



**St Mary's  
University  
Twickenham  
London**

## **Policy Student Placements**

### **HSPG 9**

**(Version 4) - March 2017**



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## **Policy on Work Experience Placements for Students**

### **1. Statement of Policy**

Many St Mary's programmes include a period when students gain work experience in organisations. The students on such work experience placements are regarded in law, as the employees of the outside organisation. The legal responsibility for ensuring the Health and Safety of the students whilst they are on work experience is, therefore, with the employer who runs the outside organization. The University does, however, have a responsibility in law as well as a moral responsibility to ensure that intended work placements are achieving acceptable standards of Health and Safety and that these standards will extend to St Mary's Students,

Students from St. Mary's are placed in a wide range of organizations for example:

Heritage - Museums, Heritage sites, National Trust and English Heritage sites.  
Education - Nursery, Primary, Comprehensive, Grammar, 6<sup>th</sup> Form Universities and Independent schools , Sports Rehabilitation - Hendon & Imber Court (Police), RAF Headley Court and Strawberry Hill Practice.

Staff involved in organizing work placements should follow this policy. Compliance with this policy will not guarantee that students will be safe on work placements; however, compliance should go some way towards discharging the University's legal and moral responsibilities.

It should be noted that it is not sufficient to check that students on work experience are adequately insured. Insurance may help to compensate for injury or ill-health, however, insurance alone is insufficient to prevent accidents and ill-health from occurring.

### **2. Organization**

#### **21 The Health & Safety Officer**

- will ensure that the overall effectiveness of this policy is monitored.

#### **22 School/Service Managers**

- will ensure that workplace organisers working in areas under the manager's

control and who are responsible for arranging work placements are aware of the need to make provision for the health and safety of students on placements and in particular the need to follow this policy.

## **23 Work Placement Organisers**

Work placement organisers are any staff who arranges work experience placements for students to attend as part of their programme. Work placement organisers will:

- familiarise themselves with the HSE Guidance - <https://www.hse.gov.uk/young-workers/schools-colleges.htm>
- ensure that adequate enquiries are made concerning health and safety at the proposed workplace. A form to be completed by the employer (Appendix 1) should be sent to them prior to the placement and the organiser should ensure that the form has been completed satisfactorily before allowing the student to attend the placement;
- visit a proportion of workplaces to carry out health and safety checks. Appendix 2 contains a checklist suitable for use by teaching staff carrying out such checks;
- make enquiries by telephone concerning health and safety at those workplaces where visits and checks have not been carried out. Topics covered should be those dealt with in appendix 2, i.e. the workplace and any special considerations, the work and special risks and control measures, and supervision and training;
- ensure that consideration is given to the suitability of the work placement for each student so that the work is not beyond the ability of that student;
- ensure that students are adequately briefed in line with the guidance contained in the Health and Safety Executive advice.
- issue the Student Remote Working Guide to students prior to the work placement and ensure that they read these documents;
- ensure that students are adequately debriefed
- make clear to employers that the University work placement

organiser needs to be notified without delay of any accident or work-related ill health involving a St Mary's student. The work placement organiser will then notify the Health & Safety Officer on the University accident report form.

## **24 Employers**

The employer is responsible in law for the health and safety of students on work experience as if they were employees. The employer should

- take all reasonable care to ensure the health and safety of St Mary's students whilst on work experience placements;
- notify the University work placement organiser without delay of any accident of work-related ill-health involving a St Mary's Student.

## **25 Students**

Students on work experience placements must

- take reasonable care for their own health and safety and that of others who may be affected by the student's work activities;
- familiarise themselves with the health and safety policy, procedures and rules in force at the placement workplace;
- obey health and safety rules that are in force at the workplace and follow any instructions given to them by their workplace supervisor;
- notify the University without delay of any accident or work related ill - health in which they are involved;
- inform the work placement organiser of any serious concerns regarding health and safety in the workplace.

## **3. Arrangements**

### **3.1 School/Service Managers will ensure that:**

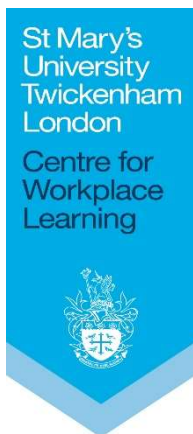
- staff involved with selecting work placements will make adequate enquiries concerning health and safety at the proposed workplace. A form to be completed by the employer (Appendix 1) should be sent to them prior to the placement and the organiser should ensure that the form has been completed satisfactorily before allowing the student to attend the placement;
- it may not be practical for teaching staff who organize work placements to

visit every potential workplace, but staff should visit a proportion of workplaces. A check list of what to look for when visiting workplaces is given as Appendix 2.

- where workplaces are not visited staff organizing work placements should telephone the employer and ask about health and safety arrangements. Topics covered should be those dealt with in appendix 2, i.e. the workplace and any special considerations, the work and special risks and control measures, and supervision and training. Teaching staff will have to use their judgement in assessing the responses to questions, but it is often possible to get a good impression of someone's attitude to health and safety by asking simple questions. If a potential employer is not prepared even to talk about health and safety it is unlikely that the placement will be suitable;
- students should be adequately briefed prior to the work placement.
- all accidents and work-related ill health involving St Mary's students on work placements should be reported promptly to the University Health & Safety Officer and Head of School. Accident report forms are available on the St Marys intranet;
- staff organising work placements should ensure that they debrief students when they return to the University. This can give valuable information for future reference on the standard of health and safety actually achieved in the workplace.

Additional documents available from Student Placement Team:

- Work Place Agreement document
- Placement Provider Guide to Supporting Students Remotely document
- Student Remote Working Guide



## Appendix 1

# Placement Provider Checklist

**To the placement provider:** St Mary's University is obliged to carry out certain checks to ensure the safety of students and the quality of work placements. Your co-operation is appreciated in allowing us to do this, thank you.

