



Risk Management of Student Placements

Proposed roles and actions

PRSG5.13v2		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
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The responsibilities of each member of staff member, the student community or visiting personnel are set out in the University of Leeds Health and Safety Policy. This, along with the other documents referred to here, and contact details for the Health and Safety Managers, can be found at www.leeds.ac.uk/safety.

In addition to these responsibilities, role-holders are required to carry out specific actions for each topic and these are listed below. Please note that whilst the itemised tasks can be delegated where appropriate, the responsibility for achieving them cannot be delegated and remains assigned to the relevant role-holder level.

Deans and Director of Services

- Ensure an effective system for management of placements is in place to identify and control risks.
- Enable the Faculty or Service Health and Safety Committee to monitor the management of placements and its compliance with the University's expected Standards.

Heads of School / Service

- Maintain an overview of the effectiveness of systems for the management of placements, including an approval process that ensures the clarity of roles and responsibilities of all parties.
- Identify an appropriate staff member who will act as the Placement Coordinator to be a central point of contact for the student and the Placement Provider prior to, during and after the placement.
- Identify an appropriate member of academic staff to act as the Academic Tutor for the placement activity.
- Either approve all, or delegate the authority for the approval of placements on your behalf to a member of staff. This includes signing the Tripartite Agreement or equivalent on behalf of the University.
- Ensure that placements only happen once a Tripartite Agreement has been completed and returned to the Placement Coordinator.
- Ensure that students are briefed before a placement begins.
- Decide when to escalate the decision on whether a placement should go ahead to the University Secretary's Office.
- Determine the need for a pre-placement visit or visit during the placement.

Academic Tutor / Line Manager

A Head of School / Service nominated member of staff (usually an academic at line manager level); who approves the suitability of the placement both on academic and health and safety grounds. They may also determine the involvement of others in the approval process, e.g. Head of School, Health and Safety Manager.

The Academic Tutor may in some circumstances carry out a pre-placement visit or visit the student during the placement- the visit may be delegated to another member of staff where appropriate.

- Undergo any training required to fulfil the role
- If nominated by the Head of School / Service to do so, give approval for the appropriateness of a placement on both academic and health and safety grounds following the completion of the Placement Risk Management Action Plan.
- Sign the Tripartite Agreement on behalf of the University.
- Determine the need for (and carry out if required) a pre-placement visit or a visit during the placement in conjunction with Head of School and Health and Safety Manager.
- Ensure the Student has been briefed and given all the appropriate information; including relevant health and safety information; with respect to the placement, prior to the placement beginning.
- Review the Placement Provider in light of any significant changes.

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- Ensure that a pre-placement visit or visit during the placement occurs when required.
- Action any contingency plans if necessary, including reacting to feedback, and any significant concerns.
- Ensure feedback is collated following the placement.

Placement Coordinator

A member of University staff nominated by the Head of School; who is responsible for coordinating the placement process; but not for the final approval of a placement.

- Undergo any training required to fulfil the role.
- Ensure all parties have received, completed and returned the same Tripartite Agreement. Then pass a copy of the completed agreement to each party. N.B electronic signatures are acceptable.
- Complete the Placement Risk Management Action Plan.
- Collate and keep in a safe place contact details for all participants, next of kin, medical questionnaires (where appropriate) and any other relevant information e.g. the Placement Risk Management Action Plan.
- Remain as a central identified point of communication and coordination in case of emergency during the placement.
- Inform the Placement Provider and Academic Tutor of any positive or negative feedback.
- Feed into the review process carried out with the Academic Tutor where appropriate.
- Collate any records to be maintained within the School / Service.
- Support the pre-placement briefing process.
- Ensure any significant accidents or incidents are reported through Sentinel (the University online accident reporting system).
- Pass on information of breaches of procedure by the student to the Academic Tutor.
- Ensure any concerns raised by the student or Placement Provider are dealt with appropriately.
- Update and review the Placement Risk Management Action Plan in light of any significant changes.

Health and Safety Manager

- Support staff to translate this guidance to support practical implementation at local level.
- Support the Academic Tutor when there are significant health and safety concerns.
- Support the Placement Coordinator with the completion of the Placement Risk Management Action Plan when required.
- Support the pre-placement briefing process when required.
- Support the Head of School and Dean in determining necessity to escalate the approval of a placement to the University Secretary's Office.

N.B: The following roles are set out in detail in the Tripartite Agreement, but in essence the required actions are:

Students (Placement Participants)

An undergraduate or postgraduate student registered with the University.

- Where organising your own placement to ensure the University has access to information in a timely manner.
- Complete and return the Tripartite Agreement to the Placement Coordinator.

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- Follow the responsibilities identified in the Tripartite Agreement.
- Follow the University Student code of conduct.
- Be aware of the hazards and risks associated with the work activity to be undertaken.
- Attend the pre-placement briefing.
- Attend any required training including health and safety training that is identified by the Placement Provider.
- Follow the Placement Provider's Health and Safety Policies and procedures.
- Be aware of the Placement Provider's emergency procedures and follow them should an emergency arise.
- Report any incident or accident that affects you to the Placement Provider and to the Placement Coordinator.
- Raise any concerns you have about the placement with the Placement Provider and the Placement Coordinator.
- Notify the Academic Tutor and Placement Provider of any disabilities or ill-health conditions.
- Inform the Academic Tutor or Placement Coordinator of any significant changes that occur while on placement.

Placement Provider

The organisation or employer who is offering the placement opportunity. The supervision of the student is transferred to the Placement Provider for the duration of the placement.

- Sign, complete and return the Tripartite Agreement to the Placement Coordinator before the placement begins.
- Follow the principles outlined in the Tripartite Agreement.
- Ensure the student is considered in relevant risk assessments and share the risk assessment and information on the identified control measures with the student.
- Ensure the student has an appropriate induction to the activities of the company and their role.
- Ensure the student is supervised appropriately and that they have adequate information and training to fulfil their role.
- Identify a named day to day supervisor for the student, and ensure this is communicated to the student.
- Ensure the Placement Coordinator is given all relevant information and notified of any significant changes to the placement activities as soon as possible.
- If an accident or incident occurs or the student breaches any procedures, ensure that the Placement Coordinator is notified as soon as possible.
- Where identified as necessary agree to a pre-placement visit or visit during the placement.
- Inform the Academic Tutor or Placement Coordinator of any significant changes that occur while on placement.
- Inform the Academic Tutor or Placement Coordinator if a student fails to attend as agreed.

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