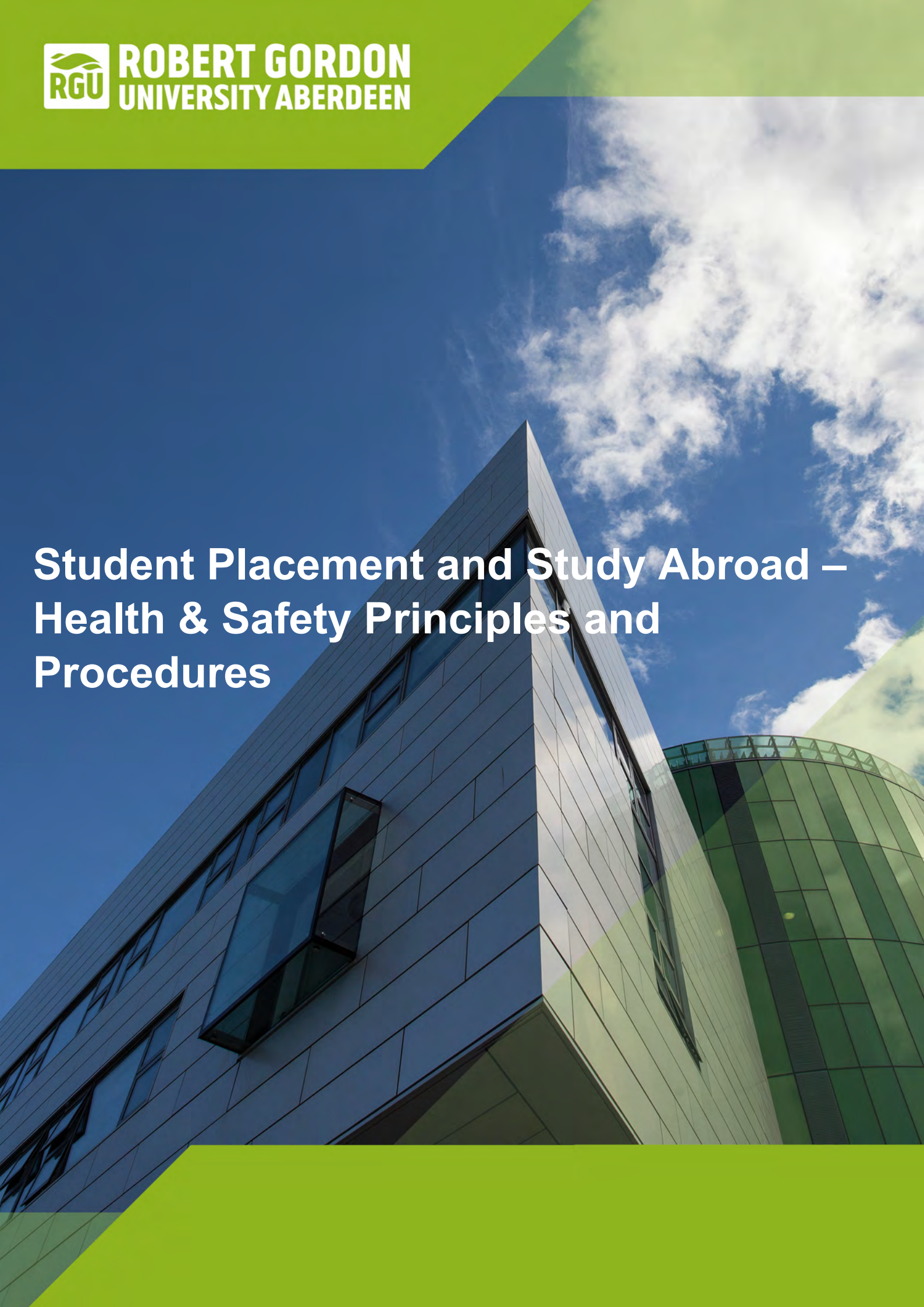




**ROBERT GORDON
UNIVERSITY ABERDEEN**

Student Placement and Study Abroad – Health & Safety Principles and Procedures



Approved By	Clinton Grant, Head of Occupational Health and Environmental Safety		
Date Approved		Status	Approved
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1		
2		

Student Placements/Study Abroad:

1. Introduction

Robert Gordon University develops people who are “ready for life” by providing opportunities for students to learn, by either organising or facilitating placements, in work or study environments.

It is incumbent upon the University to ensure that such work placements and study abroad provide a high quality and valuable learning experience for each student. However, it is of vital importance that students are not thereby exposed to high or poorly controlled risks to their health and safety by virtue of their placement or study abroad. Risk management is therefore viewed as an integral part of the academic quality assurance system and cannot be considered in isolation. These principles and procedure deal with the integration of risk management into the wider management of student placements and study abroad.

2. Definitions

Student Mobility, is the term used to collectively describe RGU students being supported in both Study Abroad and Student Placement.

