

STUDENT PLACEMENT PROCESS – H&S NOVEMBER 2018

The following outlines the steps which should be followed when arranging a student placement (UK and overseas).

For overseas placements, the University's Overseas Travel Policy also applies. In addition, a specific risk assessment may be required for both the placement activity and the overseas travel/stay.

A number of example overseas placement risk assessments, including a wealth of overseas travel information and fieldwork guidance (which may need to be considered for some activities) is available on the [Health and Safety Website](#).

STEP 1:	University Placement Procedures	By Whom
	<ul style="list-style-type: none"> Familiarize yourself with the University's Student Placement Procedure: University Procedure for Placement Learning The Procedure explains the academic requirements and sets the minimum health and safety controls for any placement 	School / Student
STEP 2:	Finding the Placement / Making Contact	By Whom
	<ul style="list-style-type: none"> Research the Host organization (Placement Provider) – seek the previous experience of other students if possible Confirm the Host can: <ul style="list-style-type: none"> Deliver the academic experience required Provide a safe place to learn and work Contact the Host and agree in principle that they can facilitate the Placement Identify a contact person at the Host organization who will: <ul style="list-style-type: none"> Coordinate the Placement during the planning stages Provide / arrange support during the Placement At this point, confirm the Host can support any protected characteristics and/or specific welfare requirements 	Placement Coordinator or Student Student Student Placement Coordinator or Student

STEP 3: Placement Authorisation	By Whom
<ul style="list-style-type: none"> • Consider the Placement, making sure that the Host can meet the requirements defined by: <ul style="list-style-type: none"> ○ The University Procedure for Placement Learning ○ Criteria defined by Professional Bodies or Sponsors ○ USHA Guidance on Health and Safety of Placements for HE Students 	Placement Coordinator -or other(s) authorized by School/College
<ul style="list-style-type: none"> • Formally issue the Placement Form to the Host, who must complete and sign Section B. NOTE: An additional H&S Placement Checklist is available, if required 	Placement Coordinator/ Student
<ul style="list-style-type: none"> • On receipt from the Host of the completed Section B of the Placement Form consider the health and safety risks and agree pre-placement information and training required 	Placement Coordinator/ Student
<ul style="list-style-type: none"> • Following this, confirm suitability of the Placement and sign and date the Form 	Placement Coordinator/ Student
<ul style="list-style-type: none"> • NOTE: For all overseas Placements, a suitable Risk Assessment must be in place for both the work/study placement activities and overseas travel/stay 	