



# **THE UNIVERSITY OF SHEFFIELD**

## **POLICY AND GUIDANCE FOR THE PLACEMENT OF STUDENTS**

## Statement

This University Policy and associated procedures were approved by the Health and Safety Committee on **XXXXXXXX** on behalf of the University of Sheffield Council and forms part of the Health and Safety Policy of the University of Sheffield.

The use of this Management Procedure and the incorporation of its requirements into working practices and activities will ensure that the University of Sheffield and its community achieve compliance with its legal duties with regard to health and safety.

*Table of significant changes since last review ():*

<b>Section</b>	<b>Significant change since last review</b>
6.1 (p11 & p12)	Links to Pre-Placement Briefing updated to new Pre-Placement Briefing Google site
10 (Appendix 1)	Updated Letter of Expectation, seeking assurances regarding liability insurance for students working from home and adherence to Covid-19 Secure Guidelines on working safely during Coronavirus

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*By*

*Health & Safety*

# University of Sheffield

## Student Placement Policy and Guidance

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## 1. INTRODUCTION

Student employability is a really important area of development and links to the metrics used in the Teaching Excellence Framework (TEF). The University of Sheffield (UoS) Learning and Teaching Strategy outlines our commitment to preparing students for the world beyond the University through authentic learning which forges connections with communities and external partners. A very important method of bringing this to life during study is through experiences in the workplace, such as placements.

This Policy includes guidance to departments setting up and/or administering work-based or placement learning which is an integrated part of study programmes or undertaken on an occasional basis as an optional part of a course.

The incorporation of its requirements into working practices and activities ensures that the University of Sheffield and its community achieve compliance with its legal duties with regard to health and safety.

More specifically, the policy is designed to ensure:

- Compliance with UHSA and ASET guidelines.
- Consistency of approach through the use of a standard process and tools for managing placements.
- Placements are appropriate to the aims and learning outcomes of the programme of study and the level of expertise of the student.
- Placements are inclusive, safe and supported.
- students and employers are provided with relevant information to enable them understand their responsibilities and health and safety risks and adequately prepare for the placement
- Central recording of placements information in Career Connect
- Departments consider and manage the health, safety and welfare of students on placements and the risk arising from health and safety related liabilities associated with placements.
- Placement learning is monitored and evaluated to ensure their continued success and appropriateness.

Placements should also take place in accordance with employment law, in particular:

- The Health and Safety at Work etc Act (1974), under which the University has a duty to take reasonable care for the health, safety and welfare of its staff and students.
- The University's Equality and Diversity Strategy, which includes in Appendix 1 a summary of legislative requirements such as the Race Relations (Amendment) Act 2000, the Disability Discrimination Act (2005) and the Equality Act (2010).

In addition, departments should refer to the University document [Safeguarding Children: Policies and Procedures](#), for all students whose placement learning may involve working with children or vulnerable adults, and for any students under the age of 18 at the time of placement activity.

Departments must adhere to the policy, or be able to demonstrate an equally robust method of managing health and safety of students on placement.

## 2. POLICY

It is the policy of the University to ensure that: -

- Heads of Department/Service where placements are organised for areas under their control, clearly set out in their departmental policy arrangements with roles and responsibilities for compliance with this Policy.
- Each department has in place suitable and sufficient arrangements to protect the health and safety of students on placements, so far as is reasonably practicable.
- Departments carry out sufficient pre-placement checks and assessment of risk so as to be reasonably satisfied about the nature and location of the placement and that these risks will not pose a significant, nor unacceptable risk to the health or safety of the student.
- Students are adequately briefed by their department about any risks associated with their placement and are in a position to safely manage these.
- The student is provided with contact details back at the relevant Department of the UoS to enable them to raise concerns should the need arise.
- This Policy and guidance provides a strategic and generic framework for the sensible management of the:
  - health, safety and welfare of students on placement; and
  - risks arising from health and safety related liabilities associated with placements.
- Since a placement is an integral part of the student's course, the UoS has the right to refuse to approve any placement on health and safety grounds if it is felt the risk is unacceptable.
- It is recommended that departments adopt the following risk management principles to their management of student placements:

Clarity of understanding by each party of their roles and responsibilities;

- Preparation of the student such that they are in a position to understand the risks and to make informed judgements;
- There are processes for enabling problems to be raised and resolved prior to, during the course of, and at the conclusion of the placement;
- There are contingency plans in place in case there are exceptional circumstances; and
- Staff who are involved in handling student placements have guidance and training on the UoS's policies and the arrangements that they must follow.

This approach should be applied both with regard to specific groups of students and with regard to issues that apply to individuals at extra risk on placement.

This approach should help senior management of the UoS and those at departmental level with responsibility for oversight of student placements to have assurance about the management and governance of student placements.

### **3. DEFINITIONS**

#### **Placement:**

For the purposes of this policy the term 'placement' refers to a period of study or vocational experience, paid or unpaid, which:

- is undertaken as an integral part of the student's course; and
- the student is enrolled at the institution during this period; and
- there is the transfer of direct supervision of the student to a third party.

#### **Placement Provider:**

The placement provider is the third party to whom, during the placement, responsibility for direct supervision of the student is transferred. An HEI (including the student's own one) can also be the placement provider if it is the organisation providing the placement.

#### **Workplace Supervisors:**

Anyone engaged by the placement provider who is assigned to supervise or to look after the student during the placement.

#### **Placement Organiser:**

Any member of University staff to whom authority is devolved for authorising placements of students with placement providers.

### **4. SUPPORT FOR PLACEMENTS**

Departments are strongly encouraged to appoint an academic member of staff as a Placement

Officer, with a co-ordinating role in respect of work-based or placement learning activity within the department. The Placement Officer acts as a point of contact within a department for work-based or placement learning related information such as staff development opportunities, interactions with the International Office and the Careers Service, and new learning and teaching related developments in work-based or placement learning.

The Careers Service provides advice and guidance on placement support as well as supporting documentation, an IT system (Career Connect) and an easy to follow process for the central recording and storage of placement records and associated documentation.

Departments can contact the Careers Service by emailing: [placements@sheffield.ac.uk](mailto:placements@sheffield.ac.uk)

## **5. STRATEGIC FRAMEWORK**

### **5.1 Risks and liabilities**

Guidance from the funding councils has emphasised the need for a risk management approach to student placements. The risks relate to injury/ill health; legal liability, both criminal and civil; and business risk.

The following undesirable outcomes could arise from a placement:

- The student could be injured or suffer ill health as a result of working or studying at a placement provider.
- The student could be injured or suffer ill health while on placement but not as a result of working or studying at the placement provider.
- The actions of the student could cause injury or ill health to others, or damage to property, or loss of income to a business.

