

## Academic and Work Placements for Students Policy

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## 1. Introduction

Academic and work placements are an integral part of many students' studies at London Met University. This policy therefore sets out the necessary management arrangements for ensuring that placements are completed safely. Refer to [Travel and Off-site Work Safety Policy](#) if your placement involves off-site work or travel within the UK or abroad. You may need to follow both processes in this case.

## 2. Scope

This policy is applicable to all placements performed by a registered London Met University student for which credits towards a London Met university course programme may be attained. It applies to both compulsory & optional accredited placements, whether paid or unpaid.

For the purpose of this policy, Apprenticeships undertaken by London Met members of staff and students, and Overseas study exchanges are also considered to be academic or work placements.

## 3. Legal Requirements for accredited work placements

The Management of Health and Safety at Work Regulations 1999, (MHSWR) requires the employer to make a suitable and sufficient assessment of health and safety risks to employees and other persons affected by work activities.

The legislation applicable includes the following:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

National minimum wage legislation states that employers are not required to pay students where the placement is an integral part of a course of study, although this should not exceed the hours for work placement stated on the module specification. Additionally, if the placement is classed as 'volunteering', which must be within a not-for-profit organisation, there is no legal requirement for the organisation to pay a student, whether or not it is part of an accredited module.

Full information is available here <https://www.gov.uk/employment-rights-for-interns>

The quality of some placement may be statutory regulated and monitored by external bodies to meet required standard, for example:

BSc Dietetics  
BSc Dietetics and Nutrition  
MSc Dietetics and Nutrition  
MSc Physiotherapy (Pre-registration)  
Professional Doctorate in Counselling Psychology  
BSc Social Work  
MSc Social Work  
BSc (Hons) Nursing (Adult)  
All pathways of PGCE courses

All Primary Apprenticeship courses

## 4. Definitions

### 4.1 Academic Placement:

An agreed or negotiated period of accredited learning in the form of study at another Higher Education Institution and undertaken for the whole or part of an academic year. Available as part of an exchange agreement or as an individual study placement. This includes research placements.

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### 4.2 Work Placement:

An agreed or negotiated period of accredited learning undertaken in an industrial, business or other work environment for the whole or part of an academic year. Part of the summer vacation may be included. If the placement include travel within the UK or abroad, please consult [Travel](#) and [Off-site Work Safety Policy](#) for insurance details and specifics of risk assessments. If in doubt – contact [Health and Safety team](#).

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### 4.3 Exclusions

The Student Placement Policy does not cover:

- Any extra-curricular, non-credit-rated work (e.g. part-time jobs students may undertake which are not associated with their accredited learning)
- Any extra-curricular period of learning which is not approved as an individual study placement by the School
- Period of study at another London Met University campus

## 5. Responsibilities

The University has, through the Statement of Intent, made a commitment to ensure, as far as is reasonably practicable, that neither employees, visitors nor learners are exposed to risks to their health and safety arising out of University activities.

### 5.1 Deans of Schools and Directors of Professional Services Departments

It is the responsibility of [Deans/Directors](#) to ensure that this policy is brought to the attention of all staff to whom it may relate.

[Dean/Directors](#) will ensure that arrangements are in place so that all significant health, safety and occupational health risks have been identified and appropriate control measures implemented.

### 5.2 Managers / Course/ Module Leaders

It is the responsibility of Managers / Course / Module Leaders to ensure that:

- Significant risks and hazards are addressed by conducting written **risk assessments** for work activities and provide appropriate levels of training (see section 6 below). This can be done based on the risk assessment for the proposed activities provided by the Placement holder.
- Appropriate control measures are implemented.
- All employees are trained to meet and understand the information recorded in the risk assessment.
- Written safe working procedures are developed based on the risk assessment findings.
- All staff and anyone else that may be affected by their operations are made aware of significant risks.
- Any additional insurance required for international destination has been acquired (see section 7~~8~~).
- If during risk assessment it was identified that there is a risk of a student's health being significantly impacted by the placement, the student is unable to complete the placement due to their health or their condition poses a significant risk to others (e.g. not being aware of a fire evacuation if being responsible for children in a school) then a referral to the [Fitness to Study](#) and/or Fitness to Practice policies should be made via the Head of Student Services.

