



**Letterkenny Institute of Technology**  
**Health & Safety Student Placement**  
**Procedure**

### Document Location

The document will be made available via the College Intranet to all staff and students.

### History

Revision Number	Revision Date	Summary of Changes	Changes marked
001	8-2-16	Approval of Procedure and implementation of procedure EB	
002	18-2-16	Minor amendment to appendix 1 & 2 by H&S committee regarding work activities being written down by placement provider which the student is prohibited from doing	

### Approvals

This document was approved by:

Title	Date
Health & Safety Committee	18-2-16
Executive Board	8-2-16
Governing Body	18-2-16

## **LYIT Health & Safety Student Placement Procedure**

### **1. Health & Safety Guidelines**

Letterkenny Institute of Technology and prospective Placement Providers (i.e. Employers) owe a Duty of Care under Safety & Health Legislation (Section 12 Safety Health and Welfare at Work Act 2005) to provide a safe environment for students of Letterkenny Institute of Technology on work placements. Heads of School will ensure that this Student Work Placement Procedure is implemented in their school for all student work placements.

#### **(A) Placement Co-ordination:**

In compliance with this requirement the Heads of School responsible for placements shall ensure the following:

##### A1.) Agreement of Placement terms with Placement Provider

- Check to ensure that there is a safety management system in placement as indicated by the completion of Appendix 1 – Work Placement Agreement and Terms.

##### A2.) Preparation – Training Requirements for Student

- Work placement induction to include:
  - Requirements of this procedure explained to students by the Placement Supervisor or Officer
  - Safety Responsibilities (legislative requirements)
  - Means of Communications with the Placement Supervisor/Officer established.
  - Disciplinary procedure (see student charter/handbook/placement guidelines)
  - A letter outlining LYIT Work Experience Programmes insurance cover is available if required from LYIT insurance providers.
- Placement Supervisor/Officer to emphasise to the student the requirement of observing safe work practices and placement provider's procedures/policies whilst on placement.
- Student to complete Student Induction Checklist see Appendix 2.

##### A3.) Authorisation of Placement

- Only agreed placement providers approved by Head of Department or Head of School, or nominee are to be used for LYIT placements. Note: Any placement employers that are sourced by students should be vetted by the placement supervisor and approved by HOD/HOS or nominee before student commences placement.

##### A4.) Monitor

- Regular communication should be completed between the Placement Supervisor/Officer and the student throughout their placement to address any issues or concerns the student or provider may have in relation to Health & Safety of the student.
- Provide appropriate work contact details, which students may use if concerns arise.

**(B) The Placement Provider shall:**

- In conjunction with the Placement Supervisor/Officer the Placement Provider shall review and agree the placement terms in particular Health & Safety considerations - see Appendix 1.
- Have an up to date Safety Statement.
- Have a written Hazard Identification/Risk Assessment relevant to the hazards and risks to which the student may be exposed.

## Conduct an initial Safety induction which will:

- Bring the relevant areas of the Safety Statement and Risk Assessment to the student's attention outlining the workplace precautions, which must be observed.
- Provide the student with appropriate Personal Protective Equipment (if applicable)
- Provide adequate and relevant Safety & Health training as required with best practice and National Legislation.
- Supervise the student to ensure that safe work practices are being observed.
- Ensure that the Safety and Health standards applicable to the student are the same as for full time employees.
- Advise the student of the procedures to be observed for emergencies such as when discovering a fire and what action is required on hearing the fire alarm, first aid emergency.

**The placement provider must agree to inform Letterkenny Institute of Technology of any incident/accident involving the student in a prompt manner.****(C) The Student shall:**

- Have signed agreement with LYIT Placement Supervisor/Officer and the Placement Provider.
- Attend prescribed meetings/lectures with the Placement Supervisor/Officer on the LYIT Health and Safety Student Placement Procedure.
- Notify their Placement Supervisor/Officer if they have any disabilities.
- Student to complete Student Induction Checklist (on day one of placement - see Appendix 2) and return in a timely fashion to Placement Supervisor/Officer.
- Establish from the person in charge what precautions should be taken while working on the premises.
- Attend any health and safety training provided by the placement provider.
- Fully adhere to any safe system of work required by the placement provider.
- Work at all times to enable the placement provider to comply with all relevant health and safety legislation.
- Not operate any machinery on which they have not been trained.
- Seek clarification if concern or doubt exists about any work practice.
- Ensure own safety at all times
- Not place colleagues or any other person at risk.
- Report any potential hazards to the placement provider.
- Wear the personal protective equipment provided by the placement provider (if applicable).
- Not interfere with or misuse any appliance, equipment etc. provided for securing safety.
- Report all accidents and dangerous occurrences to the placement provider and where they are personally involved/injured also to the Head of Department/School.

- Ensure a high standard of housekeeping is observed at all times, tidy up as necessary especially when work is completed.
- Report any unresolved health and safety issues to the placement provider supervisor and the Head of School/Head of Department.
- Not be under the influence of an intoxicant.
- Not engage in improper conduct or behaviour that could endanger their own safety and health or that of any other person.
- If persons do not comply with the rules outlined disciplinary action may ensue on return to the Institute.
- Contact the Placement Supervisor/Officer if there are any concerns.
- Provide feedback/evaluation on health and safety of the placement to their Placement Supervisor/Officer.