If any of these were to occur, criminal or civil action might be taken against the student, the placement provider or its employees, or the University or its employees depending on the circumstances.

#### Criminal Liability

For placements in the UK, with regard to criminal liability under health and safety legislation:

- Primary responsibility for the management of the health and safety for a student while on the placement lies with the placement provider (under Section 2.1 of the Health and Safety at Work Act). In effect, the student will be treated as equivalent to one of their own employees.

- The student has responsibilities to follow instructions and act sensibly to protect their own health and safety and that of others (as set out in Sections 7 and 8 of the Health and Safety at Work Act).
- If UoS staff follow the guidance on sensible risk management contained in this document then they will be addressing their responsibilities (under Section 3 of the Health and Safety at Work Act 1974) for non-employees.

For placements outside the UK, the criminal liabilities on each party will be a matter for the enforcing authorities and the courts in both the UK and in the country where the placement occurs. With regard to placements abroad, implementation of this guidance on sensible risk management will address criminal liability under UK law (Section 3 of the Health and Safety at Work Act 1974) for non-employees.

Implementation of this guidance will also provide evidence against charges of negligence under UK Corporate Manslaughter or Gross Negligence Manslaughter legislation.

### Civil Liabilities

The nature and extent of civil liabilities between the University, the placement provider and the student and the nature and extent of their civil liabilities to others are affected by many factors which will only be resolved in the courts and may depend on which country's legal system is deemed to have jurisdiction.

Civil liabilities are affected by the nature of any agreements between the parties, any statements made by the above parties in advance about what they offer, and civil law relating to contracts and services.

Any statements that are made by departmental functions or individuals of the University about the extent of the duty of care could be taken as admissions of liability and could significantly affect the outcome of criminal or civil proceedings. For instance, this could include statements in the University's or department's regulations, marketing materials or briefings to students about the checks that the University makes on placement providers where it is later found that the specified processes were not carried out. **It is essential that where specific checks are promised in advance, that these are in fact carried out.**

## **5.2 Business risk management**

In addition to the guidance in this document on health and safety risk management, departments are encouraged to review their business risk exposure on student placements or breach of contractual terms associated with research partners and funding bodies. This is not essential from a health and safety perspective but should be of benefit in terms of avoiding adverse financial or public relations exposure. Issues that could be incorporated into the business risk review include civil liabilities arising from unguarded assurances, promotional claims and exclusions in insurance policies.

## 6. GOOD PRACTICE GUIDANCE FOR PLACEMENT ORGANISERS

The following operational guidance has been developed to enable practical application of the above strategic framework. **Appendix 2 – Placement Organiser Checklist** also provides a useful summary of actions.

### 6.1 Before the placement

Departments are required to approve placements on the basis that they meet academic requirements and do not pose any significant, nor unacceptable risk to the health or safety of the student.

Once placements have been given academic approval by a department, it must be made clear to students that they cannot commence their placement until they receive confirmation that risk assessments have been carried out and that they may commence their placement.

#### STEP 1: Categorise the risk level

The University has a responsibility to not knowingly place students into an unsafe environment. Departments must therefore ensure that they:

- have in place suitable and sufficient arrangements to protect the health and safety of students undertaking placements, so far as is reasonably practicable.
- carry out sufficient pre-placement checks and assessment of risk so as to be reasonably satisfied about the nature and location of the placement and that these risks will not pose a significant, nor unacceptable risk to the health or safety of the student.

Although a risk-based approach requires you to make judgements, at times there may be no 'right' answer. This process is designed to allow you to demonstrate that you have considered the issues and taken appropriate actions. Evaluating the risk associated with a placement will help determine what type and level of action you need to take with regard to student briefings, written communications and pre-placement safety visits. Higher risk levels warrant greater resource to ensure any risks are reduced, eg 1:1 student briefing rather than providing generic briefing information.

'Risk' should not be confused with 'hazard'. Hazard is the potential to cause harm, while risk is the likelihood or chances of harm occurring. If some of the health and safety factors are judged to be high, it does not necessarily follow that the placement should not happen. It may simply mean that extra preparation is needed and/or assurances sought.

**Appendix 3 – Guidance for the Risk Profiling of Placements**, provides a model for assessing risk and provides recommended actions for minimising risk in relation to the

following health and safety factors, and recording outcomes on Career Connect:

- Work and/or Study Factors
- Travel and Transportation Factors
- Location and/or Regional Factors
- Health and Environment Factors
- Individual Student Factors
- Insurance Limitations

It is recommended that placement providers are reviewed annually taking into account feedback from the student on any health and safety issues and their resolution.

### **STEP 2: Carry out a detailed risk assessment**

Where any of the six risk levels are categorised as high, or there is insufficient information to categorise risk level, a more detailed assessment should be carried out to control risk, as outlined in **Appendix 3**. In these instances, further information is likely to be required from the placement provider and/or the student, as suggested in the examples of actions necessary to control risk sufficiently for the placement to be approved.

The risk assessment process should not extend as far as reviewing providers own risk assessments for work activities. When producing risk assessments, it is appropriate to involve people with relevant knowledge, for instance of the practices and health and safety associated with the activities in which the students may be involved. This is particularly relevant in the case of placements with higher risk profiles.

A pre-placement safety visit may be required before the placement can be approved (separate from, and additional to, monitoring visits). In most cases these are not required unless there are specific concerns that are best resolved by a visit and inspection. Examples of where this may be appropriate are noted in **Appendix 3**.

### **STEP 3: Clarify expectations, roles and responsibilities**

Whilst for some placements there may be a contract of employment in place between the placement provider and the student to which the University is not party, the University does have a duty of care to students undertaking placements where they remain registered at the University for the duration of the placement. It is therefore important that each party has a written outline of their roles and responsibilities, particularly with regards to management of the placement and the health, safety and wellbeing of the student. The placement provider and the student should give written acknowledgement of their acceptance of these at the outset of the relationship and before the student commences their placement.

The example *Letter of Expectation (Appendix 1)* for placement providers and the

[Pre-Placement Briefing](#) for students are designed to serve this purpose (see Prepare the Student).

Employers based in France, Belgium and Spain are likely to require the University to sign a Convention de Stage. This is a mandatory placement agreement in these countries, which is an acceptable alternative to the Letter of Expectation.

