

**GoGlobal Fund Health and Safety Agreement**

To whom it may concern,

RE: Guidance for potential work/study/volunteering project providers

Thank you for working with us to offer a work/study/volunteering opportunity to our students. Sheffield Hallam University is committed to ensuring a positive experience for students whilst on a work/study/volunteering project, and this includes effective arrangements for managing health and safety.

We are committed to working with project providers and host organisations to ensure satisfaction in this area, and are keen to ensure the formality of these arrangements is proportional to the risks, and that they make a positive contribution to all parties.

This guidance has been developed to give project providers information on our requirements, and includes a **questionnaire** (part 1) and **Role Risk Assessment** (part 2) for you to provide us with information.

We regard the optional work/study/volunteering project opportunity as a three-way partnership between the host organisation, the student and Sheffield Hallam University. Your responsibilities include:

- Compliance with health and safety legislation.
- Defining the liability and other insurance cover that will be provided by you for the activities of the student with regard to the student and to others who could be affected by the student's actions or inactions.
- Planning the work/ study / volunteering project and associated health and safety training to be undertaken by the student.
- Providing the student with a full and clear induction to the organisation/project and its practices, including health and safety arrangements, fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.
- Nominating a supervisor who will conduct or make arrangements for day-to-day supervision of the student including instruction regarding hazards and health and safety precautions.

As part of the approval process, we should be grateful if you would complete and/or amend the attached 'Volunteering/Work Placement Health and Safety Checklist' and 'role risk assessment' then return it as a matter of urgency.

**Please email this form back to: [internationalexperience@shu.ac.uk](mailto:internationalexperience@shu.ac.uk)**

We look forward to your continued support and co-operation with Sheffield Hallam University and trust that our student(s) will meet your requirements.

Yours sincerely

**Seoirse McKinney  
International Experience Adviser  
Sheffield Hallam University**

**Part 1- Work/Study/Volunteering Project Provider Health and Safety  
Checklist**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Country & Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Location(s) covered: \_\_\_\_\_

		Yes/No/Na
<b>1</b>	<b>Health and Safety Policy</b>	
	• Do you currently employ 5 or more staff; including student volunteers?	
	• Do you have a written health and safety policy?	
	• Are all your staff aware of the Health and Safety policy and is it accessible?	
<b>2</b>	<b>Student Induction</b>	
	• Will you provide participants with the necessary and timely information, instruction and training for health and safety training purposes?	
	• Will you ensure that the participant is made aware of safety requirements and specific dangers e.g. relating to chemicals, machinery, gases; to enable them to conduct their proposed activities safely?	
	• Will the participants be advised who the safety officer is, how to access First Aid and report incidents?	
<b>3</b>	<b>Insurance</b>	
	• Do you hold Employer Liability Insurance which extends to student volunteers?	
	• Do you hold Public Liability Insurance which extends to placement volunteers?	
<b>4</b>	<b>Risk Assessments</b>	
	• Will the workplace risks encountered by the student on placement be risk assessed and controlled?	
	• Are your Risk Assessments kept under regular review?	
	• Are the results/findings of the Risk Assessments implemented?	
	• Do you communicate the results of your Risk Assessments to participants?	
<b>5</b>	<b>Accidents and incidents</b>	
	• Is there a formal procedure for reporting/recording accidents and incidents in accordance with RIDDOR and/or other legislation?	
	• Will you provide the University with feedback on any accidents, incidents or health and safety issues which involve placement students?	

**Contact Personnel**

**Responsible for Health and Safety Management**

**Name:**

**Position:**

**Tel No:**

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

**Signed:**

**Position:**

**Date:**

**Part 2 - Risk assessment form**

<b>Work/study/volunteering project provider:</b>	<b>Student Name(s)</b>	<b>Project dates</b>
<b>Company:</b>  <b>Location:</b>		

Please use the attached risk factor guidance to complete the following.

Risk assessment of role	Risk to student		
	(High, Medium or Low)	If Medium or High Risk - please detail the Specific Risk to student	If Medium or High, are Risk Control Measures in place? (Provide basic details)
Work Related Factors			
Travel and Transportation Factors			
Location and/or Regional Factors			
Individual student Factors			

**Contact Personnel:** Responsible for Health and Safety Management/Student work/study/volunteering placements/projects

The above Risk Assessment has been completed to the best of my knowledge and belief

Name:

Position:

Tel No:

Signed:

Date:

**Appendix 2 - RISK FACTOR GUIDANCE**

Please use this table for reference when profiling the risks associated with the student(s) placement.

