



# WORK PLACEMENT PROCEDURE

© 2014 City of Glasgow College

Charity Number: SC0 36198

## Table of Contents

<b>1. Purpose</b>	<b>3</b>
<b>2. Scope</b>	<b>3</b>
<b>3. Responsibility</b>	<b>3</b>
<b>4. Work Placement Procedure</b>	<b>4</b>
4.1 Health and Safety Checklist	4
4.2 Health and Safety Risk Assessment	4
4.3 Work Placement Procedure	5
4.4 Staff Training and Guidance	7
4.5 Records	7
<b>5. References</b>	<b>7</b>
<b>6. Document Control and Review</b>	<b>8</b>
<b>7. Revision Log</b>	<b>8</b>

## Work Placement

### 1. Purpose

- 1.1 City of Glasgow College (COGC) is committed to the continuing development of all learners, and recognises that experience of the world of work will help to develop their investigative skills, encourage greater independence, and prepare students for employment.
- 1.2 The purpose of this procedure is to ensure that staff, responsible for the selection of placement organisations, take reasonable steps to satisfy themselves that any significant health and safety risks are properly managed by the placement provider.

### 2. Scope

- 2.1 The procedure covers all work experience placements undertaken by City of Glasgow College students, with the exception of Skills Development Scotland (SDS) work placements. There are specific requirements for SDS work placements that differ from COGC procedures. Please contact the Health and Safety Team regarding any SDS work placement visits.

### 3. Responsibility

- 3.1 **The Placement Provider (employer)** has the same responsibility for the individual student's health, safety, and welfare, as for their own employees, and is primarily responsible for meeting statutory health and safety requirements. As such, the main responsibility for managing significant risks to health and safety of students rests with the placement provider.
- 3.2 **The College**, through the member of staff responsible for organising the placement (e.g. lecturer, senior lecturer etc), must assess the suitability of the work placement provider prior to the student commencing the work, and must be satisfied that the provider is managing any significant risks. This will include agreeing what duties the student will undertake, and reviewing the health and safety precautions and arrangements that are in place.
- 3.3 **Students on work placements** have the same health and safety rights and responsibilities as any other employee in the workplace. They have a duty to take reasonable care of their own health and safety and that of others who may

be affected by their actions. This includes listening carefully, following instructions, using safety equipment that has been provided, and taking part in relevant training.

## 4. Work Placement Procedure

It is important that College staff responsible for organising placements ask appropriate questions of providers, in proportion to the level of risk, to satisfy themselves that appropriate arrangements are in place to manage the risks to students. The employers should already be managing any significant risks.

Please note that the College values highly the continued involvement of employers, and so this dialogue should be handled sensitively by all staff involved.

### 4.1 Health and Safety Checklist

Responsible staff need to gather health and safety information from the Placement Provider in advance, and decide whether or not to recommend the suitability of the proposed placement. The health and safety checklist (Appendix 1) will help inform this decision. Information required includes:

- Name and address of placement provider
- Nature of business
- The tasks/activities the student will actually undertake
- Obtaining details and copy of Employers' Liability Insurance
- Significant health and safety risks and relevant precautions
- Tasks which are specifically not to be carried out by the student
- Arrangements for health and safety Induction (including procedures for Fire Evacuation, First Aid and Accident Reporting)
- Name of contact person at the placement

The form also provides guidance on the information required, and a space to record information provided. Once completed please sign and record your recommendation.

### 4.2 Health and Safety Risk Assessment

4.2.1 The placement provider has primary responsibility for the health and safety of the student, and should have written risk assessments and arrangements in place to manage the risks. Employers with less than 5 employees are not required to have a written risk assessment.

4.2.2 In most cases existing arrangements for employees should cover student placement. However the placement provider should be advised of students who may be at greater risk, i.e. those under 18 years of

age, new or expectant mothers, or students with health conditions or learning difficulties that may affect their health and safety. Please note that this information is potentially of a sensitive personal nature, and such data must not be recorded nor emailed, unless properly secured and destroyed as required by the Data Protection Act 1998. Students should be encouraged to share any relevant information via the College or directly to the Provider to ensure any “reasonable adjustments” are put in place.