It may also be helpful to issue to placement providers information about:

- the nature and purpose of the placement
- how the placement is integrated into the programme of study and how it will assist in the achievement of the appropriate learning outcomes
- methods of assessment and marking criteria for the placement (where this is assessed within the placement workplace)
- the level of experience of the student. (See Technical and Professional Competency below).
- arrangements for the support and supervision of the student whilst undertaking the placement
- contact details for the student and the department, including reporting procedures in case of concerns
- dates and hours of attendance (where there is no contract of employment)
- the name of a mentor and/or supervisor who would be responsible for assisting the student in fulfilling the learning outcomes
- the responsibilities of the student for their own learning and towards any service users and fellow workers and students, as appropriate

#### **STEP 4: Prepare the student**

##### Pre-Placement Briefings

The department should support students to prepare to undertake a placement. In particular, it is essential that they are provided with:

- information or signposting to sources of information relating to health and safety risk factors and control measures so that they may consider the associated risks. This is particularly the case where the student is considering a placement in a higher risk environment.
- sufficient information to be aware of their rights and responsibilities whilst on placement. This should include students' responsibilities under the Health and Safety at Work Act (1974) sections 7 and 8.
- a named contact and reporting procedure at the workplace and within the University for accidents or incidents, and for discussing queries or concerns.

- A reminder to check with the placement provider regarding any potential copyright, ownership, and commercial sensitivity of information obtained through a placement. Please see the University's [Intellectual Property](#) regulations.
- information about the support available to them and how to access these whilst on placement
- information about how the placement will be assessed.

Additional information that students may find useful might include cultural and social norms within the workplace, conduct and dress codes, opportunities for discussion with other students who have undertaken similar placements and the purpose and nature of the learning activity etc.

The University's [Pre-Placement Briefing](#) is an online tool which contains appropriate information for students and is available for use by departments. It enables departments to record students' acceptance and understanding of its content. Where departments deliver a pre-placement briefing in another format, they should hold a register or record of students who have been issued with this information.

#### Technical and professional competency

In order to be capable of working or studying safely when on certain placements, students may require levels of technical and professional competency. Some placement providers may expect or require a placed student to have achieved levels of competencies before arrival, eg medical students going on elective by which time they will already have passed some clinical examinations. The same is likely to be the case for other professional posts such as in chemistry, biosciences, or engineering.

#### Students working with children or vulnerable adults

Departments should ensure that students work safely with children and vulnerable adults, undertaking Criminal Record Bureau checks where appropriate. Please refer to the [University's Safeguarding Policy](#).

Where information from Criminal Record Bureau checks on students is required, information regarding placement providers' acceptable standards could be gathered in advance. Students could then be matched with placements where the provider's criteria are met. This would avoid divulging information on individual students and so meet the requirements of the Data Protection Act.

### **STEP 5: Record findings and approve the placement**

When you are satisfied that the provider understands and accepts their roles and responsibilities, there are no unresolved concerns and the student has been briefed, the placement may be approved and the student can be notified that they may

commence their placement.

Career Connect provides a facility for recording and storage of risk assessments and scores, Letters of Expectation, briefing completion and placement approval.

## 6.2 During the Placement

### Maintaining contact

Departments must remain in contact with students who are away from the University on placement and monitoring such students is required as part of the University's [Student Attendance Monitoring](#) policy.

Monitoring of such students should enable the department to determine that the student is engaging effectively with their period of study/work away from the University. The department will need to decide what type and frequency of interaction(s) will best suit monitoring of any such students to assist with this. This is likely to include obtaining reports/ confirmation from local supervisors/ placement managers/contacts, and maintaining some contact, e.g. by email, with the student themselves. On some degree programmes the level of monitoring will be determined/led by professional requirements.

In the case of a CAS student, the University is responsible for monitoring such students throughout the whole period of study/work away from the University (whether they are located in the UK or abroad) under the requirements of the University's UKVI sponsor licence. Good practice would be to obtain reports/confirmation from local supervisors/ placement contacts at a minimum of once a month over the period of the study/work away from the University.

Whilst it is recognised that visiting a student on placement is a good way of assessing the student's progress and the continued suitability of a placement, it might not be practicable to do so for every student, especially for overseas activities. However, departments should monitor students' progress by conducting face-to-face visit, telephone, email or skype calls, at intervals appropriate to the length of the activity. For students undertaking a placement year in the UK, departments should carry out one visit as a minimum.

It is essential that up to date contact details for both the student's workplace and their residential address are retained throughout the duration of a placement. It is the responsibility of the student to communicate any changes to their department as soon as possible. Any pre-placement briefings should advise students of their responsibility to remain in regular contact with the University, reply promptly to any emails, telephone calls or letters they receive from the University and report any significant changes or incidents which could affect the University's ability to maintain contact with them or the appropriateness of the placement.

Departments should have procedures in place in the event of a student failing to

maintain contact, especially where a placement visit might not normally be made.

#### Health and safety monitoring

Departments should check that students have undergone an appropriate induction within the first week of their placement and this, along with any issues raised, should be recorded. For an example, see **Appendix 4 Placement Induction Checklist**.

Monitoring should also include assessment of health and safety and below are some examples of safety-related questions that a department or visiting tutor might ask, particularly where the placement is taking place in a high hazard work environment. Any queries, concerns and observations should be reported to the employer and the University without delay.

Area	Question	Action (As Necessary)
<b>General</b>	How do you feel about the placement and your own wellbeing?	Raise concerns with employer contact/manager.
<b>Training and Induction</b>	Did you receive any induction training? Have you been given ongoing training?	Raise concerns with employer contact/manager.
<b>Supervision</b>	Have you been left in charge of a situation for which you felt you needed more training or closer supervision?	Raise concerns with employer contact/manager. Assess the relevance.
<b>Accidents and Incidents</b>	Have you had any accidents or witnessed any accidents or unsafe practices that you are concerned about?	Raise concerns with employer contact/manager. Notify the University's Safety Services department.

Departments should gather feedback from students who have been out on placement, and where relevant from visiting tutors, on health and safety issues experienced during the placement and their resolution. This feedback should then be used to inform future placement approvals.

#### Feedback

Students should receive regular and constructive feedback on their progress during the placement from the placement provider and the University as appropriate.

### **6.3 After the Placement**

#### Assessment and reflection

Departments should have written statements that include information on how credit

is awarded for placements, or a written statement regarding the requirements to be satisfied as part of the programme of study, where no credit is awarded.

Departments can use a variety of learning, teaching and assessment methods to encourage students to reflect on their placement learning experiences, including reports, projects, poster presentations, case studies, peer assessment, group seminars, diaries and log books.

Where placement providers use their own assessment methods and marking criteria, departments should ensure that the assessment is moderated by the University, where this is thought to be necessary, to ensure that the standards set are appropriate to the programme of study and level of the student.

Departments should collect feedback from all students on their placement experiences in order to ensure that students are treated fairly and equally. Departments are also strongly encouraged to obtain feedback from placement providers.

For Degrees with Employment Experience, an Assessment Model is in place specifying learning outcomes and comprising a range of reflection options.

