

Academic and Work Placements 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 appropriately assessed, approved and managed so that risks to students are identified and controlled, so far as is reasonably practicable. Refer to [Travel and Off-site Work Safety Policy](#) if your placement involves travel 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, whether the placement is regulated or unregulated, compulsory or optional, 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.

2.1 Exclusions

This Policy does not cover:

- Any extra-curricular, non-credit-bearing work (e.g. student part time employment/volunteering unrelated to 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

3. Definitions

3.1 Academic Placement

An agreed period of accredited learning undertaken through study at another higher education institution, for all or part of an academic year. This may be undertaken as part of an exchange agreement or as an individual study placement, and includes research placements.

3.2 Work Placement

An agreed or negotiated period of accredited learning undertaken in an industrial, commercial, professional or other work based environment for all or part of an academic year. Placements may also include periods undertaken during the summer vacation, in-situ, hybrid or remote working.

4. Roles and Responsibilities

Through its Statement of Intent, the University has committed, so far as is reasonably practicable, to ensuring that employees, visitors, and learners are not exposed to uncontrolled risks to their health and safety arising from University activities.

4.1 Deans of Schools / 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.

4.2 Managers / Course / Module Leaders and other equivalent roles

Managers, Course, Module, Placement Leaders, Practice Based Learning Officers, Link Tutors, and other staff with responsibility for placements are required to ensure (this can be done during a discussion with the student about suitability of the proposed placement) that:

- Appropriate providers were selected for the placement:
 - **Nature of work.** Consideration should include the professional knowledge and expertise of the student and suitability of the placements for module's objectives.
 - **Work environment & Health:** (specifically, for non-regulated placements) consider potential environmental conditions in the place of work or the general location, check with the student about their accommodation or food and drink provision.
 - **Location of placement:** Consider safety and welfare issues associated with student's travel to and from the placement and to and from their accommodation (mostly relevant for long-distance or field placements).
- Confirming fitness of student to undertake the placement. 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.
- Disabilities and Dyslexia Service (DDS) team is contacted to ensure that reasonable adjustments required to meet any additional needs of a student were put in place before the start of the placement;
- Confirm with the student or the placement providers that suitable training, instruction and supervision will be provided;
- Instruct the student to escalate issues during the placement and to follow up on them appropriately.

- For overseas travel and high-risk activities contact insurance@londonmet.ac.uk to confirm that London Met public liability insurance and professional indemnity insurance are extended to cover host country.
- For non-regulated placements, a completed by the student Placement form and assessment report must be saved and stored by the School (on SharePoint) for at least 3 year or forty years where hazardous substances are involved.

For non-regulated placements, TWO key documents must be obtained by the Placement Module Leads (or equivalents) and stored on WebLearn:

Employer Liability Insurance (ELI). Obtain sufficient evidence of ELI - this is a legal requirement (see www.hse.gov.uk/pubns/hse40.pdf or equivalent for students placed overseas). Note that this may be confused with medical insurance or Public Liability Insurance. Ideally, an electronic copy should be provided, or at minimum the essential details of the ELI to satisfy 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).

Health and Safety Policy/Hazards & Risks Information

An electronic copy of the Organisation's Health and Safety Policy and Hazards and Risk information are required for placements longer than 100h over 10 weeks period. The information provided should be shared with the student.

For regulated placements, the requirement for these documents is included within the Collaborative Training Agreement (CTA) or met through the use of eligible frameworks such as the Risk Protection Arrangement (RPA) for schools. Regulated placements operating under Standard Placement Agreements or Placement Learning Agreements must, unless exempt (for example NHS placements), include requirements for Employers' Liability Insurance and health and safety policies to be provided by placement providers. All supporting documentation for regulated placements must be saved and stored by the School (on SharePoint) for at least 3 year or forty years where hazardous substances are involved.

If it is identified that a placement may significantly impact a student's health, or that a student is unable to complete the placement due to their health, or that their condition poses a significant risk to others (for example, being unable to perform the intended work safely due to disability/ill-health/pregnancy or other health reasons, as assessed in conjunction with the placement provider), a referral should be made under the [Fitness to Study](#) and/or [Fitness to Practise](#) policies via the Head of Student Services.

