

Small Employer: Health and Safety Requirements

In order for the University to be assured that you have suitable health and safety arrangements that are in compliance with legal requirements¹ in place, we request that you complete a Health and Safety Policy and risk assessment using the template provided by the Health and Safety Executive (HSE) at: <http://www.hse.gov.uk/simple-health-safety/write.htm> . You may find it useful to refer to the following guidance from the HSE: www.hse.gov.uk/simple-health-safety/index.htm and the links given below. This guidance is aimed at lower risk situations. More detailed information will be required if the student working in high risk environments.

Once you have completed the template please confirm to the Placements Manager / Officer in writing that you have done so and that you will meet your legal responsibility for the health and safety, by ensuring that the arrangements and control measures you have recorded will be in place during the placement.

If you have fewer than five employees you are not required by law to have a written Health and Safety Policy, however the University would need you to explain, in writing, how you will meet your legal obligations in relation to the health and safety of our students whilst they are on placement with you.

Some of the areas we would want covered by the risk assessment (where relevant) are given below:

Fire and emergency procedures: Confirmation of fire risk assessment and emergency evacuation procedures. How will these be communicated to the student?

First aid emergencies: Procedures for calling the ambulance and availability of first aid equipment. Larger employers or those workplaces with higher risks should have qualified first aiders. There should also be procedures for reporting accidents. How will procedures be communicated to the student? See: www.hse.gov.uk/simple-health-safety/firstaid.htm

Use of computers: It is a legal requirement to train regular users of computers on their safe use and to carry out an assessment of workstations used by employees. There is a checklist available on the HSE website that can be used: <http://www.hse.gov.uk/pubns/ck1.pdf> . If the student will be working remotely or from home, they will still need to be assessed, so you need to check what computer facilities they will have and take reasonable steps to ensure it is suitable. www.hse.gov.uk/msd/dse/index.htm. Employees are entitled to ask their employer to provide an eye test (and if needed for computer work spectacles) if they habitually use computers as a significant part of their normal day to day work.

Lifting and carrying: The student should not be expected to lift or move heavy items on their own. Are lifting aids (e.g. trolleys) provided or is help available? See also <http://www.hse.gov.uk/toolbox/manual.htm>

Use of electrical equipment: Any portable electrical equipment must be maintained in a safe condition. Does the host employer carry out regular portable appliance inspection and testing? See: www.hse.gov.uk/pubns/indg236.pdf . The student should also be encouraged to visually check electrical equipment before use.

Travel: If using their own vehicle for work the employer should confirm with the student that they have business use insurance and a valid driving licence.

Lone working: There should be procedures for knowing the whereabouts of the student and regularly checking that he/she is alright. If there are significant risks (over and above day to day risks from travelling alone) more formal systems such as working in pairs or arranging meetings in safe locations will be needed.

¹ Health and Safety at Work Act (and associated Regulations) and the Regulatory Reform (Fire Safety) Order.

Hazardous equipment Hazardous work equipment should be inspected / maintained safely. Ladders should have tags to show this. Guidance on safe use of ladders and step ladders can be found here: www.hse.gov.uk/pubns/indg402.pdf.

Hazardous substances: For most substances used in low risk environments follow the advice provided by the supplier and ensure suitable personal protective equipment is being freely provided. See: <http://www.hse.gov.uk/toolbox/harmful/index.htm> for more information.

Personal protective equipment: If personal protective equipment is required the employer must provide it at no charge to the employee.

Student training: It is the employer's responsibility to provide health and safety information and training to the student. The University also asks students to complete the health and safety element of Placement Year moodle course or its face – to face equivalent. The course and associated materials will give the student a good awareness of health and safety hazards in the workplace and how to protect themselves, but does not absolve the employer of its responsibility to provide suitable training.