

HEALTH AND SAFETY
INDUCTION CHECKLIST FOR STUDENTS

Your Health, Safety and wellbeing is paramount during placement.

The completed checklist and statement **MUST** be returned to your placement contact within two weeks of commencing your internship or placement.

Student/Graduate:	B-Code
Course:	
Employer:	
<i>The following items are commonly included in induction into organisations. It may be useful for you to check off the items when they occur. Inform the person in charge of your placement within the organisation if any obviously relevant items are not covered within one week of the start of the placement.</i>	
HEALTH AND SAFETY ISSUES	Tick Box
Health and Safety policy received or location known	
Risk Assessments have been drawn to your attention, including COVID-19 risk assessment and cleaning, handwashing and hygiene procedures and remote working.	
Emergency procedures	
Equality, Harassment and Bullying - Training given/policies explained	
Any Non-Disclosure or Intellectual Property Protection agreement has been explained.	
Accident reporting procedures	
Any actions taken to reduce risks of exposure to coronavirus (COVID-19) in the workplace such as social distancing and hand cleansing.	
Manual handling procedures	
Display Screen equipment regulations/procedures (on- and off-site)	
Protective clothing / PPE arrangements	
Instruction on equipment and material you will be required to use (including Control of Substances Hazardous to Health (COSHH))	
Location of First Aider / Aid box	
Fire procedures and location of fire extinguishers	

Remote working and working from home

Remote working is not just about a physical distance, it is also about a distance in relationships between you, your employer and the University; this situation requires a different mind-set and support. There are some aspects to working remotely which you and your employer will consider, at the University we hope that the following help you prepare for those periods when you need to work off-site or at home.

REMOTE WORKING ARRANGEMENTS
Have you discussed the work role, key projects, sharing an overview of project, objectives, scope, key tasks and output/deliverables? If not you should do this with your employer so that you are both in agreement about what can be achieved.
Have you developed a plan, identifying any monitoring milestones, review points or dates, how you will check-in with work colleagues? By undertaking this planning activity you can build up a sustainable routine which also gives you opportunity to seek support if needed.
Do you know the channels used to get involved in group work with colleagues and check in on progress? There could be greater reliance on media such as WhatsApp, telephone calls and video conferencing so make sure you are familiar with how these work.
Have you arranged the equipment and resources needed? A suitable laptop /desktop with associated access to necessary business software, internet, web-based applications, antivirus software, headphones?
Do you have space at your remote location where you can work and how will you manage any disruption?

I confirm that I have no current concerns relating to any health and safety issues associated with this placement. In the event of concerns arising during or in connection with the placement (on or off-site) I will inform my Placement tutor.

You should contact your Placement Tutor immediately if you feel there are emerging issues that should be discussed.

Signed by the Student on placement:

Signature: _____ Date: _____

Signed on behalf of the placement provider:

Signature: _____ Date: _____