**City, University of London**

**Placement Health & Safety Questionnaire**

Thank you for agreeing to accept City, University of London students for a work placement(s) with your organisation. Health and safety at work legislation requires the University to ensure student placements are made only with organisations who take health and safety seriously. Consideration should be taken regarding the student's unfamiliarity with the working environment.

Please note that where multiple students might be placed within your organisation and those students are performing similar activities on the same site, only one questionnaire needs to be completed. Where students are based at different locations and/or where they are undertaking different activities then an additional questionnaire will be required. The University Placement Coordinator will advise on requirements.

**Please complete this questionnaire and return to: ……………………………………………………**

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| 1. **Health and Safety at Work Legislation** | **YES** | **NO** |
| Does the company have a written policy for health, safety and welfare at work? |  |  |
| Is the policy (and any revisions) brought to the attention of employees? |  |  |
| Does the organisation provide appropriate training, supervision, and necessary controls as determined by the risk assessment? |  |  |
| Has a comprehensive assessment been conducted to evaluate the potential health and safety risks associated with the activities and locations of student work placements? |  |  |
| Will students be informed about necessary precautions and emergency procedures relevant to their placement? |  |  |
| If the answer to any of the above questions is NO please state why. | | |

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| 1. **Management of Health and Safety at Work (emergency arrangements)** | **YES** | **NO** |
| **Workplace Accident Investigations** |  |  |
| Does the company have established procedures for investigating work-related accidents or incidents? |  |  |
| **Recording and Reporting of Work Accidents** |  |  |
| Are workplace accidents and incidents recorded in an accident log or book? |  |  |
| Are these accidents appropriately notified to the relevant enforcing authority as required by law? |  |  |
| **First-Aid Facilities and Risk Level** |  |  |
| Are the first-aid facilities provided in alignment with the assessed level of risk for the workplace? |  |  |
| **Emergency Preparedness** |  |  |
| Does the company/organisation maintain and regularly update fire and other emergency response plans? |  |  |
| Are employees informed about the actions they should take in the event of an emergency or fire? |  |  |
| **Communication and Reporting of Incidents** |  |  |
| Are reports of accidents and dangerous occurrences promptly communicated to senior managers or executives within the organisation? |  |  |
| Are these incidents thoroughly investigated through internal processes? |  |  |
| If the answer to any of the above questions is NO please state why. | | |

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| 1. **Insurance etc.** | **YES** | **NO** |
| Do you hold a current Employers Liability policy and Public Liability insurance (Compulsory)? |  |  |
| Is work equipment subject to compulsory thorough examination and testing certificated by a 'competent person' (i.e. lifts, hoists, pressure systems, emergency appliances) |  |  |
| If the answer to any of the above questions is NO please state why. | | |
| Is any additional insurance required (e.g. professional indemnity insurance)? |  |  |
| If the answer to the above question is YES please provide details. | | |

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| 1. **Remote working** | **YES** | **NO** |
| Will you provide an introduction to the use of office equipment, such as photocopiers, telephone system etc, or software and systems etc in the case of remote working? |  |  |
| Will accept as the student’s employer, to treat them in the same way as your employees with regards to their health, safety and wellbeing and appreciate that as the student is under your management that the statutory duty of care and consequent liabilities for their wellbeing rest with yourself? |  |  |
| If you provide the student with equipment, will you insure the equipment against damage etc. and ensure it is tested regularly to make sure it is working safely? |  |  |
| Will you provide the student with timely remote training on how to safely and correctly use any equipment and ensure equipment is be cleaned before being posted, and cover the cost of posting and returning the equipment? |  |  |
| Will you will provide a Health and Safety induction as is relevant to a remote working including the procedure and point of contact should an incident occur? |  |  |
| Will you consider the risks involved with students working remotely and have practices in place to fully support students? |  |  |
| Do your organisation’s insurances cover the student working remotely and any liability which may arise from the employing the student? |  |  |
| If the answer to any of the above questions is NO please state why. | | |

**Please complete the following details:**

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| Organisation |  | | |
| Site address at which student will be based |  | | |
| Placement provider nominee name |  | Job title |  |
| Signature |  | Date |  |