

Health and safety for student workplace visits

Employers are responsible for the health and safety of students and young people during workplace visits or work experience. Students must also take reasonable care for their own safety and the safety of others and this should be communicated to them as part of their induction on site.

Remember to work with schools to help them meet their Education Outside the Classroom (EOTC, 2016) requirements.

For more information, see the Ministry of Education's guide: Students on Work Experience: A Health and Safety Guide for Schools and Employers.

Employer checklist			
Health and safety Requirement:	Details:	Who is responsible?:	Notes / actions to complete:
Health and safety policy	Written policy including responsibilities for staff, students and visitors.		
Risk assessment / hazard management	Plan in place to identify, control and monitor risks.		
Incident and emergency procedures	Process for managing illness, injury, hazards, emergencies, first aid and incident reporting.		
Student induction covers:	<ul style="list-style-type: none">• Emergency procedures• Safe work practices• Equipment use• Hazard identification• Reporting hazards• PPE use• Hygiene and wellbeing expectations		
Health and safety representatives	Identify staff and Trained First Aider		
Hazard identification and communication	Hazards identified, managed and explained to students		
Record keeping	Record hazards, incidents and near misses		