



EMPLOYER GUIDE

SUPPORTING A STUDENT ON WORK PLACEMENT

Thank you for investing your time, knowledge and experience in the next generation of the workforce. Your partnership helps our students gain valuable real-world experience, while giving employers the opportunity to develop future talent and strengthen the skills pipeline within our local economy.

By offering a young person the opportunity to experience your workplace, you are playing an important role in helping them develop the skills, confidence, knowledge and professional behaviours they need for their future career.

Within this guide, you will find guidance around key aspects of supporting your work placement student.

The Bury College Placements Team is here to support you throughout the placement. If you have questions, please do not hesitate to contact us and we look forward to working with you.

Bury College Placements Team



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Preparing students for a Work Placement

Bury College is committed to ensuring that all students have meaningful experiences of work.

Work experience placements with trusted partner employers are fundamental to supporting students in their personal skills and development.

Alongside their programme of study, students will conduct work readiness sessions to help prepare them for the workplace ahead of starting their placement.

It is important to make sure everyone is prepared and the student knows what to expect from their placement by confirming:

- The placement dates, working hours and address.
- Where the student should report to on their first day.
- Who the student will be reporting to and their contact details.
- The student's placement role, duties and activities.
- The dress code and what to bring.
- The break and/or lunch arrangements.

Roles and responsibilities

A successful work experience placement relies on effective partnership working between the employer, the student and Bury College. Everyone has an important role to play in ensuring the placement is safe, meaningful and beneficial.

Employer responsibilities

As the placement provider, employers are required to:

- Provide a safe, welcoming and inclusive working environment.
- Nominate a suitable member of staff to be the student's Placement Mentor. This person will mentor and support the student, as well as supervising them.
- Provide an appropriate induction on the student's first day.
- Explain workplace expectations, policies, procedures and professional behaviours.
- Provide meaningful activities that are appropriate for the student's age, ability, study programme and placement objectives.
- Provide appropriate supervision and guidance throughout the placement.
- Ensure the student understands relevant health, safety, safeguarding and emergency procedures.
- Ensure the student has access to appropriate welfare facilities and breaks.
- Consider any agreed reasonable adjustments or additional support needs.
- Provide constructive feedback to help the student develop their skills and confidence.
- Monitor attendance, punctuality and engagement.
- Raise any concerns about the student's behaviour, wellbeing, attendance, performance or safeguarding with the College.
- Report any accidents, incidents or safeguarding concerns to the College.
- Maintain appropriate confidentiality and protect the student's personal information.
- Work in partnership with Bury College throughout the placement.
- Support the student in completing their placement logbook.

Student responsibilities

Students are responsible for making the most of their work placement opportunity and are expected to:

- Attend the placement on the agreed dates and times.
- Follow the employer's workplace rules, policies and procedures.
- Behave professionally and respectfully towards colleagues, customers and members of the public.
- Listen carefully to instructions and ask questions when they are unsure.
- Complete tasks to the best of their ability.
- Take responsibility for their learning and development.
- Wear appropriate clothing, uniform or PPE (where required).
- Maintain confidentiality and handle information responsibly.
- Inform the employer and the College if they are unable to attend placement as agreed.
- Raise any concerns with their employer or tutor.
- Represent themselves and Bury College positively.

Bury College responsibilities

Bury College will work with the employer and student to support the placement from preparation through to completion and will:

- Work with the student to identify an appropriate placement opportunity.
- Liaise with the employer regarding placement arrangements (where required).
- Provide relevant information to support the employer and student before the placement begins.
- Ensure required placement documentation and checks are completed in line with College procedures.
- Provide guidance to employers regarding safeguarding, health and safety and other relevant placement requirements.
- Make sure students understand their responsibilities and workplace expectations before starting their placement.
- Maintain communication with the employer and student throughout the placement.
- Provide a point of contact for employers and students to raise questions or concerns.
- Respond appropriately to safeguarding, welfare, attendance or placement concerns.
- Monitor the student's progress and engagement where appropriate.
- Review the placement and gather feedback to help improve future work experience opportunities.

Health and Safety

The health and safety of the student is a shared responsibility between the employer, the College and the student. This section provides practical guidance to help employers understand their responsibilities and to support students to stay safe in the workplace.

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Disclaimer

The information and advice in this guide is offered free of charge to employers who support our students. It is not intended to be a detailed explanation of all matters relating to health and safety, nor can the provider guarantee the accuracy and relevance in all cases of the advice offered. The provider accepts no liability for damages resulting from the advice offered and it is strongly recommended that employers have access to competent, independent advice on health and safety to enable them to meet their statutory obligations.

1. General legal requirements

Insurance

Employers are required to have **Employers' Liability Insurance** at a minimum cover of £5 million, with confirmation that the student is covered. This should be in addition to Public Liability Insurance. The insurance certificate/s must be displayed on the employer's premises in a public place.

