

Guidelines for Students on Work Placements

External Students

As a matter of policy, all schools wishing to organise work placement/experience for student in Mary Immaculate College should provide a **Letter of Indemnity** to Mary Immaculate College from their Insurers/Broker.

This is standard practice and should not cause a problem for the school involved or their Insurers. It will ensure the protection of the College while facilitating what is undoubtedly a very worthwhile exercise.

The recommended Public Liability limit of indemnity in respect of Students on Work Placements within Mary Immaculate College is **not less than €6,500,000 any one occurrence. Please note all students on work placement with Mary Immaculate College should be supervised at all times while on Campus.**

On receipt of the letter of indemnity, a copy should be forwarded to the Michael Keane, Vice President Administration & Finance for approval.

Mary Immaculate College Students

All registered students of Mary Immaculate College are covered by the College's insurances whilst undertaking a College related activity and this includes work placement within Ireland and abroad.*

A documented risk assessment of your chosen institution should be undertaken prior to commencement. The host employer should also provide and document induction training and ensure all necessary health & safety precautions for the student's safety while on placement are implemented. Induction training records should be signed by both the student and the host employer

All host employers should confirm they carry their own Employers & Public Liability insurances.

Any company, co-operative or organisation that has agreed to accept a Mary Immaculate College student on this basis may request evidence of our insurance. If you require a Certificate of Insurance or any other information in this regard, see the College website: <https://www.mic.ul.ie/about-mic/college-services/finance-office?index=3> or contact Michael Keane, Vice President Administration & Finance.

*Students on work placement are **not** covered by the College's Travel Policy.

Mary Immaculate College – Contact Details regarding Insurance:

- Michael Keane, VPAF, Email: Michael.keane@mic.ul.ie Tel. 061 204994
- Gary O'Brien, VPGS, Email: Gary.obrien@mic.ul.ie Tel. 061 204332
- Eamon O'Malley, Insurance Broker Email eamonomalley@arachas.ie