Student Placement, for the purposes of this procedure includes both paid and unpaid student placements. It only includes academic student placements where the University has arranged, brokered or otherwise facilitated the student placement. It does not include non-academic student placements or internships arranged wholly by the student themselves, or non-academic-related vacation work where the University has simply allowed its communications to be used by prospective employers.

Provider, is the term used to describe the student placement host and the study abroad institution.

Significant Risks, for the purposes of this procedure “significant risks” are those risks inherent in the type of work, nature of the business or working environment that may cause death, serious injury or serious ill-health if improperly controlled by the student mobility provider. As well as the risks inherent with travel, differing cultures, and environments etc.

3. Principles

In developing Student Mobility Risk Management Procedures, Robert Gordon University will have regard to the following principles:

1. Health and safety is an integral part of all student mobility. Student mobility is an opportunity to engage students in health and safety, thereby enhancing both the learning process and preparedness for employment.
2. Provided certain key measures are taken by the student mobility provider to satisfy RGU of their capability and intent, the student mobility should be considered safe unless other information or incidents suggest the contrary.
3. The responsibility to manage health and safety of risks in a student mobility (a. and f. below) lies with the student mobility provider. The role of the University is to verify the adequacy of the provider's controls.
4. The management of health & safety risks surrounding the student mobility (b., c., d., and e. below) is the responsibility of the student, supported by the university.
5. Effort and resource will be targeted at the significant risks and controls identified for each student placement/study abroad, not at general health and safety management.
6. The significant risks and controls are linked to the course subjects, and their control provides a common purpose amongst the appropriate School/Department, the student, and the student mobility provider. The identification of these significant risks and verification of the provider's controls will be done, so far as possible, prior to the commencement of the student mobility.
7. Methods of identifying significant risks and verifying controls will be developed and owned locally to suit each course or appropriate School/Department, though will be directed to focus on the following six factors:
 - a. Work
 - b. Travel and Transportation
 - c. Location and Region
 - d. Health and Environment
 - e. Individual Student
 - f. Insurance Limitations
8. Methods of monitoring each student mobility required to be thorough enough to capture each of the significant risks and controls without being overly intrusive for the student mobility provider.
9. All staff involved in identifying significant risks, evaluating controls, verifying their effectiveness, or monitoring other aspects of health and safety during student mobility must be aware of the risks to which the students may be exposed. Appropriate information, instruction and training will be provided, its provision recorded and must be attended.
10. Where a requirement of these principles or associated procedures assigns responsibilities to individuals for identification, verification, monitoring, assessing or requires other such subjective judgement, RGU will indemnify all those acting in good faith on its behalf.
11. Intervention by RGU during a student mobility on the grounds of poor health and safety should be exceptional. This will normally only be considered in the case of failures of agreed controls for the significant risks.

4. Roles & Responsibilities

4.1 Dean of School

Ensuring that the requirements of this procedure are met as a minimum in the appropriate School/Department.

- Ensuring all actions required under this procedure are delegated or assigned to appropriate staff.
- Keeping the effectiveness of the appropriate School/Department Student Mobility Risk Management System under review.
- Ensuring all staff delegated or assigned responsibilities under this procedure are released for and attend appropriate training.
- Ensuring adequate mechanisms exist for communication on risk between the student and the appropriate School/Department prior to, during and after student mobility.

4.2 Student mobility Co-ordinators & Managers, School Managers & Administrators and Tutors

- Requesting and processing pre-student mobility questionnaires and ensuring the information is refreshed as appropriate.
- Where appropriate identifying significant risks with the provider, requesting information on their controls, and assessing and agreeing their suitability.
- Ensuring the student is given appropriate information, instruction, and training prior to student mobility.
- Where appropriate receiving and checking records of induction training.
- Communicating with the student on all aspects of the student mobility, including health and safety.
- Receiving and evaluating risk assessments for significant risks.
- Taking up issues around “the work” concerning the significant risks with the provider.
- Taking up issues around “the travel, environment, health etc” with the student.
- Debriefing the student on all aspects of the student mobility, including health & safety.
- Liaising with the Occupational Health & Environmental Safety Department on concerns surrounding significant risks, and where termination of a student mobility or discontinuing use of a provider is under consideration.

It is incumbent upon the Dean of School to assign or delegate responsibilities in the most appropriate manner.

4.3 Occupational Health & Environmental Safety Department

Responsible to the Executive Group, and the designated Vice Principal for Corporate Services:

- Ensuring that the principles and actions contained in this Principles and Procedure are understood and promoted in all appropriate School/Departments.
- Specifying the content of suitable and sufficient training for RGU employees tasked with supporting student mobility.

- Supporting student mobility staff where appropriate, in particular a breakdown of controls for significant risks.
- Ensure provision of suitable services to allow effective monitoring of geographical risks.
- Ensuring the appropriate School/Department Student Mobility Risk Management System is included in the University's audit protocols.

