

Stay healthy, happy and safe whilst at work!

On placement, it's up to your employer to put safeguards in place for your safety – but it is your responsibility to know what the Health & Safety policy is.

- The Responsibility of Your Placement Provider

Your employer should provide you with access to the organisation's health and safety policy, and adequate health and safety training specifically related to your work environment. This will cover:

- Electricity and fire
- Fire escapes and evacuation processes
- First aid
- Hazard reporting
- Working outside normal hours and lone working

It's important to be aware that some international employers may not have this procedure in place, but they should be able to provide you with similar documentation. If the placement providers cannot provide confirmation that there is an equivalent policy or scheme in place to cover you, then they should explain this to you. However, please contact us if you have any concerns about your employer's health and safety provision.

Employers should also provide an appropriate duty of care and be responsible for your health and safety, as well as providing full supervision and alerting the University of any potential problems with the placement when they arise. Additionally, the organisation would be expected to carry out a risk assessment before you take part in certain activities.

Employers are also required by law to report and keep records of:

- Work-related accidents which cause death
- Work-related accidents which cause certain serious injuries (reportable injuries)
- Diagnosed cases of certain industrial diseases
- Certain 'dangerous occurrences' (incidents with the potential to cause harm)

Prior to you starting your placement, the organisation will be asked to complete a Health & Safety Checklist, in which they will be asked to report any recorded incidents you may be involved in. You may also be issued with a Health & Safety disclaimer letter which you would be asked to sign.

If you are involved in an incident, or have an accident in the workplace, please let a member of the Placements Team know. Your organisation should have procedures in place for accident reporting, and we will need to see and receive a copy of the accident reporting form completed by your employer. If, however, the organisation can't provide an accident report, both you and the placement provider should ensure that any serious accidents or incidents are reported directly to the University.

- [Your Health & Safety Rights](#)

The Health & Safety Act of 1974

It is your employer's duty to ensure your safety at work, so they must do whatever is reasonably practicable to achieve this. In general terms they must:

- Provide and maintain a safe workplace, plant and equipment
- Provide safe systems of work
- Provide the information, instruction, training and supervision necessary so that employees endanger neither themselves nor their colleagues
- Provide and maintain a safe and healthy environment
- Provide suitable facilities and arrangements for the welfare of employees

- [The Employee's Responsibility](#)

An employee has the following responsibilities under the Act, namely:

- To take reasonable responsibility while at work for his or her own health and safety, and for that of persons who may be affected by his or her acts or omissions at work
- To co-operate with the employer on safety matters
- Not to misuse or damage safety equipment provided by the employer
- To always ask if you are in doubt about any health and safety regulations or procedures!

- [Your Equal Opportunity Rights](#)

The Equality Act 2010

The act covers nine protected characteristics, which cannot be used as a reason to treat people unfairly. Every person has one or more of the protected characteristics, so the act protects everyone against unfair treatment.

The protected characteristics are:

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



The Equality Act sets out the different ways in which it is unlawful to treat someone, such as direct and indirect discrimination, harassment, victimisation and failing to make a reasonable adjustment for a disabled person. The act prohibits unfair treatment in the workplace, when providing goods, facilities and services, when exercising public functions, in the disposal and management of premises, in education and by associations (such as private clubs).

If you think you are being treated unfairly, please contact the Placements Team on **0121 204 3033**.

- [Regulations of the Working Time Directive](#)

The directive is a European Union (EU) initiative designed to protect workers from exploitation by employers. It sets out the regulations on matters such as how many breaks employees can take, and how much holiday they are entitled to.

The directive's headline regulation is aimed at limiting the average working time for employees in the EU to 48 hours a week.

The basic rights and protections that the regulations provide are:

- A limit of an average of 48 hours a week which a worker can be required to work (though workers can choose to work more if they want to)
- A limit of an average of 8 hours work in 24 which night workers can be required to work
- A right for night workers to receive free health assessments
- A right to a day off each week
- A right to an in-work rest break if the working day is longer than 6 hours
- A right to 11 hours rest per day
- A right to 4 weeks' paid leave per year (only those on a paid placement are entitled to paid leave).

Please be aware that the above information only relates to placements inside the EU – for placements outside the EU, please check your contract carefully before committing as there may be some differences in the rights you will have (for example, your annual leave entitlement may be less than 4 weeks outside the EU).

If you are asked to waive your rights to the Working Time Directive regulations, please contact the Placements Team on **0121 204 3033**.

