

# Nuffield Foundation Science Bursaries Guidelines on Insurance, Health & Safety

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# Guidelines on Insurance, Health & Safety

This leaflet has been prepared to ensure that everyone involved in the programme is aware of their responsibilities so that we can operate in the best interests of the students.

This leaflet is for use by Nuffield Coordinators to offer advice to Project Providers, schools and colleges and any one else directly involved in the Nuffield Foundation Science Bursary Programme for Schools & Colleges.



## 1 General principles

For students up to the age of 18:

- a risk assessment is required under the young persons regulations on health and safety
- students will normally be covered by Employer's Liability Insurance and/or Public Liability Insurance (except students in some Crown & Government Establishments).

## 2 Responsibilities of Project Providers\*

### 2.1 Duty of care

While the student is under the care of the Project Provider he/she is owed a duty of care. Account should be taken of the student's temporary status with the Provider and their age. The Provider needs to make sure that the student is aware of the organisation's rules on health and safety.

The Project Provider is responsible for notifying their insurers of the presence of students while they are working on the projects.

**A letter for this purpose is available from the Nuffield Coordinator.**

The Project Provider should ensure that the student is fully capable of working on the project with due safety, not only to the student but to others who may be affected by the work of the student.

\* A Project Provider is taken to mean any organisation or individual offering a placement to a student through the Nuffield Foundation Science Bursary Programme

## 2.2 Specific responsibilities of Project Providers to students

- Organisations agreeing to provide placements for students have to complete a **Registration Form** giving details of the organisation and the projects.
  - Health and safety are important considerations in the arrangements of placements. It is essential that:
    - students are properly prepared and briefed
    - employers/employees know what is expected of them and are aware of their legal responsibilities.
  - The Health & Safety (Training for Employment) Regulations 1990 extended the meaning of the term 'employee' to include those receiving 'relevant training'. Consequently students on placements have the same status as employees under the Health & Safety at Work etc. Act 1974 and employers will have a general duty (under section 2 of the Act) to ensure the student's health, safety and welfare.
  - The primary duty to the student for their health and safety rests with the Project Provider under whose care the student will be for the duration of the project. It is the responsibility of the Project Provider to make sure that the student is covered for insurance purposes. The Management of Safety at Work Regulation 1999 requires that employers must assess any risks to young people, under 18 years old, before commencing to work, taking into account their inexperience, lack of awareness and immaturity.
  - Risk assessments should cover:
    - the nature, degree and duration of exposure to physical, biological and chemical agents, work equipment and the way it is handled or operated, the organisation of working processes and work activities
    - the extent of the health and safety information and training required, and the fitting out and layout of the workplace.
  - As part of the risk assessment the project provider should consider:
    - whether the work being offered is beyond the physical or psychological capacity of a young person
    - whether the work involves harmful exposure to agents which are toxic or carcinogenic or otherwise chronically affect human health
    - whether the work involves harmful exposure to radiation
    - whether the work involves the risk of accidents which may not be recognised or avoided by young persons because of their insufficient attention to safety or their lack of experience or training
    - whether there is a risk to health from extreme cold or heat, noise or vibration.
- If any of the above factors apply, the project will not be suitable for a student.

- Once the placement is agreed in principle the Project Provider and Nuffield Coordinator need to agree on:
  - the activities the student will undertake
  - the areas of the organisation, either of a physical or an intellectual nature, which are 'out of bounds' to the student
  - whether special arrangements or care need to be taken by the employer in respect of the student's physical, medical or intellectual needs
  - the student's briefing, supervision and reporting arrangements
  - (if required) the health and safety equipment that will be issued to the student
  - a reporting process in the event of the student being involved in an accident.
- When the placement is underway any problems in respect of health and safety should be notified immediately to the Nuffield Coordinator:



### 3 The nature of risks and insuring against these risks

There are a number of principal risks which may arise from students undertaking placements in establishments outside their school or college. These are listed below, together with information suggesting how insurance can be provided in each case.

#### Type of risk/insuring against risk

- **Injury to the students themselves**  
For the purposes of insurance against personal injury, students on placement should be treated as employees of the employer i.e. they need to be covered by the Employer's Liability Policy.
- **Injury to others on the employer's premises (employees, visitors or customers)**  
Injuries caused to other employees by the student on placement should normally be covered by the Employer's Liability Policy. Injuries caused by a student on placement to visitors, customers etc. whilst they are on the Employer's premises should normally be covered by the Employer's Public Liability Policy.