Departments should periodically review their placement learning opportunities, taking account of any student feedback, to ensure that these remain appropriate to the aims and learning outcomes of the programme. Student evaluations of placements will also be considered as part of the University's Periodic Review process.

#### Confidentiality/Non-Disclosure Agreements

Occasionally, placement providers require that students, or the University, sign a confidentiality or non-disclosure agreement. Alternatively, there may be references to confidentiality in a student's placement contract of employment. This may require information (verbal or written) about the placement or work that the student has undertaken to be redacted prior to being submitted for assessment, shared with external examiners or shared with other current or prospective students and parents, for example, at open days. Departments have a duty to:

- remind students to be aware of any confidentiality requirements associated with their placement, as part of the pre-placement briefing
- ensure that confidentiality is maintained where necessary and provide copies of any work associated with a student's placement to the placement provider, if requested.

## **7. OVERSEAS WORK-BASED PLACEMENTS**

Departments should follow the guidance in the preceding sections for all placements, taking all reasonable care in the selection and/or approval of workplace settings and placement providers.

Health and safety standards of workplace settings and relevant legislation can be markedly different from UK or EU-based organisations. Students should be informed in advance of any particular risks associated with a workplace setting in another country, as outlined in STEP 2. If there are any risks involved, a risk assessment should be carried out, either by the Department's placement staff or the placement provider, or as a joint exercise.

## 8. PROCESSES FOR RAISING AND RESOLVING PROBLEMS

With effective monitoring and communication during the placement, any problems that arise should be resolved easily and with minimum disruption. Causes for concern that might lead to a student being advised to withdraw from a placement are most likely to fall into one of the following categories:

- There is a risk to the health and safety or personal safety of the student
- The placement provider might not be providing the appropriate experience to allow the relevant learning outcomes to be fulfilled
- A student may have been treated unfairly, in accordance with the placement provider's Equal Opportunities policies.
- Occasionally, the practice of the student might pose a risk to the health and safety of others

The department and the placement provider should have processes by which students and tutors can raise concerns in order that these problems can be resolved and these should be clearly communicated in advance of the placement commencing.

Students should be encouraged to raise matters first with their workplace supervisor, and to contact their department where support with problem resolution is required.

In the case of concerns of a more serious nature, or where concerns cannot be resolved with the placement provider, it might be necessary to recommend to a student that they withdraw from a placement setting. The reasons should be discussed with the student and the placement provider and, where necessary to fulfil the appropriate learning outcomes or requirements of the programme regulations, an alternative placement opportunity arranged.

Below are some possible scenarios with advice on to how to deal with them:

**The student is made redundant /the organisation goes bankrupt/ is sold to another company/is experiencing financial problems and cannot continue with the placement.**

The appropriate action depends on the point at which the placement is terminated. For year-long placements, a minimum of 38 weeks should be completed. If the student has completed

significantly less than 38 weeks then an alternative placement should be sourced, with support from the University, in order for the student to achieve the learning outcomes of the placement year.

**The host organisation is unhappy with the student's performance and wishes to terminate the placement.**

If the student is employed by the organisation, the review/ disciplinary procedure should be applied as it would be for any other member of staff employed by the organisation.

If the problem cannot be resolved, one month's notice from either side is required. The University of Sheffield should be informed at all stages of the review/disciplinary process.

The student may wish to contact the University of Sheffield Students' Union for advice and guidance.

**The student has noticed that the company does not adhere to health and safety regulations and feel they are being asked to work in a dangerous environment.**

If the health and safety of the student is being compromised in any way, or the health and safety of the employees at the organisation is being compromised as a direct result of the student's actions, then the Department should advise the student to terminate the placement immediately.

**The student feels that they are being asked to do menial tasks and the placement is not turning out as the employer had indicated in the job description and interview.**

In the first instance the student should be advised to discuss their concerns with their placement supervisor within their host organisation.

In the event of an emergency

In the very unlikely event of a **serious incident** or **emergency situation**, outside of the student's workplace, they should be advised to contact the University of Sheffield's Emergency Control Room on **(0044) 114 222 4444**.

All work related accidents and ill-health should be reported to the Department **and** on the University accident webpages at <http://www.sheffield.ac.uk/hs/accident>

Planning for Contingencies

The department should have contingency plans in case there may be exceptional circumstances, particularly where the placement is overseas. Other relevant contingency plans may include measures for medical aid and possible repatriation following injury or illness and assistance in the case of loss of the student's property. Contingency arrangements need to be maintained while students to whom these arrangements apply are on placement. These contingencies can

be covered by a suitable personal insurance policy.

## **9. WORK-BASED OR PLACEMENT LEARNING AND STUDENTS WITH A DISABILITY**

Following the introduction of the Disability Discrimination Act, the University is expected to be proactive in enabling students with disabilities to participate in all its educational opportunities. Therefore, academic staff responsible for identifying work-based or placement learning opportunities are strongly encouraged to consider how disabled students might be supported to undertake the specific learning activity. Admissions tutors should be encouraged to consider how disabled applicants might be supported to undertake work-based or placement learning as part of the programme of study. The support needs of exchange students from overseas should be considered in assessing where adjustments might be reasonably made to improve accessibility.

It is important that departments meet with students with a disability to discuss placement learning requirements, the implications of a disability and specific support needs. Some students may have Learning Support Plans that recommend specific support. Although each student will have specific needs, it is important to consider some general areas concerning disabled students and work-based learning or placement provision.

Students may require materials in alternative formats, for example, Braille, large print, material printed on colour paper, or a communication support worker.

Physical access to the workplace/placement would need to be taken into account. Areas for consideration may include:

- a. building layout, including entry points, lifts, toilets, parking facilities, stairs and handrails
- b. fixtures and fittings, including lighting, signs in accessible format and door handles
- c. equipment, including furniture, computer hardware and software and communication aids such as hearing loop systems and telephones
- d. health and safety, for example emergency egress

Placement providers may need information and guidance on how best to support individual students. In some cases, it may be appropriate to provide disability awareness training for staff. Please contact the Disability and Dyslexia Support Service for advice.

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## 10. FURTHER INFORMATION

Advice on supporting students wishing to undertake a placement year, including degrees with employment experience, is available from the Careers Service website under 'Supporting Placement Activity' at: <https://www.sheffield.ac.uk/careers/staff/services>. This also contains useful additional advice, template documentation and information about using Career Connect to manage other types of work-based placements.