#### **(D) Placement Abroad**

The Department of Foreign Affairs provides travel advice to Irish people planning a trip overseas. This advice reflects a considered assessment of the risks involved for Irish citizens travelling to individual countries.

#### **Before Departure the student should:**

- Access the Department of Foreign Affairs web site for current travel advice
- Check if a visa is required for the country to which he/she is travelling.
- Check with the travel agent about the best way to carry funds.
- Consult doctor to discuss known or possible health risks. This is particularly important if the student has an existing medical condition or is visiting an area where the conditions exist for the spread of infectious diseases.
- Take out travel insurance to cover medical treatment, accident and unexpected losses such as stolen cash, cards, passports or luggage.
- Make a note of the address, telephone number and opening hours of the Irish Embassy or Consulate in the country you are visiting. In countries where there is no Irish Diplomatic or Consular representation, you may seek emergency assistance from Embassies or Consulates of other European Countries.

The Student is advised:

- Not to use, purchase or carry illicit drugs for any reason whatsoever.
- To always pack own bag and never leave luggage unattended.
- Never carry items for others.

To obtain a European Health Insurance Card (EHIC), if travelling to another Member State of the European Union, which entitles you to medical treatment on the same basis as a national of that country. This card is not a substitute for travel insurance.

### **2. Insurance**

LYIT Work Experience Programmes insurance policy provides insurance cover for students on work placement. A letter outlining LYIT Work Experience Programmes insurance cover is available if required from LYIT insurance providers.

#### **Further Information**

For further information on this please refer to the Health and Safety Authority “A short guide for Teachers – Health and Safety Matters for Students Embarking on Work Experience”. For a copy of this document please use the link outlined below:

[http://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Safety\\_and\\_Health\\_Management/work\\_experience.pdf](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/work_experience.pdf)

## Appendix 1 - Work Placement Agreement and Terms

### Work Placement Agreement between

Letterkenny Institute of Technology  
and  
[Insert Employer/Placement Provider]

This memorandum outlines the placement terms

#### Standard Health & Safety Placement Terms

- Compliance with Health & Safety Legislation
- A programme of health and safety induction for the student to the workplace including familiarising the student with the organisation’s Health and Safety arrangements will be provided, covering:
  - Health and Safety Statement & Policy
  - Risk Assessments including taking account of the needs of students and young workers
  - Equality Policy if applicable.
  - Name of safety representative, if any
  - Keeping records of any accident/injuries which occur
  - If student has an accident at work who should they report to i.e. Employer and HoS/HoD
  - Advising the student of fire drills, emergency procedures and first aid arrangements
  - Description of work to be undertaken by student
  - Key health and safety responsibilities of employees
  - Advise the student in writing of any work activities they are prohibited or restricted from doing in your workplace
  - Name of person in placement provider who supervises student while on placement
- Placement provider will arrange regular meetings with the student to discuss progress and any health and safety matters
- LYIT Work Experience Programmes insurance policy provides insurance cover for students on work placement. A letter outlining LYIT Work Experience Programmes insurance cover is available if required from LYIT insurance providers. Placement provider confirms students are protected under the placement providers insurance policy.

#### Each School to outline their respective discipline based Placement Terms

- [insert here]
- [insert here]
- [insert here]
- [insert here]
- [insert here]

Signed: \_\_\_\_\_  
Placement Provider Representative          LYIT Representative

Date: \_\_\_\_\_

## Appendix 2 - STUDENT INDUCTION CHECKLIST

The following checklist is to be completed by the student in conjunction with your Placement provider on your first day in your placement provider's health and safety induction. Please complete and check off the items below when completed and inform your Placement Supervisor/Officer of any items not covered within one week of the start of your placement. This checklist should be returned to your Placement Supervisor/Officer in a timely fashion. This list is not exhaustive and other topics may be covered, which you may also note.

Name of student:	Start date:	Finish date:
Placement Provider:		
Department:	Supervisor:	
Student phone number:	Student e-mail:	

My contact at LYIT is:	
If I am unsure about a health and safety matter I must contact:	
If I have an accident at work I must contact (insert names):	Placement Supervisor:
	Placement Provider:
The name of my workplace supervisor is:	
The person with overall responsibility for health and safety at my workplace is: (insert name and occupation)	
The name of the safety representative or officer at placement provider is (if applicable):	
Have you been informed/instructed as to the location of the safety statement/policy at your workplace? (Y/N)	
I have received in writing from my placement provider (employer) supervisor the work activities I am prohibited or restricted from doing.	
PPE (if applicable) is supplied to me by:	
I understand what to do in the event of a fire or other emergency. (Y/N)	
If I require first aid treatment I must contact:	
Other:	

**Signed by Student:** \_\_\_\_\_

Date: \_\_\_\_\_

**Signed by Placement Provider Representative:** \_\_\_\_\_ Date: \_\_\_\_\_