We ask that you complete this form in full and return it by email to [cwl@stmarys.ac.uk](mailto:cwl@stmarys.ac.uk) before the student starts their work placement with you.

Name of Placement Provider (organisation):	
Form completed by:	
Position in organisation:	
Date completed:	

1	How many employees do you have?	
2	Do you have an up-to-date Health & Safety Policy?	YES / NO
3	Will you provide all necessary Health & Safety training for the student?	YES / NO
4	Who is your nominated contact for compliance with Health & Safety legislation? Name: Position:	
5	Do you hold Employers' Liability Insurance or a valid equivalent?  Does your Employers' Liability Insurance cover students on work placement? Please attach a copy of the insurance certificate to this form.  What is the expiry date for your Employers' Liability Insurance?  Do you hold Public Liability Insurance or a valid equivalent? Please attach a copy of the insurance certificate to this form.	YES / NO  YES / NO  .....  YES / NO
6	Will you carry out a Risk Assessment in relation to work undertaken by the student?	YES / NO
7	<b>Accidents and Incidents</b>  Is there a formal procedure in place for reporting and recording accidents and incidents?  Will you report to St Mary's all recorded accidents involving work placement students?	YES / NO  YES / NO
8	Do you have an Equality and Diversity Policy?	YES / NO

If you have answered 'NO' to any of the questions above, please provide further information below.

## Declaration

The above statements are true to the best of my knowledge and belief.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***Thank you for completing this checklist.***

*Please return by email to: [cwl@stmarys.ac.uk](mailto:cwl@stmarys.ac.uk)*

FOR CWL OFFICE USE ONLY:

1) Student Name: ..... Module / Year: .....

2) Student Name: ..... Module / Year: .....

3) Student Name: ..... Module / Year: .....

Visit Priority

High

Medium

Low

Follow up action required:

.....  
.....

Reviewed by: ..... Date: .....

## Appendix 2

### **Checklist for use by Teaching Staff visiting work experience work places**

Checklist for use by **St Mary's University** tutorial staff visiting  
work experience workplaces

Employer's Name

Address of workplace

Nature of business

Inspected by

Date of inspection

#### **The workplace**

##### Housekeeping

- |   |        |
|---|--------|
| • is the workplace clean?                             | YES/NO |
| • is it tidy with adequate space to walk through?     | YES/NO |
| • are materials, equipment and tools properly stored? | YES/NO |
| • are stairways and doorways clear and unobstructed?  | YES/NO |

##### Lighting

- |  |        |
|--|--------|
| • is the workplace generally well lit? | YES/NO |
| • are work stations adequately lit?    | YES/NO |

##### Facilities

- |  |        |
|--|--------|
| • are there adequate toilets and washing facilities?   | YES/NO |
| • are they clean, well lit and properly ventilated?  | YES/NO |
| • are soap and drying facilities provided?   | YES/NO |
| • is there anywhere to eat meals and take breaks?  | YES/NO |
| • if special clothing is to be worn, are there adequate facilities for changing, including storage of personal clothing? | YES/NO |

##### Fire precautions

- |   |        |
|---|--------|
| • are there adequate numbers of suitable Fire Action notices?       | YES/NO |
| • are the escape routes and fire exits clearly and properly marked? | YES/NO |
| • are fire exits easily operable (NOT locked)?                      | YES/NO |
| • are there adequate numbers of fire extinguishers?                 | YES/NO |
| • do the extinguishers seem in good condition (inspection stickers) | YES/NO |



### Electrical system

- |   |        |
|---|--------|
| • do plugs sockets and wiring seem in good condition?         | YES/NO |
| • are there any overloaded sockets?                           | YES/NO |
| • does any of the equipment carry safety inspection stickers? | YES/NO |

### Information

- |  |        |
|--|--------|
| • is the poster "Health & Safety Law What you should know?" clearly displayed; | YES/NO |
| • are there any other health and safety posters displayed?                     | YES/NO |
| • is there a health and safety policy available for inspection?                | YES/NO |
| • is there documentation available on risk assessments?                        | YES/NO |

### **The work**

- |   |        |
|---|--------|
| • is the work suitable for all students including those with disabilities, health problems, asthma, epilepsy, etc.? | YES/NO |
| • has the employer checked that the student's tasks are not prohibited by law (e.g. certain dangerous machines)?    | YES/NO |
| • do the measures taken to control risks seem adequate?   | YES/NO |
| • are there any obvious risks which give cause for concern?   | YES/NO |
| • is personal protective equipment (PPE) required for this work?  | YES/NO |
| • is the employer prepared to supply the PPE?   | YES/NO |

### **Supervision and training**

- |  |        |
|--|--------|
| • is it clear who will supervise the student during the placement? | YES/NO |
| • if the nominated supervisor is absent who will stand in?         | YES/NO |
| • has the employer nominated someone to give induction training    | YES/NO |
| • is there a trained first-aider and first-aid boxes?              | YES/NO |
| • is there a proper system for reporting and recording accidents?  | YES/NO |

On the basis of this inspection the workplace is :- (delete as appropriate)

**Suitable for a work experience placement**

**Not suitable and should not be used**

(signed)

(print name)

(date)

Document title	Work Experience Placement
Version	4
Person responsible	Estates/ Facilities/ HSO
Author	Terry Docherty/Graham Smith
Document date	November 2006
Last amended	March 2017 / August 2025
Effective from	January 2012
Review date	March 2027
Impact Assessment date	TBC
History (where discussed / who circulated to / committees considered	HSC/