



The  
Medical  
School

### Health and Safety Checklist for Students Visiting External Institutions

To be completed by the placement provider prior to acceptance of the placement.

Please note that placements cannot commence until the University of Sheffield has received a satisfactorily completed health and safety checklist accompanied by the relevant documentation as specified in the checklist below.

*Please note that all students should receive a health and safety briefing on the first day of their placement.*

<b>Placement Hosting Organisation</b>	
<b>Address</b>	
<b>Named Primary Contact</b>	

	Yes	No
Do you have a written health and safety policy, or a statement indicating how you manage health and safety in your organisation or business? <b>If yes please provide a copy.</b>		
Do you have a policy regarding health and safety training for people in your organisation, covering the safe use of vehicles, machinery, plant and equipment? Will you provide all necessary health and safety training for the placement worker? <b>If yes please provide a copy of the policy.</b>		
Is the organisation registered with the local health and safety enforcement agency or Local Authority? <b>If yes please provide a copy of the registration.</b>		
<b>Insurance</b> a) Do you hold adequate insurance to cover any liability incurred by a placement student as a result of his/her duties as an employee? <b>If yes please provide a copy of relevant insurances.</b>		

<p><b>b) For UK placements please provide the following details:</b></p> <p><b>Employer's Liability</b> insurance policy number : _____</p> <p>Expiry Date _____</p> <p>Value of Policy _____</p> <p>Company with whom policy is held _____</p> <p><b>Public Liability</b> insurance policy number: _____</p> <p>Expiry Date _____</p> <p>Value of Policy _____</p> <p>Company with whom policy is held _____</p>		
<p><b>Identification &amp; assessment of risks relating to activities.</b></p> <p>a) Have you carried out assessments of the risks to workers in your organisation, and others, resulting from your activities in order to identify those activities exposing workers to harm?</p> <p>b) Do you regularly review your activities to check that new risks have not arisen and that the assessments are still valid?</p> <p>c) Do you implement appropriate measures to control the risks identified exposing workers to harm?</p>		
<p><b>Accidents and incidents</b></p> <p>a) Do you have a formal procedure for reporting and recording accidents and incidents whether or not this is required by local laws?</p> <p>b) Do you have emergency procedures to be followed in the event of serious or imminent danger by your workers?</p> <p>c) Do you have specific policies on the management of needlestick injuries?</p> <p><b>If yes please provide a copy.</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>For completion only in areas where HIV is endemic</b></p> <p>Do you have physicians specialised in the administration of Post Exposure Prophylaxis (PEP)?</p> </div> <p>d) Will you report to the University all accidents involving placement students?</p> <p>e) Will you report to the University any illness involving placement students that may be attributable to the work they are doing?</p>		

**Contact Personnel**

Please state the name of your nominated contact for implementing health and safety in your workplace:

<b>Name</b>	
<b>Position</b>	
<b>Tel/Fax</b>	
<b>Email</b>	

The above statements are true to the best of my knowledge and belief:

<b>Signed</b>	
<b>Date</b>	
<b>Position</b>	