### 5.3 Work\_based Learning Team

Work\_based Learning Team is a combination of Work\_based Learning Practitioners, Employer Engagement Administrators and Placement Module Leaders, all responsible for the arrangements regarding the placement. The Work\_based Learning Team will perform appropriate checks prior to the placement commencing and will monitor and evaluate the placement while it is being performed (see section 8). The placement will be reviewed on completion.

Additionally, Work\_based Learning Team will ensure that:

- Objectives of the placement are met.
- The placement is completed within the appropriate times.
- Appropriate providers was selected for the placement.
- Reasonable adjustments required to meet any additional needs of a student were put in place before the start of the placement.

**There are TWO key documents that the University requires evidence from the placement employer which the University Workbased Learning Team/Tutors must obtain:**

**1. Employer Liability Insurance (ELI) (mandatory).** Obtain sufficient evidence of ELI - this is a legal requirement (see [www.hse.gov.uk/pubns/hse40.pdf](http://www.hse.gov.uk/pubns/hse40.pdf) or equivalent for students placed overseas, be aware of possible confusion with medical insurance policies). Ideally an electronic copy OR minimum details of ELI to meet University requirements:

- 1) Insurance company name
- 2) Certificate number
- 3) Amount insured
- 4) Expiry date (beyond placement end date or request updated copy on expiry).

## **2. Health and Safety Policy/Hazards&Risks Information (mandatory)**

An electronic copy of the Organisation's Health and Safety Policy and Hazards and Risk information are required. The information provided should help student to complete the risk assessment questions in the MyCareer Self-Sourced Placement form, Risk assessment in Appendix A or any other initial risk assessment for the placement.

**NB:** Where a student is already working for an employer and that work is then agreed to be suitable experience to use for a work-related learning/placement module, the legal liability of the London Met is the same as for any placement and the appropriate checks should be carried out as for other placements.

Workbased Learning team is responsible for drafting and maintaining of the Placement Agreement document drawn up for longer and higher risk placements.

### **5.4 Study Abroad Team**

- Provides advise to students on International placements.
- Performs checks on the host organisation.
- Monitors and evaluate international placement (section 8).
- Ensures that any reasonable adjustments required to meet any additional needs of a student were put in place before the start of the placement.

### **5.5 Students**

The study abroad team advise students on their exchange options (alongside the academic staff), nominate students to our partner universities, help students with their applications to the host universities, advise on practical arrangements eg visa requirements and budgeting, keep in touch with the students whilst they are away, help with insurance claims, ensure transcripts are returned and the credit applied to the students' London Met records.

For UK placements: Students must complete the Self-Sourced Placement form via [MyCareer](#), to provide information about the placement provider, nature and duration of the placement and associated risks.

For Apprenticeships: Apprentices are learners currently employed an have a support of their employer in undertaking additional learning in your occupational area. More information about Apprenticeships are available on [London Met webpages](#). Apprentices are responsible in assisting the University to obtain details of Health and Safety procedures followed by their employer's organisation including details of their Employer Liability Insurance.

For Overseas Study Exchanges: Complete the internal exchange application form and send it to the study abroad office. More information is on [Student webpages](#), see Appendix A for the health and safety risk assessment. Get insurance and stay in touch with Study Abroad Team.

### **5.6 Placement Provider**

Learners on placement are employees of the placement provider under the terms of either a contract of employment or the Training for Employment Regulations 1990

and, as such, are owed a duty of care. The Placement Employer is responsible in the UK for **Employer Liability Insurance** (see section 78). The employer (placement provider) must ensure so far as is reasonably practicable the health, safety and welfare at work of the learner. This includes assessing the risks to which the learner on placement is exposed at work and providing training, instruction and supervision, e.g. **providing the students with relevant risk assessments**. These are particularly important aspects given the youth and inexperience of some of the learners on placement. The primary responsibility for meeting statutory Health & Safety requirements within a placement remains with the employer (placement provider).