- **Injury to others connected to the employer but who are not on the premises (including customers and the general public)**  
Any injuries caused to others by students, provided they arise out of activities undertaken in the Employer's name, should normally be covered by the Employer's Public Liability Policy.
- **Damage to, or loss of, the employer's property**  
Any damage to the employing organisation's property should normally be covered by the Employer's Material Damage Policy.
- **Damage to, or loss of, other property**  
Damage to anyone else's property on the Employer's premises should normally be covered by the Employer's Public Liability Policy.

#### Latest updates on child protection

Recently, the Government has issued new guidance on child protection, including the announcement of its Independent Safeguarding Authority (ISA). This may affect bursaries taking place in 2010, so for the most up to date information please visit our website:  
[www.nuffieldfoundation.org/scb](http://www.nuffieldfoundation.org/scb)

## 4 Additional safeguards & child protection

The following guidance for Project Providers has been taken from the *Work-Related Learning Guide* (DCSF) and should be taken into consideration alongside *Safeguarding Children and Safer Recruitment in Education* (DfES/04127/2006) which outlines the child protection policy and the duties for safeguarding and promoting the welfare of children in education. A child is defined as anyone under the age of 18.

Additional safeguards such as a Criminal Records Bureau (CRB) check for member(s) of staff may need to be considered before the placement starts when there are certain risk factors present.

- When students are identified by the school as vulnerable for educational, medical, behavioural or home circumstance reasons, including those who have special educational needs.
- Regular lone working with a member of staff over long periods (e.g. over half a day at a time).
- Placements located in particularly isolated environments with 1:1 working.
- Placements involving a high degree of travelling on 1:1 basis.
- Placements which include a residential element.

The fact that a particular placement falls into one of the above categories does not necessarily mean that a CRB check will be required. Such a decision will depend on an assessment of the overall potential risks posed to a young person and will take into account any systems in place to minimise these risks.

There is no requirement to CRB check **all** staff that may come into contact with a student on placement.

Please chat to your Nuffield Coordinator or visit our Project Provider's page on [www.nuffieldfoundation.org/scb](http://www.nuffieldfoundation.org/scb) for further advice, information and guidance on health and safety for young people in the workplace.

## 5 Action to be taken before placement begins

### 5.1 Actions by Nuffield Coordinator

- Ensure that all Project Providers have a copy of this leaflet.
- Ensure that the Project Provider has a Health & Safety Policy.
- Ensure that each Project Provider returns the Registration Form.
- Ensure that the Project Provider is aware of safeguarding young people in the workplace and has been advised on whether any CRB checks on staff need to be completed.

- Ensure that you have a copy of the risk assessment for each project.
- Send a copy of this leaflet to the school/college.

## 5.2 Actions by Project Providers

Complete the Registration Form and return to the Nuffield Coordinator:

Complete a risk assessment for any projects you are offering and provide a copy of the risk assessment to your Nuffield Coordinator:

- Consider whether it will be necessary for any member of staff to have a CRB check before the placement starts.
- Introduce control measures to minimise any identified risks and inform students of the risks and control measures.
- Notify your insurer(s) if required of the sort of activities students will undertake, and obtain written confirmation that the risk has been accepted. A standard proforma is available from the Nuffield Coordinator if required.
- guidance notes for project supervisors
- guidance notes for teachers/lecturers and students
- Application Form for students.

### Available from the Nuffield Coordinator:

- general leaflet about the programme
- Registration Form for Project Providers
- form for use by Project Providers to inform their insurers

## The responsibilities of the Nuffield Foundation

The Nuffield Foundation and the organisers of the Science Bursary Programme accept no responsibility for any actions, claims or demands which may be made against you by any students or their educational establishment or by any third party claiming against you, in respect of any matter relating to the project in question. Please note that in accepting involvement of the Nuffield Foundation in the programme, Project Providers hereby agree to indemnify the Nuffield Foundation for all actions, claims and demands which may be made against the Provider by any student, their educational establishment or by any third party claiming against the Nuffield Foundation in respect of any matter relating to the project in question.



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