Health and Safety Policy

Employers with more than five employees are required to publish a written statement of their general policy with respect to health and safety at work. The student must be made aware of this policy and how to access it.

Health and Safety Law Poster

Employers are required to display the HSE poster: 'Health and Safety Law'. The poster should identify the competent person responsible for health and safety and include the contact details of the local HSE office and EMAS contact. This poster should be displayed on the employer premises, where it is accessible for the student to read. Where there are five or fewer employees, the employer may provide the student with the equivalent leaflet instead.

For more information please visit: <https://www.hse.gov.uk/pubns/lawleaflet.pdf>

Competent person(s) for health and safety

Employers are required to appoint a competent person/s to help the employer comply with relevant statutory provisions. This may or may not be an employee of the employer but should, in any event, be identified on the Health and Safety Law poster.

Registration with authorities

Certain employers are required to be registered with the HSE or the EH Department of the Local Authority.

Consultation with Employers/Students

Employers should have a system in place for consulting and/or notifying the student of matters that relate to their health and safety. For larger employers, this may be achieved through a Health and Safety Committee, while smaller employers may use a notice board to communicate health and safety matters.

2. Risk Assessments

Employers are required to carry out a 'suitable and sufficient' assessment of the significant risks associated with their work activities. In most cases your standard risk assessment process will identify risks to students. However, the employer must also consider a student's lack of experience when assessing the risks associated with their specific activities.

There are five basic assessments to be completed.

- General Risk Assessment
- COSHH Assessment
- Manual Handling Assessment
- Fire Risk Assessment
- Young Persons Risk Assessment

It may also be necessary to complete written risk assessments where five or more employees, including students, are working for the company.

The student must be made aware of the control measures identified within the risk assessments.

Review of Risk Assessment

Employers should have a system in place to ensure that risk assessments are reviewed periodically, or assessments are no longer considered suitable and sufficient. All risk assessments must also consider whether the student has a disability, or learning or language difficulties that may affect their ability to carry out the work safely.

Implementation of and findings

Employers must have a system in place to ensure that the findings of any risk assessments are documented, and that any further health and safety matters are attended to.

Young people under 18 years of age

Risk assessments must reflect the lack of experience, capabilities and limitations of young people. This may require a greater level of supervision to be included within the risk assessment and in the general management of the workplace. Examples include prohibiting the student from operating certain machinery, or from participating in hazardous activities.

Employers must inform people under the age of 18 of the findings of any relevant risk assessments, and if they are under the age of 16 ensure that their parents/carers are also notified. Further information please visit: <https://www.hse.gov.uk/young-workers/employer/law.htm>

3. Supervision

Arrange for Information, Instruction and Supervision

Employers should have a system in place which ensures that the student has access to adequate safety information, instructions and supervision in order to keep them safe whilst on the employer's premises.

This should include all areas that the students may need to access, including to and from their workstation, store rooms, traffic routes and areas provided for welfare and break times.

Employers must ensure that the level of supervision remains adequate at all times.

Competence of Placement Mentor

Employers should take steps to ensure that those persons charged with supervisory responsibilities towards students are themselves adequately informed as to their role, responsibilities, and hold suitable qualifications where necessary. They should demonstrate a mature and responsible attitude, while also being approachable and comfortable working with young people.

4. Training

Employers are required to ensure that appropriate arrangements are in place to provide the student with a suitable health and safety induction, and training. There should also be a system in place to record that the training has been completed.

Employers should also ensure that the student understands their own responsibility towards their health and safety, the safety of others and that they have a duty to co-operate with the employer on all health and safety matters, including complying with reasonable and lawful instructions.

5. Accidents and emergencies

As soon as possible following any accident, the employer must inform Bury College.

Employers should have appropriate personnel and procedures in place to ensure that any accidents and emergencies are dealt with quickly and efficiently.

The student should be removed from any area of risk immediately and where necessary, first aid treatment administered without delay.

Employers should select an 'appointed person' to take responsibility for arranging first aid when required. The appointed person should have appropriate training, or medical knowledge, where necessary and the student should be made aware of their name and location.

Employers must also have a system in place for recording accidents that may occur on their premises. This can be done by using an accident book, which can be purchased from stationery suppliers or through the HSE's online bookshop.

If an accident results in the student being unable to work or carry out their normal duties for more than seven consecutive days, the employer must report the incident to the HSE under RIDDOR within 15 days of the accident.

Certain specified injuries and other reportable incidents must be notified to the HSE without delay.

Reportable injuries include:

- Fractures.
- Amputation.
- Injury leading to loss of sight.
- Crush injury to the head or torso.
- Any burn injury including scalding.
- Any loss of consciousness caused by head injury or asphyxia.
- Any degree of scalping requiring hospital treatment.
- Any injury resulting from working in an enclosed space.