## 5.7 Health & Safety Team

The Health & Safety team shall:

- Periodically undertake audits to independently monitor the levels of compliance with University requirements.
- Provide reports to the relevant groups, e.g., performance boards, senior management team groups with relevant management information, including audit performance.

## 6. Risk assessment

Guidance on completing the risk assessment is available from the Health and Safety Team and policy webpages: <https://staff.londonmet.ac.uk/employment-support/health-and-wellbeing/health-and-safety/policy-guidance/>

A risk assessment should be completed for each placement. This will involve gathering information prior to the placement starting. Particular consideration should be given to ensuring that the individual needs of each student have been assessed in relation to the work activities, the working environment and any protected characteristics under the Equality Act 2010. Factors to consider include:

1. **Work:** nature of the work-based hazards to which the student may be exposed. Control measures may include the professional knowledge and expertise of the student.
2. **Travel and transportation:** 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.
3. **Location and region:** consider if the destination is a region with increased or atypical risks. For placements abroad, country or region competent advice should be sought, for example from the [Foreign, Commonwealth and Development Office \(FCDO\)](#). Authorisation for placement in very high-risk locations (i.e., where there are travel advisories in place) should be conducted in accordance with the [Fieldwork and Travel Policy](#). Some locations might not

be suitable for particular groups of students because of cultural, political or legal restrictions.

4. **Health and environment:** consider environmental conditions in the place of work or the general location, their accommodation or their food and drink.
5. **Individual student factors:** factors to consider include their physical and mental health; their knowledge, skills and experience; and their personality could have an impact on health and safety in particular environments. Students with personal factors (e.g. physical and mental health, disability, sexuality, ethnicity, linguistic or cultural) which may require specific adjustments or support, should have equivalent opportunities in choice of placements. See Appendix B for further information on supporting students with protected characteristics or health conditions.
6. **Insurance limitations:** consider the extent and limitations of the insurance arrangements of the placement provider and the student, the contractual arrangements in place and the legal requirements in the country or countries where the placement will take place.
7. **Emergency arrangements:** Request risk assessment from the placement provider and review if the suggested emergency arrangements are adequate to the levels of risks.

Risk assessment should identify if risks are tolerable and a placement can be approved and if a site safety visit is required before approval.

## 7. Insurance

Details of the placement, including risk assessments must be shared with the University Insurers to ensure that appropriate insurance cover is in place prior to any placement taking place.

For students working abroad as part of their placement, checks must be made by the placement supervisor that any additional insurances required, e.g., health insurance, are in place.

### Note:

- The Placement Employer is responsible in the UK for Employer Liability Insurance
- Placements outside UK: employer's insurance should cover liability for injuries or sickness suffered and attributable to their duties
- Be aware of possible confusion with organisations' Public Liability Insurance and "medical insurance policies" (latter particularly for placements outside UK)
- The University's Public Liability Insurance should provide cover in respect of legal liability to its students (and to the employer)
- The University's Public Liability insurance will not cover anything that is legal liability or responsibility of someone else and, for placements in the UK, the employer to have equivalent cover for their liabilities to the student (employee).

- The London Met University Fieldwork policy only covers placement tutor visits to work placement providers.

If unsure email Insurance Enquiries.

## **8. Monitoring, Evaluation & Review**

Arrangements must be in place to monitor progress during the placement, including regular feedback from the placement provider and the student, which must include health and safety issues and provide an opportunity to update the risk assessment to consider any issues identified.

On completion, feedback should be obtained from both the student and the placement provider. The placement should be evaluated, and consideration given to health and safety issues that have arisen. This will inform risk assessments for future placements.

## **9. Health and Safety Issues during Work Placement**

When a student is on placement, responsibility for looking after their health and safety rests with the placement provider and student. However, London Metropolitan University has a responsibility to support the student should problems occur. Therefore, there should be pre-determined contact plans and defined trigger points/ process for escalation if the pre-agreed regular contact is not made.

Students should raise any concerns in the first place with their workplace supervisor and then either through the placement provider's management line or with their nominated health and safety contact. If issues are not resolved, then the student should be able to raise the matter with their University supervisor.

## **10. Information, Instruction, Training & Supervision**

Students must be provided with the relevant health and safety information prior to, or on commencement of the placement.

