



Use of personal vehicles during placement

It is important to keep safe whilst on placement. Guidance to universities indicate that, within the Health and Safety (Training for Employment) Regulations 1990, students are considered to be an employee of the placement provider during the placement. Your placement provider therefore has a legal duty to you under the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999. This includes a legal responsibility to ensure that all vehicles used for work purposes conform to road traffic law, are safe, properly maintained and fit for purpose. Your placement provider must hold Employer's Liability Insurance and may also have Public and Professional Liability insurances. In addition to the University's responsibility to confirm this, students are strongly recommended to satisfy themselves that their placement provider Employer's Liability policy covers them.

Due to the range and variety of placements used it is not possible for detailed guidance on travel related matters to be provided. It is essential that students acquaint themselves with their placement agency's Health and Safety and Lone Working Procedures within the first week of the placement and that these are discussed as part of the placement agreement meeting.

It is important that students understand the implications for use of their own vehicles. Prior to commencing a placement students should check, and then amend where necessary, their own car insurance policy to ensure that they are covered for use of their vehicle in commuting to the placement from their place of residence.

In addition students should check any requirements for them to use their vehicle to:

- Drive to pre-arranged meetings with clients or other professionals away from the main base of the placement,
- Drive to multiple places of work.
- Travel to a training course.
- Attend company/team away days.
- Undertake a task on behalf of the agency, e.g. going to the bank, post office or other public facility
- Transport other members of staff.
- Transport service users (children and/or adults).

Once this has been clarified they should also check whether the placement provider's insurances covers them for these activities and, if not, check and amend their own insurance policy to ensure that they are covered for these activities before undertaking any of them. It is important to check business insurance policies particularly as there are variations in the class (e.g. 1, 2 or 3) dependent on the activities undertaken, for example there may be restrictions or enhanced requirements for Public Liability Insurance for lift sharing.

All eligible students from England (not those from another UK countries) receive a travel allowance from the NHS Financial Services Authority which should be used to

pay travelling expenses to and from term time residence to the placement, including additional insurance premiums that may be necessary.

As part of the placement co-ordination, students will complete the University's Car Owner Declaration Form (see below) and lodge this with the Placement Administration team.

Whilst placement providers have a responsibility, under Health and Safety and Lone Working policies, to undertake risk assessments where the transportation of service users are required, students also need to understand their personal responsibility in taking steps to protect themselves. They should therefore ensure that a risk assessment has been undertaken prior to transporting service users.

Risk Assessment

Risk assessments for placement related travel activity will generally be completed using the individual placement provider policies, particularly Lone Working, but should broadly cover the following areas for either the whole placement or individual tasks during the placement:

- Work factors – nature of the task to be undertaken, whether any equipment is needed to aid the transportation of the service user or family e.g. substance misuse, homeless, prone to challenging behaviour, aggression or violence.
- Travel factors – length of driving experience of the student, student familiarity with the geography of the area and route, time of the day, weather conditions.
- Location – how removed from the main place of work will the student be, personal safety and security, means of communication in an emergency (e.g. mobile phone availability and connectivity in remote areas), availability of additional support or emergency services if needed.
- Personal factors – does the student have any health condition or protected characteristic, the knowledge and skill level of the student to undertake the work.
- Safety factors – is any specific training needed, e.g. fitting safety seats, first aid equipment, de-escalation techniques.
- Control factors – working in pairs where possible, use of calendar and in/out boards for whereabouts and timescales, reporting in arrangements, nominated person to follow up, reporting of incidents.

**Use of Private Cars or
Motor Cycles by Students**



Student Name:

Student Number:

Course: BSc Social Work

Module Code:

Please read the following points carefully and take any appropriate action before signing the declaration below.

I agree that and confirm that:

- 1) The University accepts no liability arising from the use of my own motor vehicle, including whilst being used for travel on placement.
- 2) I have advised my motor insurers that I will be using the insured vehicle for the relevant purpose and the class of use has been extended to cover this use.
- 3) The vehicle I will use has a current and valid MOT and is/will be in a roadworthy condition for the period of the placement.
- 4) In the event that I no longer hold motor insurance for the vehicle used or if it does not hold a current and valid MOT, or if the vehicle is not in a roadworthy condition, I will not use the vehicle.

PLEASE NOTE: If your motor insurance expires BEFORE the end of the academic year/placement end date, it is your responsibility to complete a new form in respect of your new motor insurance.

NB: If in doubt consult your Insurers

DECLARATION

I confirm that I have read, agree and understand the requirements of this document and will abide by the terms and conditions. I also understand that the use of my vehicle is my own responsibility and that no liability will attach to the University of Gloucestershire.

Student Signature _____

Date _____