

**This is a fillable form. Avoid printing.  
To indicate your response, tick the relevant box.**

## UK Placement Health & Safety Declaration

*This form is to be completed by the Placement Provider*

\*Unsure how to complete this form? Please refer to the guidance notes provided on page 2.

**Questionnaire:**

	Yes	No
1. Does your company accept their Health & Safety responsibilities for the placement student(s) as defined under UK Health and Safety Law?	<input type="checkbox"/>	<input type="checkbox"/>
2. a. Do you have Employers' Liability Insurance which will cover the placement student(s) for the duration of their placement activity?	<input type="checkbox"/>	<input type="checkbox"/>
b. Do you have Public Liability Insurance which will cover the placement student(s) for the duration of their placement activity?	<input type="checkbox"/>	<input type="checkbox"/>
3. a. Does your company have Risk Assessments and, where required, Safe Systems of Work, Safe Operating Procedures, etc., in relation to the placement activities the student(s) will be undertaking?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will relevant and critical information from these documents be shared with the placement student(s)?	<input type="checkbox"/>	<input type="checkbox"/>

**Health & Safety Statement:**

*We acting as the placement provider will ensure the student(s) named on this form receive adequate training, information and supervision to conduct their placement. The placement provider will comply with UK Health & Safety Legislation or the relevant International Labour Organisation (ILO) health and safety standard*

Student Name:

☐

This organisation agrees with and will adhere to the above statement

**Health & Safety Contact for the student(s) named on this form:**

Name	<input type="text"/>
Position	<input type="text"/>
Email address	<input type="text"/>
Phone number	<input type="text"/>
Date	<input type="text"/>
Signature	<input type="text"/>

**NOTE: Aston University reserves the right to ask for evidence regarding any of the questions on this Health and Safety Declaration.**

## Guidance on completing the Health and Safety checklist

### Health and Safety policies:

UK Health and Safety Law refers to the Health and Safety at Work etc Act 1974, ([Health and Safety at Work etc Act 1974 – legislation explained \(hse.gov.uk\)](https://www.hse.gov.uk/legislationexplained/)) and all relevant UK regulations, guidance, ACOPS, etc., relating to health and safety (e.g. The Management of Health and Safety at Work Regulations 1999, Control of Substances Hazardous to Health 2002, etc.)

Aston University requires all organisations who host a placement student to have a written Health & Safety policy or provide Health and Safety guidance in accordance with The Health and Safety Information for Employees Regulations (1989), please follow this link for support with this.  
<https://www.hse.gov.uk/pubns/books/lawposter.htm>

If the organisation has less than 5 employees: Aston University requires all organisations who host a placement student to have a written Health & Safety policy, please follow this link <http://www.hse.gov.uk/risk/assessment.htm> for support in developing this documentation.

The requirement for risk assessment is detailed within The Management of Health and Safety at Work Regulations 1999 with further information found at [Risk assessments \(hse.gov.uk\)](https://www.hse.gov.uk/riskassessments/) and [Managing risks and risk assessment at work – Overview -HSE](https://www.hse.gov.uk/managingrisks/)

### Employers' Liability Insurances

**All placement providers are expected to hold Employers' Liability insurance. Exceptions are:**

- 1) Public organisations including government departments and agencies, local authorities, police authorities and nationalised industries;
- 2) Health service bodies including National Health Service trusts, health authorities, primary care trusts and Scottish health boards;
- 3) Organisations which are financed through public funds, such as passenger transport executives and magistrates' courts committees.
- 4) Family businesses where the employer and student are closely related (husband, wife, civil partner, father, mother, grandfather, grandmother, stepfather, stepmother, son, daughter, grandson, granddaughter, stepson, stepdaughter, brother, sister, half-brother or half-sister) **AND** the company is NOT a limited company. In this case we still require placements to have employer liability insurance to cover the student while on placement.

**Note:** Where the organisation exemption is not obvious by the name and/or company details. Please send email confirmation of which exemption applies.

**All placement providers are expected to cover any liability incurred by the placement student(s) as a result of his/her duties with your company. The placement student(s) will be treated as an employee for the purposes of your Employers' Liability insurance. More information on Employers' Liability insurance can be found here:** <https://www.gov.uk/employers-liability-insurance>.

**NOTE: If further advice and guidance is needed in relation to this form, please contact: [onplacementsupport@aston.ac.uk](mailto:onplacementsupport@aston.ac.uk)**