University Safeguarding Policy and Procedures:

<https://www.sheffield.ac.uk/sss/safeguarding-overview/safeguarding/policy>

University Student Attendance Monitoring Policy:

<https://www.sheffield.ac.uk/sss/sas/sam>

University Policy:

[The Management of Health and Safety on Fieldwork and Other Off-campus Activities Policy and Guidance](#)

University advice and support for disabled students and their tutors:

[Disability & Dyslexia Support Service](#)

[ASET Good Practice Guide for Work based and Placement Learning in Higher Education](#) (Revised and Updated 2016)

[ASET Good Practice Guide for Health and Safety for Student Placements](#) (Revised and Updated 2016)

[ASET Good Practice Guide for Supporting Students with Disabilities on Placements](#)

[USHA Guidance on Health and Safety of Placements for Higher Education Students](#)

Foreign travel advice:

[Foreign and Commonwealth Office](#)



The  
Careers  
Service.

## Appendix 1 - Student Placement Letter of Expectation

Thank you for the offer of a placement to a University of Sheffield student.

As provider of a placement to a University of Sheffield student, we would like to clarify expectations with regard to health and safety related issues.

I am sure you will appreciate that during the period of placement, as the student's placement provider, the student is under your control and therefore you have a duty of care towards them and any potential liabilities may rest with yourself.

The University expects that you will treat the student in the same way as your employees, with regards to their health, safety and welfare, including:

- Planning the work programme and associated health and safety training to be undertaken by the student
- Providing the student with a full and clear induction to the organisation and its working practices, including health and safety arrangements, fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.
- Providing ongoing supervision for the student in the pursuance of their duties
- Providing appropriate instructions and training in working practices and, in particular, to control measures identified in risk assessments and having safe systems of work in place for significant hazards.
- Complying with all relevant health, safety and employment legislation and other statutory regulations, including having a written Health and Safety Policy, undertaking risk assessments and having safe systems of work in place for significant hazards.
- Providing training on your safeguarding procedures and undertaking DBS checks if the placement activities involve working with children or vulnerable adults.
- Providing Employer Liability, Public Liability or other appropriate insurance in place that will apply to the placement student as they would to any other member of your staff. This should also provide cover should the student/intern be required to work from home. In particular, there must be insurance in place that would respond to a claim of negligence on your part resulting in injury or financial loss to the student or a member of the public, or you must have access to funds to pay for any liability dispute and compensation award.
- Comply with government 'COVID-19 secure' guidelines on working safely during Coronavirus.
- Defining the liability and other insurance cover that will be provided for the activities of the student with regard to the student and others who could be affected by the student's actions or inactions.
- Facilitate access to the student for visits by the visiting tutor (where appropriate).
- For attendance monitoring reasons, inform the Academic Department if there are any breaches in attendance by the Student.
- In case of a student withdrawing from the placement on the grounds of concerns to their health, safety or wellbeing, the student may terminate their contract with immediate effect without any action being taken by you in pursuit of a breach of contract.
- In case of serious accidents, incidents or concerns (e.g welfare, mental health etc) involving the student or breaches of discipline by the student, advise and consult with the Academic Department as soon as possible.

During the period of the placement, we expect our student to prove to be an effective, safe and reliable employee. We ask however, that you make contact with your University placement contact at the earliest opportunity if you

have any concerns regarding the suitability of the student to undertake this placement.

We expect the student to:

- Abide by all the rules regarding health and safety requirements, and other practices and procedures of the placement organisation.
- Carry out the work programme specified by the placement organisation under the supervision of the specified supervisor/s.
- Inform the placement provider of any access or support needs that may require adjustments.
- Report any concerns about health and safety at their placement to their placement provider
- Consult with the University prior to seeking any changes in the terms and duration of the placement
- Report to the University any incidents in which they are involved and any health and safety concerns that are not addressed by their placement provider.
- Notify the employer/University of any change in personal circumstances that may be relevant to the placement eg contact details, disability
- Complete the online Pre-Placement Briefing and access all supporting information provided
- Inform the University of any personal factors (e.g. health, disability, linguistic or cultural) that may affect your ability to undertake the placement in full or which may place you or others at risk, or may require adjustments to be made by the Placement Provider.
- Complete all assessments, reports and records for the University as required.
- Provide access to all records maintained during the placement to the Visiting Tutor and the placement supervisor except, in the case of the visiting tutor where there is an issue of commercial secrecy or national security.
- Report any problems that are affecting your ability to carry out the placement to the Academic Department or Placement Team as soon as possible.

**I confirm I have the necessary arrangements in place and accept the responsibilities as set out above.**

Company Name:

Location:

Student Name:

Placement Start Date:

Placement End Date:

Organisation Contact Name (block capitals):

Job Title:

Signed:

Date:

**Please complete and return this document as soon as possible to: (Enter your Faculty/Department Email in the box below):**

**IMPORTANT:**

**Please note that the University of Sheffield is unable to permit the student to commence their placement with you until this document has been signed and returned.**

**The University of Sheffield reserves the right to advise the student to withdraw from the placement, should we believe that their health, safety or wellbeing is at risk.**

## Appendix 2 - Placement Organiser Checklist

		Check	Comments
<b>Suitability</b>	Will the placement offer good opportunities for fulfilling the learning outcomes? Which students would the placement suit? (eg. level and specific interests of student)/		
<b>Negotiations</b>	Placement provider understands the aims and learning outcomes of the placement Agreement of the appropriate level of student responsibility Placement learning agreement prepared and signed, where used		
<b>Placement preparation</b>	Risk assessment carried out (by provider or University staff) Students informed of any particular risks and steps taken to minimise risks Students fully briefed in a preparation session Students sign for receipt of briefing information Any necessary preliminary training undertaken (eg. manual handling, first aid)		
<b>Supervision</b>	Staff to student ratios acceptable (if appropriate) Appropriately trained supervisors and/or mentors allocated to students by provider Contact person within the University for student and provider allocated Arrangements for maintaining contact with the University in place, including planned visits by tutors, where appropriate		
<b>Access</b>	Travel arrangements to, from and at location arranged (perhaps by the student) Permission to work at location obtained, if required Provision made for students with disabilities		
<b>Accommodation</b>	Does the student have suitable accommodation, where appropriate, arranged either by the placement provider, the University or the student themselves?		
<b>Health and Safety</b>	Does the employer have a health and safety policy? Suitable catering arrangements in place (drinkable water, any special dietary needs, food preparation and storage acceptable) Suitable toilets and washing facilities		

		Check	Comments
	<p>First aid arrangements and equipment in place</p> <p>Any emergency procedures explained (eg. in case of fire)</p> <p>Any potential risks to personal safety assessed and minimised</p> <p>Additional insurance arranged, if necessary</p>		
<b>Physical Hazards</b>	<p>Extreme weather and severe terrain exposure taken into account for field trips/outdoor based placements</p> <p>Use of potentially hazardous substances, eg. in laboratories</p>		
<b>Biological Hazards</b>	<p>Venomous, lively or aggressive animals, plant risks, and pathogenic organisms considered for field trips/outdoor or overseas placements</p>		
<b>Orientation</b>	<p>Opportunity to visit location in advance of the placement arranged, where practicable</p> <p>Information on reporting mechanisms, working practices, work culture, uniform, conduct and professional values provided</p> <p>Student is issued any uniform, protective clothing or equipment as necessary</p>		
<b>Overseas Placements</b>	<p>International Office contacted for local information on customs, cultural factors, country-specific risks, visa and health requirements (eg. vaccinations)</p>		
<b>After the Placement</b>	<p>Students encouraged to provide feedback on the experience</p> <p>Placement providers encouraged to provide feedback on their experience, and any ways in which the process could be improved</p> <p>For frequently used placements, the continued suitability of the learning opportunity to be monitored</p>		

Please note that this checklist is intended to be an example of the kind of information that departments would wish to check in advance of any placement learning activity, and departments may wish to adapt this to their own requirements.

