UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD					
Placements and Study Abroad Programmes Safety Standard					
Version Number	4	Date of Approval	10/12/2024	Review Date	Three Years from Acceptance by UHSC
Author and Lead	SHEW				
Aims	Students on taught programmes may spend significant periods of time away from the University in a wide variety of work and study environments as part of their qualification requirements. It is necessary to take steps to ensure that they are not put at increased risk to their health or safety as a consequence. The University has put in place a procedure for ensuring that all such activities are suitably assessed for risk and that appropriate control measures are in place. The University's Quality Assurance Codes of Practice (QA6 and QA37) aim to assure the academic quality of placement learning and Study Abroad programmes. The QA6 statement includes health and safety elements that have been agreed with the University Health, Safety & Environment Service (UHSE). This standard aims to support these Codes by providing a framework for ensuring the health and safety of students undertaking such programmes.				
Scope	This standard applies to all work placements and Study Abroad programmes organised as part of University of Bath taught degree courses. Work experience undertaken at the University by non-University students is covered by the Children and Young People Standard and is therefore excluded from this standard. Internships or vacation work which are organised outside a programme of study are excluded from this policy. However, reference should be made to the Risk Assessment Standard if there is any input from the University to this type of activity.				
Relevant Legislation	The Health and Safety at Work etc. Act 1974 The Management of Health and Safety at Work Regulations 1999 Work or study undertaken outside the UK will be subject to the laws of that country. The way the University manages these activities will remain subject to UK legislation.				
Definitions	**Placement:** This is '… a negotiated period of learning which normally takes place outside the University either in the workplace or at another institution and where the learning outcomes are an intended part of … the programme of study.' (University of Bath QA6) **Study Abroad:** This is '… learning achieved during an agreed period … at a Higher Education institution in a country outside the United Kingdom, and where the learning outcomes are an integral part of and contribute to the programme of study.' (University of Bath QA37 – Student Exchange Arrangements).				
Responsibility for implementation	Directors and Heads of Department; Placements and Study Abroad Officers; International Mobility Team (Erasmus+, Turing, exchange programmes and Study Abroad activities); Student Learning Experience and Quality Team (in respect of QA statements)				
Training availability:	The Placement Tutors Forum promotes continued professional development opportunities for placement tutors.				

Standard to meet		Accountability	Reference documents and more information
1	Relevant UCEA and ASET health and safety guidance is followed when evaluating work placements and Study Abroad programmes.	Deans of Faculties / Heads of Department / Placements and Study Abroad Officers	USHA Guidance on Health and Safety of Placements ASET Good Practice Guide for Health and Safety for Student Placements
2	Adequate resources are provided to ensure that risks from work placements and Study Abroad programmes are kept to a minimum.	Deans of Faculties / Heads of Department	
3	All staff involved in the operational management of placements and abroad programmes are provided with guidance and training to enable them to evaluate the health and safety risks of the placements and programmes they administer.	Deans of Faculties / Heads of Department	
4	Planning and organisation of all placements and Study Abroad programmes includes taking account of any individual characteristics and making any reasonable adjustments required to allow all individuals to participate safely.	Deans of Faculties / Heads of Department	Support and advice is available from Student Services Disability Service
5	The health and safety arrangements of placements providers or Study Abroad institutions are evaluated before work or study starts, and where reasonably practicable will comply with the same standard as would be required for work on campus.	Placements and Study Abroad Officers	Risk assessments checklist; health and safety questionnaires
6	The University's guidance on "International travel for staff and students on university business" is followed. FCO travel advice is consulted when assessing a work placement outside the UK or a Study Abroad proposal. Where travel is proposed to a destination where the FCO advises against "*all but essential travel*" then this must be submitted to the Director of Policy, Planning and Compliance for approval.	Placements and Study Abroad Officers	Guidance on International travel for staff and students on university business FCO travel advice Overseas Travel Risk Assessment Checklist
7	SHEW is consulted where necessary for guidance on health and safety aspects of a proposed placement or Study Abroad proposal.	Placements Officers / Study Abroad managers	
8	Students are provided with health and safety information relevant to their placement / Study Abroad programme and are adequately prepared prior to the start of their programme.	Deans of Faculties / Heads of Department; Placements and Study Abroad Officers	
9	SHEW is notified as soon as is reasonably practicable of any accidents or injury to students on placement or on Study Abroad.	Placements Officers / Study Abroad managers	
10	The Student Learning Experience and Quality Team liaise with SHEWwhen revising or updating QA6 and ensure that health and safety statements in QA6 are consistent with University health and safety policies.	Academic Registry	