All staff are expected to complete their health and safety training in line with the health and safety training matrix. Placement Supervisors should have completed risk assessment training.

Placement providers should ensure that the student receives the relevant information, instruction and any relevant local training and that there is adequate supervision while the placement is proceeding.

## **11. Records**

Records of all placements and the associated documentation, including risk assessments and work placement assurance documents should be retained by the responsible School/Department in line with the University's' document retention policy (a minimum of 5 years, 40 years if any hazardous substances were used



“Managing for Health and Safety” HSG 65  
 The Management of Health and Safety at Work Regulations 1999

**USHA Guidance on Health and Safety of Placement for Higher Education Students** <https://usha.org.uk/guidance-documents>

**ASET Health & Safety for Student Placements (2016)**  
<http://www.asetonline.org/wp-content/uploads/2016/09/ASET-Health-Safety-for-Student-Placements-2016.pdf>

**Employers’ Liability (Compulsory Insurance Act) 1969**  
[www.hse.gov.uk/pubns/hse40.pdf](http://www.hse.gov.uk/pubns/hse40.pdf)

**UCEA health and safety guidance for the placement of HE students (2018)**  
[https://www.usha.org.uk/images/stories/files/guidance-documents/MASTER\\_Health-and-Safety-of-Placements-Guide.pdf](https://www.usha.org.uk/images/stories/files/guidance-documents/MASTER_Health-and-Safety-of-Placements-Guide.pdf)

**Appendix A. Health and safety risk assessment – overseas study exchanges**

This document should be completed by any student planning to participate in an overseas study placement. It is designed to help you plan your placement and consider the possible risks and additional costs involved. Once you have completed the form, please return it to the Study Abroad Office staff who will review the document and discuss any issues with you if necessary. UK government guidance about travel to individual countries can be found on the Foreign, Commonwealth and Development Office (FCDO) website here:

<https://www.gov.uk/foreign-travel-advice>

For additional advice contact the University’s Health and Safety team: please email [HandS@londonmet.ac.uk](mailto:HandS@londonmet.ac.uk).

<b>General information</b>	
Student name	
Student ID number	
Degree programme	
London Met school	
Name of host university	
Country	
Dates of exchange	
Contact details at host organisation	
Name	

<p>Address</p> <p>Telephone number</p> <p>Email address</p>	
<b>Emergency contacts</b>	
<p>Insurance company</p> <p>Name</p> <p>Address</p> <p>Telephone number</p> <p>Email address</p> <p>Policy number</p>	
<p>Embassy/High Commission in-country</p> <p>Name of organisation</p> <p>Address</p> <p>Telephone number</p> <p>Email address</p>	
<p>Family emergency contact</p> <p>Name</p> <p>Relationship</p> <p>Address</p> <p>Telephone number</p> <p>Email address</p>	

<b>Personal safety</b>	
Is the host country a generally safe environment? Are there any particular security concerns relating to crime, terrorism, antipathy to foreigners? What is the FCDO's advice about travel to this country?	
Do you have any individual characteristics that may put you at particular risk in this country eg gender, sexuality, ethnicity?	
<b>Health issues</b>	
Do you have any pre-existing health conditions (physical or mental)? How will you deal with these overseas eg carrying prescription drugs, having continued access to mental health support? Do you need additional study support eg accommodations for dyslexia? Do you have any mobility issues? Consider how or whether you can access the appropriate support during your exchange.	
Does your destination require any vaccinations/immunisations? Are there particular local health risks eg malaria?	
Do you have suitable health insurance for your destination? Consider coverage for re-patriation, COVID-19 etc.	
<b>Money and cost of living</b>	
Have you drawn up a budget for your period abroad? How will you access money? Have you arranged suitable	

travel and personal possessions insurance?	
<b>Travel arrangements</b>	
Exchange location eg centre of city, greenfield campus etc	
Arrangements for return journey to and from host university including costs	
Arrangements for daily travel during exchange including costs	
<b>Housing arrangements</b>	
Where do you intend to live during your exchange eg host university accommodation, private apartment, homestay etc. What costs are involved? What expenditure are you committed to if you need to return home earlier than planned?	
<b>Academic programme</b>	
How will teaching be delivered at your host institution? Will you participate in laboratory, experimental or field work learning in addition to classroom delivery?  *if yes, request risk assessment for the associated risks to be share with you by the host organisation. If there are no risk assessments available – contact London Met H&S team to draft one: <a href="mailto:Hands@londonmet.ac.uk">Hands@londonmet.ac.uk</a>	
<b>Student declaration</b>	
I confirm that the information I have	

