

Oxford Professional Education

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Policy Review Date: December 2024

Reference Number 51

Safety for Work Placement or Employer Premises (Apprenticeships) Policy

Introduction

Work placement activities and apprenticeship programmes are central to the OxPE curriculum list and play a core role in the development of student enrichment and employability skills.

OxPE has a curriculum in which being either employed whilst undertaking an OxPE course or on a work placement is featured across programmes. Learners undertake placements or work within a range of industries across many different sectors, with varying activities.

The purpose of this policy is to ensure that the College promotes work placement and Apprenticeships as an integral part of the curriculum and an essential tool for progression to or within employment. Inherent in the policy is the commitment from the College to support students in selecting an appropriate placement or Apprenticeship and meeting the College's obligations regarding relevant risk assessment of the placements, including insurance requirements.

All placements or employer premises will undergo a checking process relevant to the age and course level of the learner, considering the activities to be undertaken on placement or Apprenticeship.

This process is firstly to ensure that the placement or employer premises has an appropriate risk assessment and insurance provision in place, but also to ensure that the placement can provide relevant activities for the learner who is undertaking the placement or Apprenticeship.

All UK placement or Apprenticeship providers will need to provide evidence of Employers and Public liability insurance as appropriate.

Placements will normally be restricted to learners on a level 2 or higher programme of study, with internal work skills development activities available for level 1 and below learners. Placements for learners under 18 years old will normally be restricted to no more than three consecutive weeks or 15 non-consecutive days over a longer period. For placements over 3 weeks, DBS checks for the workplace supervisor will be completed if not already in place.

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Learners who have not reached the age of 18 years are considered more vulnerable and at risk of injury in the workplace, and the consequence of this is that procedures are differentiated for this age group, as determined by the Management of Health and Safety at Work Regulations (1999).

Access to work placements or Apprenticeships for learners with any disability is actively promoted by the College, who will work with providers to ensure that appropriate adjustments are made to facilitate this. Additional risk assessments will also be undertaken as required.

This Policy applies to all learners of the College who undertake a period of paid or unpaid work in a relevant workplace or Apprenticeship as an assessed part of their programme of study.

OxPE shall, in accordance with its Health and Safety policy, take all reasonable steps to secure the health and safety of learners undertaking work placements or Apprenticeships.

Responsibilities

The College has a duty under the Health and Safety at Work Act to ensure, as far as is reasonably practicable, that neither employees, visitors nor learners are exposed to risks to their health and safety arising out of College activities. This will include the provision of robust and auditable systems to ensure work placement takes place in appropriate work environments and meets awarding body requirements. The College has a responsibility to ensure that any staff involved in the management or administration of placements have appropriate training and are in turn aware of their responsibilities in the process, including when visiting placements.

Placement Providers

Learners on placement or Apprenticeships are employees of the placement provider under the terms of either a contract of employment or the Training for Employment Regulations 1990 and, as such, are owed a duty of care. The employer (placement provider) must ensure so far as is reasonably practicable the health, safety, and welfare at work of the learner. This includes assessing the risks to which the learner on placement or Apprenticeship is exposed at work and providing training, instruction, and supervision. These are particularly important aspects given the youth and inexperience of many of the learners on placement or apprenticeship.

The primary responsibility for meeting statutory Health & Safety requirements within a placement remains with the employer (placement provider).

Students

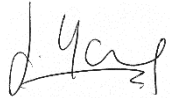
Students on placement or Apprenticeships have the same Health & Safety responsibilities as any other employees in the workplace. They must take reasonable care for their own Health & Safety and for the Health & Safety of other people who may be affected by their acts and omissions. They must also cooperate with the placement or Apprenticeship provider in complying with the placement provider's legal duties.



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This policy should be read in conjunction with other College policies, in particular OxPE's Health and Safety and Safeguarding Policy.

Signed: 

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