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| Employer Health and Safety Checklist: Student Social Action Projects |

This form is to be completed by the staff member responsible for arranging this project. Its purpose is to confirm what health and safety arrangements will be in place.

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| **About the placement** | | | | | | |
| Name of organisation |  | | | | | |
| Address  (where student(s) will be based) |  | | | | | |
| Size of organisation (approx. number of employees) | Less than 6 | 6 - 249 | 250-1000 | | | More than 1000 |
| Nature of the business |  | | | | | |
| Please describe the type of work the student(s) will be doing: | | | | | | |
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| Please describe how the student(s) will be travelling to the location of the project: | | | | | | |
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| **Employer Health and Safety Processes**  *(Please note that you may need to contact the host organisation for answers to the queries below)* | | | | | | |
| Does the organisation have a written Health and Safety Policy?  *(Required for organisations with over 5 employees)* | | | | YES / NO | | |
| Do they have written risk assessments or safe working procedures for the work activities the student(s) will be carrying out? | | | | YES / NO | | |
| Has a copy of the risk assessment for the activity taking place been provided by the host organisation? | | | | YES / NO | | |
| Do they have formal procedures for reporting, recording and investigating accidents and incidents, including RIDDOR[[1]](#footnote-1)? | | | | YES / NO | | |
| What supervision arrangements will be in place? | | | | | | |
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| **Insurance – Does the host organisation hold each of the following:** | | | | | | |
| Employers liability insurance | | | | | YES / NO | |
| Public liability insurance | | | | | YES / NO | |
| If you have answered No to any questions above, please advise how the employer covers the potential liability: | | | | | | |
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| NB: If you are unsure or need additional support, please contact [insurance@essex.ac.uk](mailto:insurance@essex.ac.uk) | | | | | | |

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| **Host Organisation Risk Assessment**  *(Please note you will need a copy of the host organisation’s risk assessment to answer these queries)* | |
| Does the risk assessment identify how the H&S of visitors will be managed? | YES / NO |
| Are the organisation’s emergency arrangements stated? | YES / NO |
| Are the risks you would expect from this sector covered on the risk assessment? | YES / NO |
| Are you satisfied with the control measures in place to control these risks? | YES / NO |
| Has it been reviewed within the last year? | YES / NO |
| Has it been signed off by a competent person within their organisation? | YES / NO |
| Additional information | |
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| **Emergency Arrangements**  *(Please note you will need a copy of the host organisation’s risk assessment to answer these queries)* | |
| Has the Field Trip Incident Procedures form been completed | YES / NO |
| Have students been made aware of who they can contact at the University in case of any issues on their visit? | YES / NO |
| Additional information | |
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| **Department Approval** | | | | |
| **Name of Head of Department**[[2]](#footnote-2): | |  | | |
| **Approver declaration:** I have read this checklist and I am satisfied that the H&S in place for this visit is adequate. | | | | |
| **Signed:** |  | | **Date:** |  |

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| **Additional Notes** |
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1. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

   Document1 Updated for Insurance change on PII 09/02/22 version 3, Feb 2022 [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)