	<b>Work Related Factors</b>	<b>Travel and transportation factors</b>	<b>Location and/or regional factors</b>	<b>Individual Student factors</b>	<b>Insurance UK Placements</b>
<b>High Risk</b>	<p>Work with hazards that have potential to cause permanent injury or fatalities, including:</p> <ul style="list-style-type: none"> <li>• Construction site with work at height, dusts, moving machinery, electrical systems.</li> <li>• Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks.</li> <li>• Laboratory work with toxic/hazardous materials.</li> </ul> <p>Community work with known high risk groups of clients or locations (drug abusers, homeless, violent patients).</p> <p>Agricultural working directly with large or dangerous animals.</p> <p>Activities requiring specific licences or qualification (e.g. diving, operating machines e.g. forklift trucks, crewing an aerial device).</p>	<p>Significant travel to reach the placement, significant overseas travel, prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards).</p> <p>A significant amount of travel is required during the placement.</p> <p>Long daily commute, likely to impact on concentration or tiredness during the working day</p>	<p>Significant risk of civil disorder, crime or similar danger (e.g. placement in war zones, countries where the Foreign and Commonwealth Office (FCO) advises against all travel and essential travel only).</p> <p>Unavoidable lone or remote working in proximity to significant risk (e.g. medical student elective in a refugee camp).</p> <p>Medical and rescue services not available quickly or locally.</p> <p>Means of communications likely to be difficult or compromised.</p>	<p>The student has personal factors (e.g. health, disability, linguistic or cultural) which may increase the risk of illness or accident during work-related activity even following adjustments.</p> <p>The student has personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which may require specific adjustments or support if living away from home, or makes them susceptible to episodes of illness.</p> <p>The student's knowledge, understanding, and skills are low for the type of work.</p>	<p><b>UK Placements</b> Placements whereby the host does not hold Employer's Liability Insurance or they are exempt under UK Legislation. e.g. sole traders, family business, etc.</p> <p><b>Non-UK placements</b> Placements whereby the host does not hold Employer's Liability insurance or the overseas country equivalent and/or the student is exempt from the policy.</p>

	Work Related Factors	Travel and transportation factors	Location and/or regional factors	Health factors	Insurance UK Placements
<b>Medium Risk</b>	<ul style="list-style-type: none"> <li>• Proximity to high risk work hazards listed above - but not directly working with them (e.g. in the same building as - <b>but not directly involved in the process</b>)</li> <li>• Work in the construction environments NOT involving high risk processes</li> <li>• Work in medical treatment centres involving potential violence risk</li> <li>• Situations where normally low risks listed below may temporarily become elevated (e.g. shop work or community activity where occasionally an angry member of the public might present some short - term elevated risk)</li> </ul>	<ul style="list-style-type: none"> <li>• Travel requirements present short term demands (comparable with flights or train journeys to mainland Europe). Night travel</li> <li>• Comfortable travel schedule</li> <li>• Daily commute longer than would normally be the case (but not thought to significantly increase the risks)</li> <li>• Student required to drive as part of the placement, but only using good condition vehicles on good roads)</li> </ul>	<p>Higher than normal risk of civil disorder, crime or comparable danger.</p> <p>Delays likely in communicating with tutors and others.</p> <p>Placements abroad in areas identified as low risk by the FCO.</p>	<p>The student has personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which may require specific adjustments or support during work or in social interactions at work.</p>	<p>Not Applicable</p>

<p><b>Low Risk</b></p>	<ul style="list-style-type: none"> <li>• Office or shop working</li> <li>• Schools, colleges, medical treatment centres</li> <li>• Low risk community activity</li> </ul>	<ul style="list-style-type: none"> <li>• No significant travel requirements (e.g. typical comfortable daily commute)</li> <li>• Only normal standard transportation will be used</li> <li>• Student not required to drive as part of the placement</li> </ul>	<p>Placements in the UK with no significant local risks.</p>	<p>The student has no long-term medical conditions or disability likely to cause episodes of illness or require specific support whilst on placement. Student has relevant knowledge, understanding and skills for the type of work.</p>	<p><b>UK Placements</b> UK locations where the Placement Provider has Employers Liability Insurance cover in place or they are an exempt public body e.g. Local Authority.</p>
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