QUB Guidance for Placement Providers

Information for the placement provider relating to health and safety expectations

Throughout the placement period we would expect our trainee to prove to be an effective, safe and reliable individual. You will appreciate that during this period the trainee is under your control while at work and, therefore, the primary statutory duty of care rests with your organisation. The University does, however, continue to have responsibilities towards each student, specifically in the arrangement of suitable and safe placements and in monitoring their progress during the placement period.

As part of our role the University will:

* prepare trainees for placement and ensure they are aware of general health and safety aspects, however this is of a general nature and does not include the specific information needed for any particular job or workplace;
* give trainees an opportunity to feed back to the University any problems experienced with regard to health and safety whilst on placement;
* respond to any negative feedback received from trainees in relation to health and safety practices during placements by informing placement providers.

With regard to health, safety and welfare, Placement Organisations are required to provide trainees with a duty of care equivalent to that given to their employees.

These responsibilities will include:

* providing the trainee with an induction to your workplace health and safety arrangements, including fire precautions, specific hazards and health and safety precautions;
* including the trainee in the risk assessment programme as it affects activities undertaken by them;
* providing appropriate instruction and training in working practices and in the control measures identified in risk assessments;
* providing ongoing supervision and training for the trainee in the performance of their duties;
* having a system of recording and investigating accidents and incidents;
* notifying the University of any accident/incident involving the trainee.