## Appendix 3 - Guidance for the Risk Profiling of Student Placements

The placement health & safety process is comprised of a range of measures undertaken **prior** to a placement being approved by the University and a student being allowed to commence work. This has been developed in line with the Universities Safety and Health Association Guidance on Health and Safety of Placements for Higher Education Students. The full document may also be referred to for more detailed guidance.

The process is designed to be used along with Career Connect and template documentation which is referenced throughout the Student Placement Policy and Guidelines.

### Risk Profiling and Risk Reducing Actions

This section provides indicators for categorising risk (STEP 1) and suggests additional actions to be taken in STEPS 2 to 4 depending upon the risk profile of each factor.

#### Work Factors

These relate to the placement provider and to the work that the student will be carrying out. They include the nature of the work-based hazards to which the student may be exposed.

Details of the student's placement should be used to assess the risks associated with the tasks and activities to be undertaken, using the Low, Medium and High Risk categories below.

If the work **does not** fall into a high risk category, the Work Factors Risk Level is set to 'Low' or 'Medium, as appropriate. If the work falls into a high risk category, the Work Factors Risk Level is set to 'High'. Appropriate actions should be taken, as recommended below.

The Work Factors risk level is recorded on the placement record on Career Connect.

The risks associated with work factors are influenced by the health and safety arrangements which the placement provider has in place.

By returning the Letter of Expectation, the host employer provides confirmation that they are:

- Planning the work programme and associated health and safety training to be undertaken by the student
- Providing the student with a full and clear induction to the organisation and its working practices, including health and safety arrangements, fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.
- Providing ongoing supervision for the student in the pursuance of their duties
- Providing appropriate instructions and training in working practices and, in particular, to control measures identified in risk assessments and having safe systems of work in place for significant hazards.
- Complying with all relevant health, safety and employment legislation and other statutory regulations, including having a written Health and Safety Policy, undertaking risk assessments and having safe systems of work in place for significant hazards.

If the employer returns the signed Letter of Expectation and raises no issues regarding any of the above health and safety requirements, the Health and Safety Risk Level should be recorded as 'Low' on the placement record.

If the employer fails to respond, they MUST be sent a written reminder that this document must be completed and returned before the student is permitted to commence their placement. A note should be added to the placement record on Career Connect that this has been done.

If the employer responds to indicate that any of these elements are not in place, the placement organiser must contact the employer to seek clarification or contact the University Health & Safety Department for advice. The risk level should be recorded as 'High' and any actions taken, as recommended below, should be recorded under 'Risk Profiling notes', until the Letter of Expectation is returned signed.

Risk Profile	Indications	Possible specific action to reduce risk
Work		
Low	Office work or other low hazard environments and activities.	None.
Medium	Working in proximity to high risk factors (but not directly with them). Work involving more practical elements with moderate potential for harm, e.g. education and service sectors.	Ensure student is aware of the hazards of the placement as part of the briefing process.
High	Work with hazards that have potential to cause permanent injury or fatalities, including: <ul style="list-style-type: none"> <li>• Construction site with work at height, dusts, moving machinery, electrical systems.</li> <li>• Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks.</li> <li>• Laboratory work with toxic/hazardous materials.</li> <li>• Community work with known high risk groups of clients or locations (drug abusers, homeless, violent patients).</li> <li>• Work with animal bedding or large or dangerous animals.</li> <li>• Activities requiring specific licenses or qualifications (e.g diving, flying aircraft/UAV).</li> </ul>	Ensure competency requirements for high risk activities have been agreed and ensure student meets them. Confirm that training & supervision will be provided by the placement provider. Consider pre-placement site visit. Ensure student is aware of the hazards of the placement as part of the briefing process.

	<ul style="list-style-type: none"> <li>• Work involving significant hazards in small companies that do not have professional health and safety advice.</li> </ul>	
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## Safeguarding

There can be risks associated with working with children or vulnerable adults.

By returning the Letter of Expectation, the host employer provides confirmation that they are:

- Providing training on safeguarding procedures and undertaking DBS checks if the placement activities involve working with children or vulnerable adults.

## Health & Safety Induction Checklist

Placement providers should be requested to deliver an induction briefing to the student during the first week of the placement. This is built into the Letter of Expectation, which should be sent to the placement provider as soon as the placement is approved by the academic department.

All placement students should be issued with an **Induction Checklist (Appendix 4)** with instruction to complete and return to the University as soon as possible, ideally within the first week of their placement. Once this is returned, the University Placement Organiser should check the information provided to ensure an appropriate briefing has been delivered.

If the Organiser has any concerns then the student &/or employer should be contacted for clarification or advice provided to the employer.

The Checklist document should be uploaded to the 'Induction Checklist' upload field on the placement record on Career Connect and the return date entered in the 'Induction Checklist Complete' field.

## Travel and Transport Factors

Driving and travel while carrying out the business of the placement provider can be a risk. Placements do not just involve the work carried out for the placement provider. Depending on the nature and location of the placement, the student may face significant health, safety and welfare issues associated with their travel to and from the placement and to and from their accommodation.

Risk Profile	Indications	Possible specific action to reduce risk
Travel and Transport Factors		
Low	No significant travel, comfortable daily commute. No driving associated with placement.	None.
Medium	Night travel. Long daily commuting requirement. Student required to drive their vehicle in reasonable conditions.	Discuss travel arrangements with the student to ensure risks are considered. Advise them to check that they have the necessary licenses, insurances and experience.
High	Significant travel to reach placement, prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards). Demanding travel during placement. Role requires student to drive others in unfamiliar vehicles or locations.	Discuss travel arrangements with the student to ensure risks are considered. Get confirmation they have relevant driving licenses, insurances and experience. Consider actions to reduce risks where practicable e.g. providing accompanied travel, avoiding night driving, and use of public transport rather than drive.