In the event of a work-related fatality, the HSE must be notified immediately without delay. RIDDOR reports can be submitted online and fatal accidents and specified injuries to workers can be reported by phone.

The contact details for reporting are as follows:
Incident Contact Centre, Caerphilly Business Park,
Caerphilly, Mid Glamorgan, CF83 3GG.

0845 3009923 (between 8:30am and 5:00pm
Monday to Friday).
www.riddor.gov.uk
riddor@natbrit.com

Further information and online reporting forms please visit: <https://www.hse.gov.uk/riddor/reporting/>

Fire Safety

Your premises must have a responsible person for fire safety. Your organisation must also:

- Ensure that a fire risk assessment is completed and reviewed as necessary.
- Ensure appropriate fire safety measures are in place and maintained.
- Have a plan for an emergency.
- Provide fire safety information and instructions to the student as part of the induction process.

6. Personal Protective Equipment (PPE)

Employers are required to provide the student with suitable protective equipment and clothing appropriate to the activities being undertaken. The required PPE should be provided free of charge, and should be identified through the risk assessment, and suitable arrangements must be in place for its maintenance and storage.

Employers must ensure that students wear the PPE provided where required. Appropriate signage should be displayed on machinery and in the relevant work areas to clearly indicate where PPE must be worn.

7. Welfare

Employers are required to ensure that the student has:

- Access to suitable toilet and washing facilities maintained to a reasonable standard.
- Facilities to prepare and store food, if meals are regularly eaten at work (where appropriate).
- Rest facilities that are suitable for the student to sit and take breaks.
- Changing facilities if the student is required to wear special clothing, with secure storage (where applicable).



Safeguarding

Bury College has a legal responsibility to safeguard and promote the welfare of children and vulnerable adults. As part of this responsibility the college will work with relevant organisations and agencies to identify, report and respond to concerns, helping to protect children and vulnerable adults from any forms of harm, abuse and neglect.

Support, help and advice

Employers should contact our Safeguarding Team if you have any concerns regarding a student.

What is a safeguarding issue?

Safeguarding may be related to:

- Emotional abuse
- Sexual Abuse
- Physical abuse
- Neglect
- Homelessness
- Domestic Abuse
- Forced Marriage
- Bullying or Harassment
- Online Safety issues
- Exploitation
- FGM (Female Genital Mutilation)
- Radicalisation

Employers responsibilities include:

- Assessing any risks to the student before placement begins.
- Providing appropriate induction, training and supervision for students.
- Being aware of the potential risks to the students' safety when online and exercising caution when working with students who spend significant amounts of time online/or work from home.
- Looking after the welfare and emotional wellbeing of students in the workplace.
- Ensuring systems are in place to prevent unsuitable people working with students.

Reporting safeguarding concerns

If the student discloses anything that gives you reason to suspect that they may be at risk of harm, you should:

- Listen carefully and take what is being said seriously.
- Tell the student you have a duty to report concerns.
- Tell the student you cannot promise confidentiality.
- Write down what the student says in their own words.
- Contact our Safeguarding Team immediately.

If you see or notice something that makes you concerned that a student may be at risk of harm, you should:

- Call the safeguarding number and talk through your concerns.
- If there is immediate risk of harm, contact emergency services.

Placement attendance guidelines

At certain times, the College's Safeguarding Team is not available. Therefore, the students must not attend placement, before 7am or after 9pm Monday - Friday, on weekends; during our Christmas closure period; or on bank holidays.

Reporting student absence

If the student doesn't attend their placement as planned, or has consecutive notified absences, you must report this to the Placements Team.

Prevent

Bury College has a legal responsibility to safeguard and promote the welfare of all their students and to ensure that they operate within the law.

The Prevent Duty is a Government strategy that was introduced to safeguard communities against the threat of extremism, radicalisation and terrorism.

An important part of the Prevent Strategy is the promotion of British Values, which include:

- The Rule of Law
- Democracy
- Mutual Respect
- Individual Liberty

What is a Prevent issue?

Issues that could lead to a person being vulnerable to negative external influences include:

- Loneliness or isolation
- Changes to a family situation
- Poverty
- Political grievances
- Accessing extremist material

Employers responsibilities include:

- Being alert to changes in behaviour that may give you cause for concern.
- Advising the College of any concerns regarding the student, allowing us to investigate any issues further.
- Promoting British Values and challenging views that contradict these values.
- Being receptive and approachable if a student wishes to discuss concerns relating to extremism or events in the news and encouraging them to discuss these concerns with their tutor.

Reporting Prevent concerns

Employers should contact our Safeguarding Team if they are worried or concerned about a student.



Equality, Diversity and Inclusion

Equality of opportunity underpins every aspect of learning delivered at Bury College.

Equality means ensuring that everyone has the same opportunities to succeed. It is not about treating everyone in the exact same way, but recognising that individuals may have different needs and may require different support to achieve the same goal.

Diversity is about recognising and valuing individual differences. It aims to understand and manage these differences so that every student can contribute and achieve their full potential.

Inclusion refers to an individual's experience within the workplace and in wider society, and the extent to which they feel valued, included and respected.

Legal framework

The Equality Act 2010 brings together and replaces a number of previous anti-discrimination laws with a single legal framework. It also strengthens and extends existing protections against discrimination.

The Act identifies nine protected personal characteristics:

- Age
- Disability
- Gender
- Gender reassignment
- Race
- Religion or belief
- Sexual orientation
- Marriage and civil partnership
- Pregnancy and maternity

An individual may have a number of these personal characteristics.

The Equality Duty, established by the act provides a single framework for preventing unlawful discrimination and promoting equality.

This includes protection against:

- Direct discrimination
- Indirect discrimination
- Discrimination arising from disability
- Harassment
- Victimisation
- Failure to make reasonable adjustments in order to accommodate a person's disability

Sexual harassment

Employers are required to take reasonable steps to prevent sexual harassment in the workplace and protect the student from such behaviour.

You will have appropriate policies and procedures in place to support employees which should also be applied when supporting a student.

Bury College is committed to promoting equality and ensuring that all students are treated with dignity, respect and fairness.

For more information please visit: <https://www.acas.org.uk/sexual-harassment>

Reporting sexual harassment concerns

Employers should contact our Safeguarding Team if a student has disclosed or experienced sexual harassment in the workplace.

Frequently Asked Questions

How will the college ensure the student is ready for placement?

Alongside their study programme all students undertake mandatory Skills for Jobs sessions each week with their tutor group. This covers employability skills, typical workplace behaviours and expectations, and appropriate communication to prepare them for the work placement.

What support will I receive from the College?

You will have a dedicated Placement Co-ordinator who will serve as your College contact and provide guidance, answer questions, and support both you and the student throughout the placement.

Do I need to be DBS checked?

No, you do not need to be DBS checked to host a student.

To join our team, a student would require a DBS check/uniform/PPE/equipment (e.g. laptop). How should we arrange this?

Requirements should be discussed with the Placement Team before the placement begins. We will work with you to agree responsibilities and ensure appropriate arrangements are in place.

Our company operates remotely; can a student work from home?

There is scope for home working, though this will be assessed on an individual basis.

Do I need to pay the student?

No, you are not expected to pay a placement student, or compensate for travel and food. If the student has concerns about the affordability of attending placement, please advise them to visit the Student Services Team.

How can I best support a student with SEND or medical needs?

If the student you are hosting has any SEND, or medical needs, your Placement Co-ordinator will consult with the college Support Team to put together an action plan containing ways to best support them on placement. This could include incorporating regular rest breaks, ensuring the student has access to medication, or modifying tasks they may be expected to complete.

What should I do if the student is absent or late?

Please notify the College as soon as possible. We will follow this up with the student and support any necessary actions.

Who do I contact if I have a question or concern?

For general placement queries and concerns, please contact your Placement Co-ordinator. For any safeguarding or prevent concerns, please contact the college Safeguarding Team.

What if the student is not meeting expectations?

Please raise any concerns **early** with your Placement Co-ordinator. We will work with you and the student to address issues and agree an appropriate action plan.

Can a placement be ended early?

In exceptional circumstances, yes. We ask employers to discuss concerns with the Placement Team first so that alternative solutions can be explored where possible.

What level of work can I give a student?

It's important to remember that the student won't have the same level of experience and expertise as your employees. The student should be given meaningful tasks that support their learning and reflect real workplace activities, with appropriate supervision and responsibility.

Are placements flexible around business needs?

Absolutely! Where possible, we will work with curriculum leads to ensure that we can work around your needs. This could include amending our delivery schedule. Students are also permitted to attend placement during half terms subject to their availability; except on bank holidays or during College's Christmas closure period.

Important Contact Details

Placement Team

0161 280 8280

placements@burycollege.ac.uk

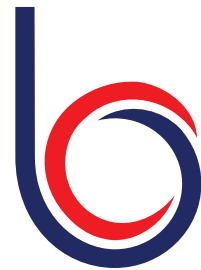
Safeguarding Team

0161 280 8604

07713 312773

safeguarding@burycollege.ac.uk





• BURY •
COLLEGE



Bury College ■ Market Street ■ Bury ■ BL9 0DB
placements@burycollege.ac.uk
www.burycollege.ac.uk
0161 280 8280