placements the University and the Employer may agree that the Employer will own the IPR generated by the student and the student will be made aware of this prior to considering the placement. The University will retain the right to use the IP created by the placement for educational purposes.
- For Paid Placements, students will be subject to the Intellectual Property Policy of the employer, unless agreed otherwise.

4.3 Responsibilities of the Placement Provider

- To provide the work placement to the agreed student for the agreed duration, ensuring that, wherever possible, they receive adequate support, guidance and all round experience to create a productive and positive time with your organisation.
- To provide an appropriate induction, including Health and Safety arrangements; fire precautions; emergency evacuations and first aid arrangements; how to report accidents, incidents and unsafe conditions.
- To provide a safe working environment (including appropriate Personal Protective Equipment where necessary) and non-discriminatory treatment.
- To cooperate with the Work Placement Team as far as is necessary when it is following up on health and safety issues that are raised, including providing updates on renewal of insurance policies if they expire during the placement period; and
- To ensure that insurance is in place to cover liability for any injuries or ill health sustained by the student or any third party that is attributable to the activities of the student during the placement period.
- To report any accidents, cases of ill health affecting the student or breaches of discipline by the student to the Work Placement Team as soon as possible after the incident.
- To provide the Work Placement Team with feedback on the progress of the work placement if requested, to complete a feedback form upon its completion, and to approve this feedback being shared with third parties within USW.

Intellectual Property Rights

- The rights in IP developed by the student will normally be owned by the student subject to the conditions set out in the [USW Student Intellectual Property policy](#). The employer will have a licence to the intellectual property created by the student to use it for their own business purposes. In some placements the University and the Employer may agree that the Employer will own the IPR generated by the student and the student will be made aware of this prior to considering the placement. The University will retain the right to use the IP created by the placement for educational purposes.
- For Paid Placements, students will be subject to the Intellectual Property Policy of the employer, unless agreed otherwise.

Part 2 – Health and Safety procedure for placements

Here is the three part process: -

Before the placement

Step 1: You will submit a placement details form that will explain where and when you are going on placement to your placement partner.

Step 2: From this information your work placement partner will be able to send firstly a health and safety general form (if the employer is new or hasn't been used within 3 years) this gathers information such as the employer liability insurance and risk assessment information. Secondly the health and safety specific form will be sent, which details your information.

Step 3: You will receive a health and safety briefing and copy of the guidelines.

Step 4: The placement is then approved by your work placement partner and sometimes academic approval is required to check the suitability of the placement.

During the placement

Step 5: Contact and support is maintained by your course team and work placement partner.

Step 6: If any health and safety issues come up they should be reported to your employer as the first step and then your work placement partner or course team should be notified.

After the placement

Step 7: You will need to submit feedback about your placement to your work placement partner.

Part 3 - The different ways placements can be processed

There are a number of ways in which placements are chosen by Placement Students, and they may result in slightly different actions on the part of a Work Placement Partner/Organiser. Below are some examples:

1.1 Work Placements organised by the University:

Some opportunities are often sourced by the university and offered to a specific group of students. In this case the full health and safety process would need to take place, but without the need for academic approval.

1.2 Work Placements sourced by the student:

In this case, you have found your own placement independently and so this placement would need the full health and safety process (as above), but with the need for academic approval.

1.3 Students wishing to use a part-time job

If you feel your part-time job can fulfil your course requirements for work placement, there are two different procedures depending on your job situation. Firstly, if you choose to use your normal job without making any agreed adaptations to suit your placement module then academic approval is required, but only steps 3-5 within the health and safety process are necessary. However, if you use your employer but adapt your role to make it better suited to your placement module then academic approval is needed together with the full health and safety process.

1.4 Students who wish to use previous work experience/job

You may be in a situation where you have previous work experience, which could cover your placement module for your course. In this case, you would need to academic approval from a course staff member in order to confirm this assessment is correct. If approved no further health and safety action is required.

1.5 Students who choose to undertake a Placement over the summer

If you choose to do your placement through the summer (usually between 1st and 2nd year), which may be the course of action that has been recommended to you either by a Course team member (i.e. academic) or a Work Placement Partner/Organiser as part of formal session then every effort must be made to follow the normal full health and safety process. However, in reality it usually ends up two ways:

- a) You notify the Work Placement Partner/Organiser of the placement prior to the start, and the normal process is followed.
(**N.B.** This notification must be provided prior to the end of the Spring term); or
- b) You fail to inform the Work Placement Partner/Organiser prior to the deadline (or at all). If this is the case, then the placement activity is treated as a previous work placement when it is reported and those standards are applied.

Placements Overseas

If you have a placement there maybe additional procedures as well as the normal health and safety process.

In France and Spain, for example, placement students are subject to a Convention de Stage / Convenio de Colaboración / Convenio de Prácticas agreement under which they are regarded as employees, and the employer generally accepts responsibility for them under national law. However, some non-national organisations providing placement opportunities in France and Spain may refuse to accept this responsibility and attempt to transfer the risk to the university. The university's insurers may be able to cover these placements on an individual basis, subject to prior notification and depending on the contract terms.

Accordingly, Work Placement Partners, when seeking information about a placement overseas, should ask the employer whether their insurance covers liability for injuries or sickness suffered by placement students and linked to their duties with the organisation.

'No' answers will need to be referred to the university's insurance specialist with details of the placement. If there is no requirement in the country concerned for employer liability type insurance, the student needs to be aware they would have little or no legal protection and be advised accordingly by the Work Placement Partner. In such circumstances, the student may want to take out accident insurance, but the university cannot offer advice about this.

Personal Accident, Travel and Health Insurance

Prompt response to most incidents can be covered by an appropriate travel insurance policy. This should provide:

- Free emergency assistance and advice, and
- Insurance cover for:
 - Emergency medical expenditure (note that an emergency means anything that is unexpected, as opposed to regular treatment for an existing condition; it does not have to be a serious or life-threatening event)
 - Emergency repatriation expenses
 - Loss of personal belongings, baggage and money
 - Cancellation and curtailment costs
 - Personal liability
 - Legal expenses
 - Emergency evacuation expenses
 - Recreational activities (although specific hazardous activities may be excluded)

- Limited personal accident benefits

Holiday travel insurance will not be enough.

International Students

If you are an international student doing a placement it will need to be Tier 4 compliant. For further advice and guidance, you should speak to your Work Placement Partner or visit the International and Immigration team.

Further information

Work placements come in an infinite variety of shapes and sizes that often make it difficult to establish guidelines that cover every potential eventuality. When this is taken alongside the complications inherent in health and safety good practice, then it can seem like an overwhelming endeavour. Sometimes the easiest way to find clarity in this situation is to look to the experiences of others. Please visit the health and safety website to look at some 'What If' scenarios that can be used as a basis for understanding.