

To Vice-Presidents/Deans, Heads of Schools and Directorates, HoFAs

From Dr Melanie Taylor

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cc Prof M Case, Dr S A Robson, Dr D Barker, Dr C Whitehand, School Safety Advisors, Safety Representatives

Reference Safety Circular 7/2009

## UCEA Guidance on Student Placements

HOSs are asked to ensure that all staff dealing with student placements are made aware of revised UCEA guidance, available at <http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance.htm#S> and benchmark their existing arrangements against this generic document.

Although study placements are excluded, the general health & safety principles apply equally to them, and the guide should be used for study placements in the same way.

In 2008, the University and Colleges Employers Association (UCEA) set up a working party to update their 1997 guidance on managing health & safety arrangements for student placements. This University had 2 representatives on the working party: myself and Elizabeth Aniteye. Colleagues will be aware of the very wide range of circumstances in which student placements occur, and this new document is deliberately generic in nature. Its main purpose is to indicate the underlying strategic management approach that schools should be taking without being prescriptive about how they do this. I am confident that most schools will already have arrangements in place that suit their particular circumstances.

Health & Safety Services and STDU staff are in the process of developing a training course and generic risk assessments which complement this guidance, and will be consulting with schools over the next few months about what they'd like to see incorporated into material we can make widely available via our web pages.

In the short term, please contact your usual University Safety Co-ordinator if you have any queries about the health and safety implications, or Liz Aniteye for any questions about student occupational health.

Dr Melanie Taylor  
University Safety Advisor