- 4.2.3 Staff should, where necessary, ask placement providers for any assessments that are in place to cover hazards/risks to students and what precautions or control measures are in place. This information should be recorded on the health and safety checklist provided (Appendix 1).

#### 4.3 Work Placement Procedure

The procedure, to be followed by the responsible member of College staff when placing students in work experience situations, is as follows:

- 4.3.1 Identify potential work placement provider.
- 4.3.2 Contact the placement provider, discuss what the student will actually do and, using the health and safety checklist as a guide (Appendix 1), gather relevant information about precautions and measures in place to manage the risks, and record this information on the checklist.
- For a **low risk environment**, such as an office, shop, hairdresser, **with everyday risks** that will be familiar to the student, simply speaking to the employer to gather the information should be sufficient to inform a decision to recommend or not. This can be part of a wider conversation on placement arrangements.
  - For **environments with less familiar risks** (light assembly or packing facilities), staff should contact the employer and confirm they have arrangements for managing risks. This will include induction, supervision, site familiarisation, and any protective equipment that might be needed.
  - For a **higher risk environment** such as construction, agriculture, and catering, staff need to be clear what the student will do or observe, and what the arrangements for instruction, training and supervisory are.
  - **Visits** – a visit to gather health and safety information is not required for every placement, nor for all new placement providers. However pre- placement health and safety visits should be considered for higher risk environments.

- 4.3.3 Once the responsible member of staff has gathered the information, they need to decide whether to approve/not approve the placement. It may be that:
1. Action is be required before approving
  2. A visit is required
  3. Advice is sought from the Health and Safety Team.
- 4.3.4 When a member of College staff makes a visit to a placement provider he/she should walk round the relevant areas of the workplace to obtain an overall impression of safety standards, and complete the work placement checklist (Appendix 1). If there are any concerns about the health and safety standards and the potential risk of harm to the students, staff should discuss the concerns with the placement provider.
- If the College member of staff considers that the student on placement is in imminent risk of serious harm the placement must be terminated immediately.**
- Further advice and support can be obtained from the College Health & Safety and Team.
- 4.3.5 Once the work placement provider is approved, the responsible member of staff should brief the student regarding the health and safety issues relating to their placement. Ensure they are aware of what to do if the placement provider asks or expects them to do work they consider dangerous, or beyond their physical capability. Also advise student to inform the College and the Placement provider if they have an accident at the placement provider`s premises.
- 4.3.6 If any visit is organised during placement then the member of staff has the opportunity to check on health and safety provision.
- 4.3.7 When work experience is over, any debriefing with the student should include health and safety considerations.
- 4.3.8 College staff can rely on past experience. It is not necessary to undertake these checks every time for a new placement, where a placement provider is well known to the staff concerned, has a good track record, and the student`s needs are no different to those on past placements. In these circumstances decisions should be recorded to demonstrate due consideration.

#### 4.4 Staff Training and Guidance

College staff involved in arranging work placements or visiting placement providers, need to be aware of general health and safety requirements, and make an informed decision on basic health and safety issues.

The Health and Safety Team are available to provide advice and support through one-to-one briefing sessions or group sessions.

#### 4.5 Records

Record	Record Format	Record Holder	Retention Period
Work Placement Health and Safety Visit Checklist	Paper or electronic	Appropriate School/Department	Minimum full session

#### 5. References

Document Type	Document Name
Appendix 1	Work Placement Health and Safety Checklist

## 6. Document Control and Review

<b>Approval Status</b>		
<b>Approved by</b>		
<b>Date Approved</b>		
<b>EQAI Status</b>	EQIA Conducted?	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<b>Proposed Review Date</b>	December 2015	
<b>Lead Department</b>	Health and Safety	
<b>Lead Officer(s)</b>	Head of Health and Safety	
<b>Board Committee</b>	Staff, Students, and Equalities Committee	
<b>Copyright © 2011 City of Glasgow College</b>	Permission granted to reproduce for personal use only. Commercial copying, hiring lending, posting online is strictly prohibited	

