



Nuffield Research Placements

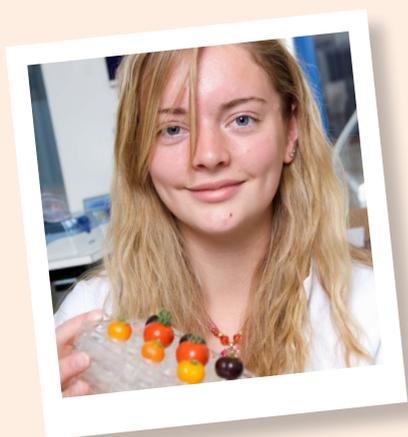
Guidelines on insurance, health and safety

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Guidelines on insurance, health and safety

This leaflet has been prepared to ensure that everyone involved in the programme is aware of their responsibilities so that we can operate in the best interests of the students.

This leaflet is for use by Nuffield coordinators to offer advice to Project Providers, schools and colleges and for others involved with the organisation and provision of Nuffield Research Placements.



1 General principles

For students up to the age of 18:

- A risk assessment is required under the young persons regulations on health and safety.
- Students will normally be covered by Employer's Liability Insurance and/or Public Liability Insurance (except students in some Crown & Government Establishments).

2 Responsibilities of Project Providers¹

2.1 Duty of care

While the student is under the care of the Project Provider he/she is owed a duty of care. Account should be taken of the student's temporary status with the Provider and their age. The Provider must ensure that the student is aware of the organisation's rules on health and safety.

The Project Provider is responsible for notifying their insurers of the presence of students while they are working on the projects.

A letter for this purpose is available from the Nuffield coordinator.

The Project Provider should ensure that the student is fully capable of working on the project with due safety, not only to the student but to others who may be affected by the work of the student.

2.2 Specific responsibilities of Project Providers to students

- Organisations agreeing to provide placements for students have to complete an **online registration** giving details of the organisation, the projects and uploading a risk assessment **A template risk assessment form is available from the Nuffield coordinator.**
 - Health and safety are important considerations in the arrangements of placements. It is essential that:
 - students are properly prepared and briefed
 - employers/employees know what is expected of them and are aware of their legal responsibilities.
 - Under health and safety law, work experience students have the same status as employees and as such, employers have the same responsibilities for the health, safety and welfare of students as for other employees. Further information and guidance can be found in the *Health and Safety Executive guidelines for young people at work*²
 - The primary duty for the student for their health and safety rests with the Project Provider under whose care the student will be for the duration of the project. It is the responsibility of the Project Provider to make sure that the student is covered for insurance purposes. Under the *Management of Health and Safety at Work Regulations 1999*, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to lack of experience, being unaware of existing or potential risks and/or lack of maturity.
- Risk assessments should cover:
 - the nature, degree and duration of exposure to physical, biological and chemical agents, work equipment and the way it is handled or operated, the organisation of working processes and work activities
 - the extent of the health and safety information and training required, and the fitting out and layout of the workplace.
 - As part of the risk assessment the project provider should consider whether the work:
 - is beyond the physical or psychological capacity of a young person
 - involves harmful exposure to agents which are toxic or carcinogenic or otherwise chronically affect human health
 - involves harmful exposure to radiation
 - involves the risk of accidents which may not be recognised or avoided by young persons because of their insufficient attention to safety or their lack of experience or training
 - presents a risk to health from extreme cold or heat, noise or vibration.If any of the above factors apply, the project will not be suitable for a student.

¹ A Project Provider is taken to mean any organisation or individual offering a placement to a student through the Nuffield Research Placements.

² <http://www.hse.gov.uk/youngpeople/>

- Once the placement is agreed in principle the Project Provider and Nuffield coordinator need to agree on:
 - the activities the student will undertake
 - the areas of the organisation, either of a physical or an intellectual nature, which are 'out of bounds' to the student
 - whether special arrangements or care need to be taken by the employer in respect of the student's physical, medical or intellectual needs
 - the student's briefing, supervision and reporting arrangements
 - (if required) the health and safety equipment that will be issued to the student
 - a reporting process in the event of the student being involved in an accident.
- When the placement is underway any problems in respect of health and safety should be notified immediately to the Nuffield coordinator.



3 The nature of risks and insuring against these risks

There are a number of principal risks which may arise from students undertaking placements in establishments outside their school or college. These are listed below, together with information suggesting how insurance can be provided in each case.

Type of risk/insuring against risk

- **Injury to the students themselves**
For the purposes of insurance against personal injury, students on placement should be treated as employees of the employer i.e. they need to be covered by the Employer's Liability Policy.
- **Injury to others on the employer's premises (employees, visitors or customers)**
Injuries caused to other employees by the student on placement should normally be covered by the Employer's Liability Policy. Injuries caused by a student to other people on the employer's premises, such as visitors or customers, should normally be covered by the Employer's Public Liability Policy.
- **Injury to others connected to the employer but who are not on the premises (including customers and the general public)**
Any injuries caused to others by students,

provided they arise out of activities undertaken in the Employer's name, should normally be covered by the Employer's Public Liability Policy.