### Location and/or Regional Factors

The location of the placement can have considerable impact particularly if it is abroad in a country that the student is not acquainted with, though it could equally apply to international students undertaking placements in the UK. The Foreign and Commonwealth Office (FCO) Website should be consulted prior to agreeing any overseas placement to ensure the area is not on the FCO 'significant risk' list ([www.gov.uk/government/organisations/foreign-travel-advice](http://www.gov.uk/government/organisations/foreign-travel-advice)). Any region which carries a 'Moderate' or 'Severe' FCO risk rating should not be approved without discussion with the University's Health & Safety Department and University's Insurance office.

Risk Profile	Indications	Possible specific action to reduce risk
Location &/or regional factors		
Low	Placements in student's home region with no significant elevated local risks (e.g. low/medium risk countries*).	None.
Medium	Higher than normal risk of civil disorder, crime of comparable danger. Delays likely in communicating with tutors and others. Placements not in the student's home region which no significant elevated local risks (e.g. low/medium risk countries*). Placements in international locations with significantly different regulatory frameworks.	Include within briefing or direct students to sources of information about travel advice* on their location (personal safety, accommodation, food safety, cultural differences etc.) Agree how the student with maintain contact with the HEI. Ensure student understands the implications of differences in legal frameworks.
High	Significant risk of civil disorder, crime or similar danger (e.g. placement in war zones, countries where the Foreign and Commonwealth Office (FCO) advises against travel). Unavoidable lone or remote working in proximity to significant risk (e.g. medical student elective in a refugee camp). Medical and rescue services not available quickly or locally or where means of communication likely to be difficult or compromised.	In addition to the above; Follow your HEI requirements/approval escalation process for high risk travel. Check travel advice* restrictions and recommendations and agree precautions with the student. Encourage them to subscribe to travel advice updates for destination. Agree robust arrangements for maintaining contact with the HEI. Consider providing information from someone with local experience or knowledge of conditions (e.g. student on previous placement) or a placement practitioner at a local HEI in the overseas country).

\*Travel advice by country or region can be sought from the Foreign and Commonwealth Office website or from your HEIs competent third party advisory service if available, or home country's equivalent service for international students where appropriate.

### Health and Environment Factors

The student may face significant health, safety and welfare issues associated with the environmental conditions either in their place of work or study or the general location, their accommodation, or their food and drink. The FCO website will advise on any vaccinations required for travel; these must be planned sufficiently well in advance to allow full protection to be established.

Risk Profile	Indications	Possible specific action to reduce risk
Health and environment factors		
Low	No significant environmental or health risks.	None.
Medium	Regional/local conditions recommend precautionary measures, e.g. optional inoculations against diseases.	Advise student to seek medical advice regarding immunisations, medications and management of health conditions. Highlight potential issues which could occur regarding medication (potential of loss, unavailability in country, illegality and requirement for GP note.) Include within briefing or direct students to sources of information about living arrangements (health, accommodation, food safety, cultural issues etc.)
High	Regional/local health risks require mandatory and specific health protection measures e.g. inoculations or quality of healthcare services uncertain. Very hot or strenuous working conditions (e.g manual working outdoors in the sun). Very cold working conditions (e.g. catering placement in a food cold storage/cook chill or freeze facility). Standards of safety/hygiene very low.	In addition to the above: Consider ensuring the student consults a medical/travel health professional or occupational health for advice regarding immunisations and other preparations, for example to advise on pre-existing health conditions. A medical travel kit is a sensible precaution. Students should have training in how to use the kit, or be able to demonstrate competence.

### Individual Student Factors

Each student is an individual. Their health; their knowledge, skills and experience; and their personality could have an impact on health and safety in particular environments.

Students with a health condition or disability which may require specific adjustments or support should have equivalent opportunities in choice of placements. Student Services are required to work with placement providers to ensure that access and support requirements will be provided for the student when on placement. Departments should encourage students with a health condition or disability that may require adjustments or support whilst on placement to disclose this, or to agree for the department to disclose information on this when identifying possible providers. For practical advice visit:

Risk Profile	Indications	Possible specific action to reduce risk
Individual student factors		
Low	<p>The student has no mental or physical medical conditions or disability likely to cause episodes of illness or require specific support whilst on placement.</p> <p>Student has relevant knowledge or understanding and skills for the type of work.</p>	None.
Medium	<p>The student has personal factors (e.g. mental or physical health conditions, disability, pregnancy, linguistic or cultural) which may require specific adjustments or support during work, or in social interactions at work.</p>	<p>Engage with student, placement provider and health &amp;/or disability support professionals to develop and agree reasonable adjustments. Confirm these in the written communication with the placement provider and student.</p>
High	<p>The student has personal factors (e.g. protected characteristics) which may increase the risk of illness or incident event following adjustments.</p> <p>The student has personal factors (e.g. mental or physical health conditions, disability, pregnancy, linguistic or cultural) which may require specific adjustments or support if living away from home, or makes them susceptible to episodes of illness.</p> <p>The student's knowledge, understanding and skills are low for the type of work.</p>	<p>Discuss elements of high risk with the student to try and eliminate and reduce them where possible. Take account of impact of other risk factors identified in the risk profiling table when determining suitability of placement.</p> <p>Engage with student, placement provider and health &amp;/or disability professionals to develop and agree reasonable adjustments. Confirm these in the written communication with the placement provider and student.</p> <p>Consider provision of additional pastoral support contact e.g. access to HEI's student support professionals. Discuss with provider and student who any competence/capability gaps can be addressed.</p> <p>Consider pre-placement site visit.</p>

## Insurance Limitations

Insurance is a means of transferring risk by paying for the provision of professional support and financial recompense if things go wrong. Any assessment must include consideration of the extent and limitations of the insurance arrangements of both the UoS and the placement provider, the contractual arrangements in place and the legal requirements in the country or countries where the placement will take place.

It is useful to distinguish between those issues that can be considered by the University generally and those issues that are specific to a particular placement. In that way appropriate insurance policy wordings can be put in place that would deal with most of the issues that may arise.

## **Travel Insurance**

For overseas placements, standard holiday travel insurance cover is unlikely to be adequate, therefore it is essential that all placement students are covered under the University of Sheffield [travel and personal accident insurance policy](#) which is available free of charge for the duration of the placement. Students should:

- record the details of their travel at: <http://www.sheffield.ac.uk/finance/staff-information/help/insurance/travel>
- complete the **Apply for Travel** section
- download the policy document and familiarise themselves with the cover and excesses in place.
- be advised to consider any specific additional insurance that may be required/requested either by the host institution or partner/placement provider.

