



Health, Safety and Risk Management Policy for all NMAHP/PSRB Approved Programmes:

Learner's Responsibilities on Practice Placement

IT IS IMPORTANT TO READ THIS DOCUMENT IN CONJUNCTION WITH ALL HEI AND PLACEMENT POLICIES

The Health and Safety at Work Act (1974) sets out the statutory duties of employers and employees* to ensure, improve and promote, as far as it is reasonably practicable, health and safety at work. The Health and Safety Executive (2003) has outlined an Approved Code of Conduct as guidance on the implementation of the Health and Safety at Work Act. The Equality Act (2010) requires reasonable adjustments to be made in the workplace for people with identified needs.

The Academic Educational Institute (AEI) and partnership Organisations recognise their responsibility to provide effective health and safety management systems. It is equally the responsibility of each learner to operate within those safe systems of work that have been put in place within the practice setting.

As a learner you are required to:

- Locate and familiarise yourself with the health, safety, and risk management policy documents, including completed risk assessments, in each placement area in accordance with your Practice Assessment Document, by discussion of local policies at the placement initial interview.
- Report any breaches of health, safety and other risk management issues that may affect yourself or others in the practice setting, in accordance with the relevant partnership organisation and HEI policies and procedures.
- Ensure you are aware of the risk assessment system in place and control measures required to reduce or eliminate identified risks.
- Inform the following people when an additional risk assessment is required because of a change in circumstances, such as pregnancy, illness, or injury:
 - The Programme Lead (University of Salford and Manchester Metropolitan University, University of Bolton) or Unit Lead (The University of Manchester).
 - The Personal Tutor (University of Salford, Manchester Metropolitan University, and University of Bolton) or Academic Advisor (The University of Manchester).
 - The Practice Education Facilitator (PEF) / Clinical Educator (CE) / Clinical Education Specialist (CES) / Practice Education Practitioner (PEP) and Placement Manager.
 - Practice Assessor and/or Practice Supervisor.

You are required to notify the Practice Supervisor/Assessor as soon as possible, who will work with the PEF / CE to ensure that the appropriate risk assessment is completed and implemented to ensure your health, safety, and well-being within the workplace.

- Attend and complete mandatory inductions and health and safety updates within the partnership organisation and the HEI in which you are undertaking your studies.
- Follow the correct local reporting mechanisms and forward copies of the completed incident report to the HEI should you become involved in an adverse incident whilst on placement. If you are required to complete a statement, advice and support should be sought from your Personal Tutor (University of Salford, Manchester Metropolitan University, and University of Bolton) or Academic Advisor (The University of Manchester).

***For the purposes of this policy document learners will be classed as employees on placement, whilst remaining supernumerary**