4.3 Placements Team

The Placement Team manages short non-PSRB placements. Module Leads are encouraged to contact Placement Team if support in management of placements is required (employersandplacements@londonmet.ac.uk).

The Placements Team and Placement Module Leaders, are both responsible for the arrangements regarding the placement. With the guidance of the Placements Team,

Placement Module Leaders (or equivalents) will perform appropriate checks prior to the placement commencing and will monitor and evaluate the placement while it is being performed (see section 7). The placement will be reviewed on completion. The Placements team is responsible for drafting and maintaining of the Placement Agreement document for longer and higher risk placements.

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-based 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.

4.4 Study Abroad Team

- Provides advice to students on Overseas study exchange.
- Performs checks on the host organisation.
- Monitors and evaluates 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.

The Study Abroad team advises students on their exchange options (alongside the academic staff), nominates students to our partner universities, helps students with their applications to the host universities, advises on practical arrangements e.g. visa requirements and budgeting, keeps in touch with the students whilst they are away, helps with insurance claims, ensures transcripts are returned and the credit applied to the students' London Met records.

Records of international placements are kept on the dedicated SharePoint for at least 5 years.

4.5 Students

Students are responsible for engaging fully with placement approval processes, providing accurate information, complying with health and safety instructions and training, and reporting concerns promptly.

For non-regulated placements: Students must complete the Placement form via the appropriate WebLearn module to provide information about the placement provider, nature and duration of the placement and associated risks.

For regulated placement: Students must contact relevant placement lead to complete appropriate paperwork.

For Apprenticeships: Apprentices are learners currently employed and have the support of their employer in undertaking academic study in their occupational area. More information about Apprenticeships is available on [London Met webpages](#).

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

4.6 Placement Provider

Placement providers have primary responsibility for the health, safety and welfare of students during placements, including undertaking risk assessments, providing appropriate training and supervision, and holding suitable insurance cover (including when London Met is the placement provider for their own students). Students on placement are owed a duty of care equivalent to that of employees. The Placement Employer is responsible in the UK for **Employer Liability Insurance**. 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 limited experience 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).

4.7 Health & Safety Team

The Health & Safety team shall:

- Periodically undertake audits to independently monitor the levels of compliance with University requirements (as part of Internal H&S Audit programme).
- Provide further ad hoc advice regarding the placements.

5. Raising 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.

The procedure for raising Work Placements concerns is available on Student Zone: [Process for Raising Work Placement Concerns - Student Zone](#).

6. Information, Instruction and Training

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 (or equivalents) 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.

7. Records and Monitoring

Records of all placements and the associated documentation should be retained by the responsible School/Department in line with the University's' document retention policy.

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 consider any issues identified.

On completion, feedback is obtained from both the student and the placement provider via the Placement evaluation form on WebLearn. However, for placements shorter than 70h, with no concerns identified during the placement, no formal review of the forms is required.

Any Staff visits to placement providers to meet with students or review work conditions / placement provider suitability should be assessed in accordance with the [Travel and Off-site Work Safety Policy](#).

8. Legislation and Standards

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, but not limited to:

- 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, regardless of whether the activity forms part of an accredited module. Further guidance is available on the [Employment rights and pay for interns gov webpage](#).

The quality of some placements may be subject to statutory regulation and external monitoring to ensure that required standards are met. These include all PGCE pathways and all Primary Apprenticeship courses, as well as modules within teaching professions, as listed in [Professional, Statutory, and Regulatory Bodies – PSRB](#). Where PSRB requirements apply, these must be met in addition to the requirements of this policy.

9. References

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

ASET Good Practice Guide for Managing Health, Safety and Welfare for Student Placements (2021)

<https://www.asetonline.org/wp-content/uploads/2023/04/Good-Practice-Guide-for-Managing-Health-Safety-and-Welfare-for-Student-Placements.pdf>

Employers’ Liability (Compulsory Insurance Act) 1969

www.hse.gov.uk/pubns/hse40.pdf

USHA health and safety guidance for the placement of HE students (2018)

https://www.usha.org.uk/wp-content/uploads/2023/03/MASTER_Health-and-Safety-of-Placements-Guide.pdf