5. Procedure

5.1 Scope

This procedure applies to student placements with host organisations (including RGU based placements) and study abroad exchanges with alternative educational institutions both nationally and internationally. It is recognised that the application of certain UK based expectations, in respect to the management of health and safety, will not be possible due to different statutory regimes. This is not expected to impact on the application of the principles above or the general application of the procedure below.

Appropriate Schools/Departments arranging student placements with the National Health Service (NHS) within the UK are expected to apply these principles though has complete autonomy when implementing a procedure as this will likely be dictated by the NHS.

Reference to “the appropriate School/Department” in these procedures relates to the Dean of School as the manager accountable to the University for the health and safety of their staff and students. However, it is envisaged that many of the responsibilities will be delegated to Student Placement Co-ordinators, Student Placement Tutors, Study Abroad Coordinators and associated administrative support.

5.2 General Arrangements

This Procedure describes the minimum components necessary to deliver a local Student Mobility Risk Management System in each appropriate School/Department. To be effective, the method of providing each component should be identified in each appropriate School/Department and responsibility assigned or delegated for each.

Once in place, the effectiveness of the local Student Mobility Risk Management System should be monitored internally and reviewed at least annually by each appropriate School/Department. Although student mobility will be an element of the health and safety audit system, audits should not be relied upon as the sole means of monitoring due to length of the audit cycle.

5.3 Training

All staff involved in the placing of students with student mobility providers likely to involve the control of significant risks must receive a level of training appropriate to their involvement and to the nature of those risks.

The training provided will be delivered on campus to a syllabus designed in consultation with the Occupational Health and Environmental Safety Department.

Refresher Training will be offered at least every 3 years.

5.4 Prior to Mobility

All student mobility providers will be required to complete a student mobility Provider Questionnaire.

The questionnaire will require to be repeated where appropriate to ensure confirmation of continuous relevant insurance cover.

The appropriate School/Department on identification of a student mobility Provider shall liaise with the student mobility provider to identify any significant risks to the student's health and safety.

Where appropriate, on identification of one or more significant risks the appropriate School/Department must require the student mobility Provider to provide a written method of controlling these risks. The evidential requirement should not be prescriptive, and may take the form of a risk assessment, method statement or any other management or working system the student mobility provider has already developed.

The appropriate School/Department requires to assess the controls submitted by the student mobility Provider

- Where the documentation is of apparently sufficient depth of content, and controls appear to be appropriate to control the risk, this should be accepted.
- Where there are obvious gaps in the documentation provided the appropriate School/Department should communicate directly with the student mobility Provider to satisfy itself that the provider will control the significant risks.
- Where the appropriate School/Department cannot satisfy itself that the student mobility Provider has adequate systems to control the significant risks, the student should be advised the university cannot support the student mobility going forward.

The appropriate School/Department should agree responsibilities with the student mobility Provider in writing. As far as possible, this should be done with management at the location where the student will be placed. As a minimum, this should cover the following:

- Induction training and recording
- The student placement provider's responsibilities for the student's health and safety
- Where appropriate, control of the significant risks
- Where appropriate, agreement that the student will carry out a risk assessment on one or more of the significant risks.

The student must be given sufficient information, instruction and, where necessary, training to ensure they are aware of any risks likely to be encountered during the mobility, and in particular the controls necessary to control any significant risks identified.

5.5 During Mobility

Where appropriate the student should submit a record of induction training to the appropriate School/Department, which should preferably be carried out during the first week of student mobility and signed by the provider.

The student must be instructed to communicate with their Tutor on any concerns over health and safety immediately as they arise.

Where significant risks have been identified prior to student mobility, if appropriate the student should complete a risk assessment on one or more of these significant risks.

Genuine concerns surrounding the breakdown of agreed controls for significant risks must be taken up with the provider by the appropriate School/Department, and the controls reaffirmed or modified and reinstated.

The geographical location will be continually monitored to identify any locational risks to the student. Access to services to achieve this will be provided by the Occupational Health and Environmental Safety Department.

If at any time during the student mobility the appropriate School/Department is not confident that the provider will control any significant risk, the student mobility should be terminated. Advice should be sought from the Occupational Health and Environmental Safety Department prior to taking this action.

5.6 Post Mobility

In addition to appropriate meetings and regular communication during student mobility, students are normally given the opportunity to meet with their Tutor/Module Coordinator/Course Leader after the student mobility has ended to discuss all aspects of the experience. During this meeting, the student must be given the opportunity to give the appropriate School/Department feedback on the health and safety aspects of the student placement/study abroad.

Should significant concerns be raised during this feedback session, or at any other time, a judgement will need to be made as to whether or not to continue placing students with the provider.

Any discontinuation of student mobility with a provider for reasons of health and safety should be notified to the Occupational Health and Environmental Safety Team.



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