



## Work Placement Policy

ELT manager	Vice Principal Academic Affairs
Responsible officer	Head of Curriculum
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Further information (where relevant)	

Reviewer	Date	Review Action/Impact	BoM
Hof C	15/02/2017	Responsibilities updated to reflect staff restructure	4April17
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## **1. Purpose**

- 1.1. The purpose of this document is to state the Health and Safety and Accident procedures necessary to establish and populate work placements.

## **2. Policy Statement**

- 2.1. West Highland College will ensure that student and client placement venues are subject to appropriate risk assessment.

## **3. Scope**

- 3.1. This policy covers all work placements established by the College for use as part of a College course or service.
- 3.2. This policy should be read in conjunction with the College Equality Diversity & Inclusion Policy and Procedures and its Disability, Race and Gender Equality Schemes.

## **4. Responsibilities**

- 4.1. The Principal is accountable for the Health & Safety of all staff and students.
- 4.2. The Vice Principal Academic Affairs is responsible for the implementation and development of this policy.
- 4.3. An appropriately qualified College representative will be responsible for carrying out risk assessments.
- 4.4. The appropriate College representative will ensure that all aspects of Health, Safety and Insurance as detailed in Appendix 1 – (HEALTH AND SAFETY CHECK LIST) are compliant. However it is the responsibility of the Workplace Provider to ensure their premises and employment practices are compliant with the Disability Discrimination Act.
- 4.5. Managers are responsible for ensuring that placements are assessed when used for students and that administrative tasks are completed.
- 4.6. The appropriate College representative is responsible for ensuring that placements used will provide a suitable learning experience for the student or client.

## **5. Review**

- 5.1. This policy will be reviewed on a biennial basis.

## **6. Process**

- 6.1. The College will assess dependent on risk within a three-year rolling basis.
- 6.2. Results of the assessment of placement providers will be entered onto a placement providers' database.
- 6.3. A negotiated contract will be drawn up when a student is placed with the approved employer (populating the placement).

## **7. Assess a Placement**

- 7.1. When a placement is found the College will negotiate with a placement provider to visit the premises and carry out a full HEALTH AND SAFETY CHECK LIST (see Appendix 1).as a minimum or specific arrangements by an awarding body or contract provider etc.
- 7.2. The approval checklist will be completed by an approved member of staff and processed for logging onto the College Database.
- 7.3. Relevant Manager will inform the Placement Organiser (WHC)

## **8. Populating the Placement**

- 8.1. Establishment and populating the placement may run concurrently or separately.
- 8.2. The College Placement Agreement (Appendix 2) should be established in all cases where a College approved placement is populated. Two signed copies should be taken or sent out to the placement provider for their signature. One copy should then be returned and should be stored in the student file.
- 8.3. For every course an Information Handbook will be provided.

## **9. Disclosure of Disability**

- 9.1. Students may be reluctant to disclose their disability to placement providers, because they are concerned they may be discriminated against. Placement providers should offer students the opportunity to talk through the issues that disclosure raises. In some cases, the implications of a disability may impact upon the work placement, and the College may therefore be obliged to ensure that information is passed on. Where students are working with children or vulnerable people, or with chemicals or dangerous equipment, for example there will be health and safety and other considerations.

## **10. Recording and Evaluating Placements**

- 10.1. Placement staff need to monitor placements to ensure that they are working well for disabled students. In particular staff need to monitor the adjustments made for students to ensure they are responsive to their needs.
- 10.2. Managers from Curriculum areas and affected departments are responsible for ensuring that placement outcomes are recorded within their procedures.
- 10.3. All Managers should ensure that the database is updated of any unsatisfactory placements.

## **11. References**

Documents to be used with this policy and procedure:

WP-Health-Safety-Checklist Appendix 1

WP-Initial-Letter-Employer

WP-Placement-Agreement Appendix 2

WP-Student-Induction-Checklist

## Health and Safety Check List

Date Of Visit: \_\_\_\_\_

Placement Provider Details: \_\_\_\_\_

Leader in Charge: \_\_\_\_\_ Contact No \_\_\_\_\_

	Yes/No	Comment
<b>1.0 HEALTH</b>		
1.1 Aware of Child Protection Procedures		
1.2 Aware of actions regarding Drugs		
1.3 First Aid		
<b>2.0 INSURANCE AND PERSONAL SAFETY AND SECURITY</b>		
2.1 Measures for personal safety of staff		
2.2 Procedures for excluded people (where appropriate)		
2.3 Security of Premises (where appropriate)		
2.4 Employers Liability Insurance in place		
2.5 Public Liability in place		
<b>3.0 EMERGENCIES</b>		
3.1 Staff aware of actions required		
3.2 Exit routes – clear, signed and illuminated		
3.3 Assembly points		
3.4 System to ensure all personnel out of building		
<b>4.0 FIRE</b>		
4.1 Fire Doors – operating		
4.2 Fire fighting equipment – present, serviced		
4.3 Staff aware of location and how to use		
<b>5.0 LIGHTING</b>		
5.1 Good general illumination internal/external		
5.2 Adequate emergency lighting		
<b>6.0 EQUIPMENT</b>		
6.1 Suitable for purpose		
6.2 Good state of repair		
6.3 Properly stored		
<b>7.0 HOUSEKEEPING</b>		
7.1 Premises – condition		
7.2 Floors – level, clean, dry		
7.3 Walls – Décor		
7.4 Furniture		
7.5 Fittings		
<b>8.0 HYGIENE &amp; WELFARE</b>		
8.1 Toilets		
8.2 Wash Hand Basins		
8.3 Soap and Towels		
<b>9.0 RECORD KEEPING</b>		
9.1 Procedures being followed		
9.2 Maintenance requests (where appropriate)		
<b>10. COMMENT</b>		

# Work Placement Policy

Appendix 1

Checked (WHC) by \_\_\_\_\_ Date \_\_\_\_\_

## Placement Agreement

Name of Student:			
Name of Placement Provider/Employer:			
The Placement will start on:		and end on	
The hours of work will be:			
The placement will be based at this address:			
Your supervisor will be:			

The following adjustments will be made for the duration of your placement:	
Adjustment Provider/funder of adjustment	
1.	
2.	
3.	
4.	

The placement organiser will pay a monitoring visit by arrangement with the placement supervisor. To be organised between:	Dates:
Signed by Placement Organiser:	Date:

I agree to notify my supervisor if for any reason I am unable to attend my work placement and to inform my placement organiser of any difficulties with the placement or any other problem that adversely affects my work.	
Signed by Student:	Date:

### Placement Provider Agreement Details

I agree to provide the student above, with an induction to the work placement covering health, safety and welfare arrangements whilst on placement. I will provide regular supervision and will contact the placement organiser if any problems arise with the placement or the student. I will provide the placement organiser with feedback on progress on request.	
Signed by Placement Provider:	Date: