

**Faculty of Health and Life Sciences**

**Coventry University**

Priory Street Coventry CV1 5FB

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**Dean of Faculty**

Professor Guy Daly

Karen Quinn

Employability & Placement Unit

Charles Ward G32

Phone: 02477 65 8584

Email: [k.quinn@coventry.ac.uk](mailto:k.quinn@coventry.ac.uk)

Dear ,

We are very pleased that you have been able to offer a placement to our student at Coventry University. The Employability & Placement Unit is your main point of contact with Coventry University. Please also expect contact from the student’s Academic Placement Supervisor during the course of the placement; they will review and monitor the student’s progress and professional development. This will not be burdensome; our intention is to support the student and placement provider.

Although current legislation places primary responsibility for health and safety training and equipment on the employer, we recognise that the University has a duty of care. In order to fulfil this duty of care the University will:

* Prepare the student for the 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 the student an opportunity to feedback to the University on any problems experienced with regard to health and safety whilst on placement and
* Respond to any negative feedback received from students in relation to health and safety practices during placements by informing the placement provider.

During placement, we would expect our student to prove to be an effective, safe, professional and reliable individual. However, you will appreciate that during this period the student is under your control and therefore the statutory duty of care and consequent liabilities rest with yourself.

As the students’ placement provider the University expects you to treat them in the same way as your employees with regards to their health, safety and welfare. It is therefore the University’s expectation that as Placement Provider you will:

1. Provide the student with a full induction in the workplace health and safety arrangements, including specific hazards, health and safety precautions, fire precautions, emergency arrangements and how to report accidents.
2. Plan the work or study programme and associated health and safety training to be undertaken by the student.
3. Include the student in the risk assessment programme as it affects activities undertaken by them.
4. Comply with health and safety and other legislation (e.g. Equality Act 2010).
5. Nominate a supervisor who will ensure day-to-day supervision of the student and in working practices and in the particular control measures identified in the risk assessments.
6. Have a system of recording and investigating accidents and incidents. We would ask that you notify the University of accidents or incidents involving the student that you are made aware of.
7. Facilitate access visits if should visits from a tutor be required.

If there are any specific competencies that our placement student must have prior to beginning the placement we ask that you please inform us.

The University assumes that you will have **Employer’s Liability, Public Liability and Professional Indemnity insurance** in place for the period of the placement and that these will apply to a placement student as they would to any other member of your staff. You may also wish to contact your insurers about this and, if this is not the case, or if this creates any questions or problems, please let us know at the earliest possible date on 024 77 656 6565 and ask to speak to Karen Quinn.

The Health and Safety Executive has recommended that we ask formally for assurances on health and safety so, as part of the approval process, we ask you return the slip below confirming receipt of this letter and acceptance of our expectations about health and safety arrangements during the placement.

Yours faithfully,

**Karen Quinn**

**✂……………………………………………………………………………………………………………**

**Placement Provider’s Confirmation of receipt**

Please complete and email or post, to acknowledge your acceptance of this letter.

**To: Karen Quinn**

[**k.quinn@coventry.ac.uk**](mailto:k.quinn@coventry.ac.uk) **or** [**EPUsupport.hls@coventry.ac.uk**](mailto:EPUsupport.hls@coventry.ac.uk) **or Faculty of Health & Life Sciences, HLS Employability and Placement Unit, Charles Ward G32, Coventry University, Priory Street, Coventry, CV1 5FB**

I confirm acceptance of the expectations outlined in the letter from the University regarding health & safety and insurance requirements for:-

**Name of student (s):**

**Signed: Date**

**Position:**

**Name/ address/ contact details:**

**INSURANCE DETAILS:**

**As part of the University’s placement validation process, we request from placement providers’, hosting Coventry University student placements, the following details of insurance (policy number, start date, expiry date). Please provide us with this information, in the following table.**

**Please note, without this information, the University is unable to allow to student to undertake the placement.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s Liability Insurance** | **Policy No:** | **Policy Start Date:** | **Policy End Date:** |
| **Public Liability Insurance** | **Policy No:** | **Policy Start Date:** | **Policy End Date:** |
| **Professional Indemnity Insurance** | **Policy No:** | **Policy Start Date:** | **Policy End Date:** |

**Please note:**

If any of the expectations for health and safety or insurance outlined are not the case, or if they create any questions or problems, please let us know at the earliest possible date. Further, if you do become aware of any factors that may put the placement opportunity at risk (for example: economic, business continuity and trading, legal or regulatory) please does inform us at your earliest convenient. This would help us to make alternate arrangements for the student.