<p>supplied here is accurate to the best of my knowledge. I understand that this information may be shared with staff members within London Met and at the host institution.</p> <p>Name</p> <p>Signature</p> <p>Date</p>	
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**For completion by the Study Abroad Office**

<b>Risk type</b>	<b>Risk profile (high/medium/low)</b>	<b>Action needed to mitigate risk, by whom and date completed</b>
Personal safety		
Health issues		
Money		
Travel		
Housing		

## **Appendix B. Supporting students with protected characteristics or health conditions**

(an extract from USHA/ UCEA Guidance on Health & Safety of Placements for Higher Education Students)

Work placements provide an opportunity for vocational learning and personal development. They can be a particularly valuable way for students with protected characteristics or mental and physical health conditions to experience the world of work from which they might otherwise be excluded. It is important that all students have equal access to work placements.

### **The Protected Characteristics**

The main piece of legislation in the UK is the Equality Act 2010 which defines 'protected characteristics' upon which discrimination is unlawful. These are:

- Age
- Disability
- Gender re-assignment
- Pregnancy and Maternity
- Race
- Religion and Belief
- Sex or Gender
- Sexual Orientation

Full definition of these characteristics is available on the Equality and Human Rights Commission website.

### **Disclosure**

All students should be provided with opportunities to disclose disabilities, mental and physical medical consideration and other factors (i.e. pregnancy and maternity, childcare, periods of religious observance, transport limitations etc.) which may affect their work placement experience.

It is important that explicit consent is sought from students to share relevant personal information (such as disabilities) with the placement provider. The information should only be passed to people to whom it is relevant (e.g. HR manager or placement provider supervisors). London Met is committed to meeting its obligations under the General Data Protection Regulations 2016.

Where a disability may impact on the safety of the placement London Met will be obliged to ensure that either the information is passed on to the provider or the placement is not approved e.g. where the students will be working with children or other vulnerable people, or where chemicals or dangerous equipment will be used and there are health and safety considerations.

In the case of a disability or health condition, the disabled student concerned will often be the best placed person to advise potential employers as to what adjustments could be made available; specialist advisory services exist within London Met available from the Disability and Dyslexia Service.

### **Reasonable Adjustments**

The majority of 'reasonable adjustments' involve adaptations which require no cost outlay for employers. Although many employers are willing and able to make adjustments, it should be noted that the legal duty for ensuring reasonable adjustments are made rests with London Met because of the disadvantage suffered would be academic. Therefore, if reasonable adjustments cannot be made by the provider, London Met must seek to ensure that student does not suffer disadvantage, for example by funding adjustments or sourcing another suitable placement.

Examples of reasonable adjustments might include:

- Selecting placements to minimise travelling for disabled students.
- A preliminary visit before the placement starts for the employer and student to discuss support needs.
- An orientation visit before the placement starts so that the disabled students can find their way about the location.
- Adjustments to practical arrangements, such as travel and accommodation rather than to the work itself.
- Extra rest breaks, and the chance to take care of medical needs.
- Assistive technology (including standard accessibility function built into all Microsoft programmes).
- A support working or job coach.
- Access to counselling services.
- A 'work buddy' to provide ongoing support and training.
- Part-time rather than full-time placements.
- Support at interview.
- Adjustments at pre-placement training (e.g. at first aid courses).

### **Work Placements abroad**

The student who is intending to travel should research how their destination consider their protected characteristic(s) may mean they encounter additional risk (e.g., in some countries homosexuality is illegal). They must consider the possible risks that may be associated with their travel in relation specifically to one or more protected characteristic. Typically, the FCDO website details this information about the country in their travel advice section on their website.