

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 €2,600,000 any one claim. **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 induction training and ensure all necessary health & safety precautions for the student's safety while on placement are implemented

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, click [here](#).

*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 eamon@omalleygriffin.ie