- **Damage to, or loss of, the employer's property**
Any damage to the employing organisation's property should normally be covered by the Employer's Material Damage Policy.
- **Damage to, or loss of, other property**
Damage to anyone else's property on the Employer's premises should normally be covered by the Employer's Public Liability Policy.

4 Additional safeguards & child protection

The following guidance for Project Providers should be taken into consideration alongside *Keeping Children Safe in Education*³ which outlines the child protection policy and the duties for safeguarding and promoting the welfare of children in education. A child is defined as anyone under the age of 18.

Additional safeguards such as a Disclosure and Barring Service (DBS) check for member(s) of staff may need to be considered before the placement starts when there are certain risk factors present.

- When students are identified by the school as vulnerable for educational, medical, behavioural or home circumstance reasons, including those who have special educational needs.
- Regular lone working with a member of staff over long periods (e.g. over half a day at a time).
- Placements located in particularly isolated environments with one-to-one working.
- Placements involving a high degree of travelling on one-to-one basis.
- Placements which include a residential element.

The fact that a particular placement falls into one of the above categories does not necessarily mean that a DBS check will be required. Such a decision will depend on an assessment of the overall potential risks posed to a young person and will take into account any systems in place to minimise these risks.

There is no requirement to DBS check **all** staff that may come into contact with a student on placement.

More information can be found in *16 to 19 Study Programmes: Work Experience*⁴.

Safeguarding children - the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. More information and guidance can be found in the government guidelines on *Working Together to Safeguard Children*⁵. Should you become concerned that a student is at risk of being harmed or harming others, you should pass this information on to your Nuffield coordinator immediately.

Working within boundaries is important to ensure that students remain safe and that Project Providers feel secure in their role. If you are unsure about any issues regarding safeguarding or child protection you should contact your Nuffield coordinator:

Latest updates on child protection

Government guidance on child protection changes from time to time, so for the most up to date information please visit our website:

www.nuffieldfoundation.org/nrp

5 Action to be taken before placement begins

5.1 Actions by Nuffield coordinator

- Ensure that all Project Providers have a copy of this leaflet.
- Ensure that the Project Provider has a Health and Safety Policy.
- Ensure that each Project Provider completes details online.

³ <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

⁴ <https://www.gov.uk/government/publications/post-16-work-experience-as-a-part-of-16-to-19-study-programmes>

⁵ <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

- Ensure that the Project Provider is aware of safeguarding young people in the workplace and has been advised on whether any DBS checks on staff need to be completed.
- Ensure that a copy of the risk assessment for each project has been uploaded online.
- Send a copy of this leaflet to the school/college.

5.2 Actions by Project Providers

- Complete a risk assessment for any projects you are offering and upload to the online system.
- Complete the online registration details at www.nuffieldresearchplacements.org
- Consider whether it will be necessary for any member of staff to have a DBS check before the placement starts.
- Introduce control measures to minimise any identified risks and inform students of the risks and control measures.
- Notify your insurer(s) if required of the sort of activities students will undertake, and obtain written confirmation that the risk has been accepted. A standard pro-forma is available from the Nuffield coordinator if required.
- Inform students and your Nuffield coordinator of the procedure for reporting any safeguarding or child protection issues.

The following are available from the Nuffield coordinator:

- general leaflet about the programme
- letter for use by Project Providers to inform their insurers
- guidance notes for project supervisors
- guidance notes for teachers/lecturers

and students

- template risk assessment form
- Please talk to your Nuffield coordinator or visit our Project Provider's page on www.nuffieldfoundation.org/nrp for further advice, information and guidance on health and safety for young people in the workplace.

The responsibilities of the Nuffield Foundation

The Nuffield Foundation and others involved in the organisation of Nuffield Research Placements accept no responsibility for any actions, claims or demands which may be made against Project Providers by any students or their educational establishment or by any third party claiming against a Project Provider, in respect of any matter relating to the project in question. Please note that in accepting the involvement of the Nuffield Foundation in the programme, Project Providers hereby agree to indemnify the Nuffield Foundation for all actions, claims and demands which may be made against the Provider by any student, their educational establishment or by any third party claiming against the Nuffield Foundation in respect of any matter relating to the project in question.



Nuffield Foundation
28 Bedford Square
London, WC1B 3JS
T: 020 7631 0566
F: 020 7323 4877

www.nuffieldfoundation.org/nrp

Nuffield Research Placements were previously known as Nuffield Science Bursaries.

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