If travelling to the EU, students should also apply for, and take with them, a European Health Insurance Card (EHIC). This gives the cardholder the right to access state-provided healthcare at a reduced cost, or sometimes for free, on the same basis as a resident of that country. For more information see: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/>

## **Liability insurance**

Public liability insurance is automatically in place to cover the University of Sheffield against any claims whereby the University is held negligent for damage to the placement's property or injury to persons.

It should be checked that the placement provider also has insurance in place should a student be injured or their property damaged as a result of the placement's negligence. This could be an Employers liability, Public liability, worker's compensation or combined insurance policy.

The example *Letter of Expectation (Appendix 1)* includes appropriate wording to enable the UoS to seek assurance from the placement provider. As a minimum, placement providers should be asked:

*'If the placement was sued (either by the student, or by a member of the public) alleging negligence resulting in injury or financial loss does the placement have an insurance policy that would respond?*

*If not, do they have access to funds to pay for any liability dispute and compensation awarded?'*

Payment of compensation will depend on the student establishing the legal liability of the University or payment provider.

The University is unable to recommend or suggest insurance providers or policies.

By returning the Letter of Expectation, the host employer provides confirmation that they are:

- Providing Employer Liability, Public Liability or other appropriate insurance in place that will apply to the placement student as they would to any other member of your staff. In particular, there must be insurance in place that would respond to a claim of negligence on your part resulting in injury or financial loss to the student or a member of the public, or you must have access to funds to pay for any liability dispute and compensation award
- Defining the liability and other insurance cover that will be provided for the activities of the student with regard to the student and others who could be affected by the student's actions or inactions.

The Insurance Limitations Risk Level should be assigned as follows and recorded on the placement database record on Career Connect.

- If the employer returns the signed Letter of Expectation and raises no issues regarding insurance arrangements in place to cover the student, the Insurance Limitations Risk Level should be recorded as 'Low'
- If the employer responds to indicate that any of these elements are not in place, the placement organiser must contact the employer to seek clarification or contact the University's Insurance Department for advice. The risk level should be recorded as 'High' and any actions taken should be recorded under 'Risk Profiling Notes' on the placement record, until the Letter of Expectation is returned signed.

Risk Profile	Indications	Possible specific action to reduce risk
Insurance limitations		
Low	Locations, activities &/or circumstances that are automatically included in the University's insurance cover. UK locations (where the placement provider must have employer's liability insurance cover).	None.
Medium	Locations, activities and/or circumstances that require prior acceptance from the University's insurers before being covered.	If locations, activities and/or circumstances require prior acceptance from the University's insurers, ensure notification and acceptance is given. Raise student awareness about potential restrictions within insurance policies.
High	Locations activities and/or circumstances that are excluded from the University's travel and other insurance cover. Locations where the placement provider's insurance cover does not cover the student for personal or third party liability associated with the work by the student.	If locations, activities and/or circumstances require prior acceptance from the University's insurers, ensure notification and acceptance is given. Refer to University Insurance office for advice before approval. If the placement provider advises that they do not have any insurance policy in place or access to funds, then the student must be made aware that there may be no legal protection in place in the event of compensation for an incident and students should be advised to take out their own insurance. Although not a substitute for liability cover, personal accident insurance can provide 'no-fault' compensation in the event that the student suffers injury or death as a result of an accident, whether occurring as part of the placement or otherwise.

### Approval of Placements

If organisation Health and Safety and Insurance Limitations Risk Levels are 'Low', the placement can be approved by completing the field 'Overall risks acceptable: Yes/No'.

The placement stage should then be changed to 'Risk profiling approved'.

If Work Risk Factor is marked 'High', but the employer has returned the signed Letter of Expectation, the placement can be approved by setting the field 'Overall risks acceptable' to Yes. However, steps must be taken to check that the Induction Checklist is returned and satisfactorily completed by the student. Any issues should be raised with the employer.

If Work Risk Factor is marked 'High', and the employer has failed to return the signed Letter of Expectation, the placement cannot commence with the full approval of the University and the student should be notified of this.

'Overall risks Acceptable' must NOT be set to 'Yes' until the employer has returned a signed Letter of Expectation.

Once assessments are complete, additional actions implemented, Letter of Expectation returned by the employer and Pre-Placement Briefing completed by the student, the student may be notified that they can commence their placement.

## Appendix 4 - Induction Checklist



## Placement Induction Checklist

The purpose of induction is to ensure the effective integration of staff into or across the organisation for the benefit of both parties. Ideally, all new employees should receive an individual induction programme that reflects their specific needs. The induction briefing should take place as soon as the placement commences.

To enable The University of Sheffield to monitor this aspect, please complete the following form and return it to: **XXXX** within 5 days of starting your placement.

1. Placement Details						
Student's Name:						
Organisation Name:						
Placement Start Date:		Date of Induction Briefing:				
Student's Work email						
Student's Work tel						
2. Induction details						
Were you briefed on the following?						
Hours of attendance	[ ]	Yes	[ ]	No		
Absence/sickness procedure	[ ]	Yes	[ ]	No		
Arrangements for breaks	[ ]	Yes	[ ]	No		
Pay - payment date and method	[ ]	Yes	[ ]	No		
Rules of conduct etc	[ ]	Yes	[ ]	No		
Internet and email policy	[ ]	Yes	[ ]	No		
Holidays/special leave	[ ]	Yes	[ ]	No		
Operation of telephone/fax/email	[ ]	Yes	[ ]	No		
Operation of other relevant equipment	[ ]	Yes	[ ]	No		
Data Protection Act/Freedom of Information Act	[ ]	Yes	[ ]	No		
Were you briefed on the following Health and Safety issues?						
General safety	[ ]	Yes	[ ]	No		
Evacuation procedures	[ ]	Yes	[ ]	No		
Job/project specific safety	[ ]	Yes	[ ]	No		
Control of substances hazardous to health (COSHH)	[ ]	Yes	[ ]	No	[ ]	N/A
Display Screen Equipment Regulations	[ ]	Yes	[ ]	No		
Dangerous machinery regulations	[ ]	Yes	[ ]	No	[ ]	N/A
Lifting and carrying techniques	[ ]	Yes	[ ]	No	[ ]	N/A

First aid facilities	[ <input type="checkbox"/> ]	Yes	[ <input type="checkbox"/> ]	No
Accident/hazard reporting	[ <input type="checkbox"/> ]	Yes	[ <input type="checkbox"/> ]	No
Are you fully aware of the requirements of the Placement?	[ <input type="checkbox"/> ]	Yes	[ <input type="checkbox"/> ]	No
Do you have a designated supervisor/line manager?	[ <input type="checkbox"/> ]	Yes	[ <input type="checkbox"/> ]	No
Line Manager Name				
Line Manager Email				
Line Manager Work tel				
Have you any other comments about the arrangements of your Placement?				