## 7. Revision Log

Version Date	Section	Description
Version 0.1 November 2012	Health and Safety	Draft Work Placement Procedure
Version 0.2 September 2013	Health and Safety	Revised Draft Work Placement Procedure
Version 1.0 December 2013	Health and Safety/Planning	Final version (1.0) Work Placement Procedure



APPENDIX 1

<b><u>WORK PLACEMENT HEALTH AND SAFETY CHECKLIST</u></b>		
The purpose of this form is to note the health, safety and welfare arrangements of the placement provider to enable the College to approve a student placement.		
NAME OF EMPLOYER:		
ADDRESS:		
TELEPHONE:	FAX:	
NUMBER OF EMPLOYEES:		
PLEASE TICK AS APPROPRIATE	YES	NO
1. Do you have a written health & safety policy? (not required if less than 5 employees)	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence/Comments: (e.g. who has signed it, date last signed)</i>		
2. Insurance (a) Is current Employers Liability Insurance held?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Does your insurance cover work experience students as employees?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence/Comments: (e.g.name of insurer and expiry date and copy of current certificate required)</i>		
3. Training (a) Will you provide health and safety induction for student placement?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Will you provide additional safety training, if required?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Evidence/Comments (How, when, what will induction cover)</i>		
4. Risk Assessment (written risk assessments not required if less than 5 employees) (a) Do you have written risk assessments which identify hazards, level of risk, and suitable control measures required to prevent injury and ill-health?	<input type="checkbox"/>	<input type="checkbox"/>
(b) What are the significant risks to placement student? And what precautions/measures are in place to control risks? (Please answer below)		
<i>Evidence/Comments: (e.g. dates of assessments, significant risks/precautions)</i>		

<p>5. Accidents and incidents</p> <p>(a) Is there a formal procedure for reporting and recording accidents and incidents?</p> <p>(b) Is there a person responsible for reporting under RIDDOR?</p> <p>(c) Will you report to College all accidents/incidents involving placement student?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><i>Evidence/Comments: (how are accidents reported, who reports under RIDDOR)</i></p>		
<p>6. First Aid</p> <p>Do you have arrangements in place to provide first aid?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Evidence/Comments: (e.g. location of first aid boxes, number of first aiders, how to summon first aid)</i></p>		
<p>7. Is there any Personal Protective Equipment required for the student placement?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Evidence/Comments: (If YES, state what and who will provide/replace and provide training in its use)</i></p>		
<p>8. Will appropriate supervision be provided for the student placement?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Evidence/Comments: (how?)</i></p>		
<p>9. Fire</p> <p>(a) Are the premises covered by a written fire risk assessment?</p> <p>(b) Are fire procedures/fire action notices, displayed stating how to raise alarm, action to take in event of an alarm and location of the assembly point?</p> <p>(c) Are escape routes well signed and fire exits kept clear?</p> <p>(d) Is there suitable fire fighting equipment?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><i>Evidence/Comments: (e.g. date of fire risk assessment, how alarm is raised, date of last fire drill, estimated number of fire extinguishers and date last serviced)</i></p>		

<p>10. Work Environment</p> <p>(a) Are lighting, temperature and ventilation suitable?                  (b) Are suitable toilets and hand washing facilities available?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
---	--	--

*Evidence/Comments: (provide details)*

<p>11. Equipment and Machinery used by student</p> <p>(a) Will you provide training, information and instruction in its use?                  (b) Have risk assessments been carried out on equipment/machinery to be used?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
---	--	--

*Evidence/Comments:(dates of assessment, training/supervision arrangements)*

**PLACEMENT PROVIDER CONTACT PERSONNEL**

Who is nominated contact for compliance with the requirements of health and safety legislation?  
 Name and Position:

Details of person who provided above information?  
 Name, Position and telephone number:

**PERSON COMPLETING THE FORM AND RECOMMENDATION BELOW**

Signed:

Print name:

Position:

Date:

	YES	NO
RECOMMENDED		

<p>Comments /Further Action</p>	
-------------------------------------	--