- [Travel Insurance for Students on Overseas Placements](#)

The University has a commitment to provide travel insurance for students who are doing a placement abroad. The UMAL travel insurance policy covers students for the duration of their registered placement overseas (i.e. the placement that has been registered and approved on MAP and that will form part of your degree). It is not intended to cover extended periods of additional travel to allow for holidays or extended stays abroad at the placement location outside the authorised placement period.

Travel Insurance Policy Number: **UMAL/117** (this must be quoted in all correspondence with the UMAL)

You can download a copy of the UMAL Travel Insurance Certificate [here](#).

You can download a detailed summary of travel cover [here](#).

Visit the Careers+Placements [website](#) to find out more details about Travel Insurance while on placement.

Exemptions:

Please note that you will need to take out independent cover for extreme sports or other high risk leisure activities, e.g. snowboarding or climbing.

Please also note that students returning to their country of domicile are excluded from emergency medical expenses cover.

The current policy does not require declaration of pre-existing medical conditions. It does require individuals who are undergoing current treatment or have a specific health concern to seek the advice of a Qualified Medical Practitioner as to whether they are advisable to travel. The policy will exclude expense claims for a journey undertaken against the advice of a Qualified Medical Practitioner or for the purpose of seeking medical advice or treatment. Ongoing management of a pre-existing medical condition and treatment known in advance of a trip to be required during the journey will not be covered.

For further details on cover, you can consult the [UMAL website](#). Please contact UMAL directly if you require any further clarification on the cover provided by the policy.

Making a claim:

If you need to make a claim, please download the relevant claim form from the [UMAL website](#) and submit this to [Alison Terry](#).

If you have any queries before making a claim, please call **+44(0)2920 662425**

Please also let the [Placements Team](#) know if you are making a claim:

3psupport@aston.ac.uk

The University Insurance office will be notified of all claims and reserves the right, after discussion with insurers, to allow the application of excess amounts to claims regarding personal electronic equipment, for example, mobile telephones, laptop computers, tablets etc. if the circumstances of the claim require. Students are encouraged to arrange to insure their personal mobile phones and other personal portable electronic equipment, such as tablets, as any loss or damage to your mobile phone or other portable electronic items during your placement will not automatically

be covered by the University's Travel Insurance policy and will not receive the full replacement cost.

- [EHIC Card](#)

If you are on placement in Europe, please ensure that you have a valid EHIC card for the duration of your placement.

All students who are normally eligible for the EHIC and who are taking part in a period of study or work abroad as part of their UK degree must apply for a new EHIC to cover them for the period abroad using a paper form as instructed [here](#).

You must do this even if you already hold a valid EHIC that you have previously obtained for personal travel. It is possible to hold two EHICs and it is not necessary to surrender the existing EHIC for the new one to be issued. The standard EHIC does not adequately cover students on a period of study/work abroad.

No form of supporting evidence of the host university address, duration dates etc. is required. You simply need to provide a note along with your application form outlining all of the requested information.

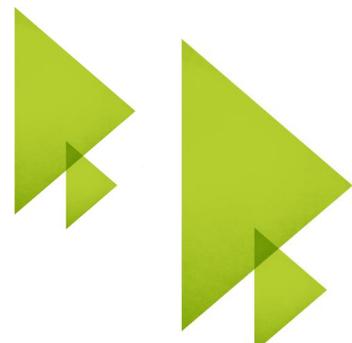
There is no minimum duration of study/work abroad to obtain the non-standard EHIC – the card is issued based on the duration dates of the course of study/placement.

Where you have a combination of activities (e.g. one semester exchange + one semester work placement), only one EHIC is needed provided that you outline full details of your arrangements in the application.

The standard EHIC covers any personal travel that occurs outside of the exchange/placement dates.

- [Medical Emergencies](#)

For medical emergencies, contact Global Response, who provide a service operated by a team of multi-lingual coordinators based in the UK, who can be contacted at any time of the day or night, 365 days of the year. Global Response will decide the most appropriate course of action to help you through an emergency. Prior to incurring any medical costs, wherever possible, contact and approval of Global Response must be obtained. Global Response can be contacted as follows:



Telephone: **+44(0)2920 662425**

Reference: **UMAL/117**

Control Risks, the leading international security consultancy, provides security advice and support to travellers in addition to the online destination service [Travel Security Online](#). This security advice and support is provided by the fully equipped Global Security Centre at Control Risks' Head Office in London. Should you become aware of, or are caught up in, an incident you may call the Global Security Centre for advice and support. Should you need to use this service whilst travelling, the contact details are:-

For other emergencies or security information, please contact the Global Security Centre on either of the following numbers:

Telephone: **+44(0)20 7939 8658**

Fax: **+44(0)20 7970 2234**

Alternatively, you can email: gsc@travelsecurity.com