

Health and Safety Questionnaire

(name of module)

This form should be completed by the placement provider (NGO)

Final Recipient: (The University of Liverpool)

Part 1.

Section 3 of the Health and Safety at Work Act 1974 (England and Wales) imposes a statutory duty on an employer in relation to risks to the health and safety of non-employees. This could be said to apply to the University for the benefit of the students in the sense that in arranging for an outplacement the University is “conducting its undertaking” and so far as is reasonably practicable, should take measures to protect students’ health and safety. To enable the University to fulfil its “statutory and moral duty towards students” we request that community/ voluntary groups complete the following questionnaire. Thank you for your cooperation.

Part 2

1. Name of organisation (please print):

2. Address of organisation Telephone

3. Please circle as appropriate

1. Do you have a written Health and Safety policy?	YES	NO
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2. Have you carried out risk assessments to identify possible hazards as required by the Management of Health and Safety at Work Regulations 1999?	YES	NO
3. Do you have Employers' Liability insurance?	YES	NO
4. Do you have Public Liability insurance?	YES	NO
5. Do you have a fire certificate for your premises?	YES	NO
6. Do you have suitable and sufficient fire warning and evacuation systems?	YES	NO
7. Do you have suitable and sufficient fire extinguishing equipment and is this equipment maintained in a serviceable condition?	YES	NO
8. Do you have suitable and sufficient first aid equipment and assistance available?	YES	NO
9. Do you have competent persons trained to ensure the safe evacuation of all persons from buildings in the event of serious and imminent danger?	YES	NO

Part 3

Areas to be covered for student induction

Emergency procedures for serious and imminent danger

Fire precautions

First aid provisions

Accident reporting

Any other procedures or precautions which should be taken to be relevant to the type of work being undertaken and the work environment concerned.

Name of person completing questionnaire:

_____ **Position**

Signature _____

Date _____

Thank you for taking the time to complete this questionnaire.

Please return to: (Tutor name, address, telephone number, e-mail)

Students: Risk assessment

THE UNIVERSITY OF LIVERPOOL

Risk Assessment: (name of module)

This form should be completed by the tutor in consultation with the student for project work off campus.

1. Department:

Supervisor:

Name _____ phone number _____ e-mail _____

2. Brief Description of Project:

3. Name(s) of those carrying out the fieldwork:

4. Hazard / Risk Analysis:

Is there felt to be any risk to personal safety? Yes / No

Comments on the risk – points to raise with the placement provider:

Will visits take place during hours of darkness? Yes / No

If so, what extra precautions are required?

Has the tutor covered issues concerning contact with members of the public during the placement? (e.g. on not touching, working with children)

5. Precautions:

What arrangements are in place for the student leaving an itinerary of movements and expected return times with a responsible person?

6. Are the following precautions appropriate?

	Yes	No	N/A	Notes
Pre-visit checks, eg on records				
Visiting in pairs with a companion in earshot				
Personal alarms				
Mobile 'phones				
Regular reporting to base and follow-up procedure				
Training in interpersonal communication skills				
Parking in appropriate well-lit areas				
Security locks on vehicles etc.				
Anti-theft devices and alarms				
Other precautions (state)				

7. Provided the attached questionnaire to the placement provider has been completed satisfactorily, work may proceed subject to the conditions stated in this assessment.

Signed: _____ Status: _____

Date: _____