Work Placement arrangements

Safety, Health and Welfare Office

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Approved by: Head of Governance & Compliance

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# 1.Introduction

The University will take all reasonable steps to ensure the safety, health and welfare of students participating in work placement programmes. Work placement is a placement on an employer’s premises (paid/unpaid) in which a student carries out or observes a particular task, duty or range of tasks or duties, more or less as an employee would, but emphasising experiential learning of the experience. Students may be placed in another organisation for the purposes of training and/or work experience as part of their programme of studies or project completion.

The student is under the direct supervision of a third-party organisation (the placement provider/host organisation) and the placement is an integral part of the student’s course.

The University will aim to raise awareness of the factors that can reduce the probability of accidents or ill-health occurring in a workplace situation; however, it must be borne in mind that work placements are remote from the University and as a result are outside of the University’s direct control.

Placement Officers (Mentors assigned) within TU Dublin ensure that the host organisation is aware of their responsibilities with respect to the student’s safety. Students will be made aware of their obligations to comply with safety instructions, use/wear personal protective equipment/clothing and report accidents to the host organisation as well as to the Placement Officer/Mentor/Tutor. [Information leaflets](https://www.tudublin.ie/media/website/for-staff/health-and-safety/documents/TU-Dublin-Student-Placement-Information.pdf) are available for host organisations, students, and mentors.

All students participating in work placement programmes must ensure that they cooperate fully with all training, information and/or instruction issued by the University or the third party regarding their safety, health, and welfare. All students must comply fully with the health and safety standards that are applicable to employees in their work placement organisation. In circumstances where student placements are sourced and located abroad, the legislation of the host country will also apply.

The University recognises its responsibilities towards people we accept for training, for employment or work experience in accordance with *Section 2 (5) of the 2005 Act.*

# Definitions

**Work Placement:** A period of professional experience in an area related to an academic course.

**TU Dublin** **Mentor**: A Mentor is a TU Dublin staff member assigned by the School to facilitate work placement programmes for its students.

**Work Placement Provider/Host Organisation**:

Organisation providing work placement to students.

**A Work Placement Supervisor:**

A person designated by the Host Organisation to act as supervisor to the student whilst on placement.

# Scope

This process includes all work placements undertaken by TU Dublin students both in Ireland and overseas. Work placement may be industrial/clinical/professional placement which is an integral component of the student’s course. The student is enrolled at TU Dublin during the period of placement.

# 3.Responsibilities

### Faculty

They should ensure that School risk assessments identify appointed Work Placement Mentors.

### Safety, Health, and Welfare (SHW) Office

The SHW Office is available to assist with risk assessments or recommended training programmes.

### TU Dublin Mentors of Work Placement Programmes

1. A Mentor is a staff member assigned by the School to facilitate work placement programmes for its students.
2. The Mentor provides a vital link between the student and the Work Placement Provider. They are responsible for the planning and organisation of the placement.
3. Mentors ensure that all Work Placement Providers have submitted the requested documentation. The Mentor submits the [work placement leaflet](https://www.tudublin.ie/media/website/for-staff/health-and-safety/documents/TU-Dublin-Student-Placement-Information.pdf) to the Work Placement Provider and the student, and maintains a list of students and Work Placement Providers on an annual basis.
4. Mentors have the same duties towards all students on work placement, whether paid or unpaid, those who find their own placements or are placed in a family business.
5. The Mentor should contact the student at least twice and visit if required during the placement.
6. The Mentor should be available to provide guidance to students who sustain an injury whilst on work placement and should act as the liaison person if required and follow-up with the work placement provider to ensure that an accident incident report form is completed. The Mentor should forward accident Report Forms to the Safety, Health, and Welfare Office.

### Work Placement Programme Provider/Host Organisation

1. Students on work placement are considered employees and therefore should be owed the same duty of care as other employees. Each Work Placement Provider should ensure that they have completed their risk assessments, taking into account particular risks to people on work experience and preventative measures including supervision needs.
2. A Work Placement Supervisor should be nominated, who will be the liaison person between their organisation, the TU Dublin Mentor, and the student. This person should ideally be in a position to work daily with the student providing assistance, guidance and highlight where relevant any concerns. Local safety rules and safe work practices should be highlighted to the student by the Work Placement Supervisor.
3. There is a checklist for the Work Placement Provider and this should be completed to ensure that all relevant measures have been taken to ensure the safety of the student.
4. The Work Placement Supervisor should record all health and safety issues, including accidents involving TU Dublin students.
5. The supervisor should provide adequate information, training, instruction, and supervision.

### Students on Work Placement

1. Students on placement are employees and have the same health and safety responsibilities as any other employee in the workplace. They have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts/omissions. They must co-operate with the Placement Provider in relation to health and safety and use all Personal Protective Equipment provided.
2. All students should complete any training required by the Placement Provider.
3. All accidents should be reported to the Work Placement Supervisor and TU Dublin Mentor and students should familiarise themselves with the safety policy, safety statement and relevant risk assessments and site rules/regulations/procedures.
4. On arrival at the at the host organisation, students should familarise themselves with the nearest evacuation route, assembly point, location of first-aid facilities and other safety arrangements in place.

### Insurance

All students are covered by the Work Placement Providers Employers Liability insurance

# Process

1. Work placement in TU Dublin is managed by each School.
2. Each School will nominate a Work Placement Mentor and will ensure that the student has been prepared for the placement.
3. The Placement Provider is informed of the Universities expectations for the management of the student’s health and safety whilst on placement.
4. All students receive relevant health and safety training and are adequately briefed by the work placement provider.

# 6. Review

The arrangements will be reviewed regularly and communicated.