**GLOBAL INTERNSHIPS PROGRAMME**

**HEALTH & SAFETY CHECKLIST**

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| **Organisation** |  | **Individual responsible for Health & Safety** |  |

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| --- | --- | --- |
| **Health & Safety Arrangements** | **Delete as applicable** | **Comments** |
| Do you have a written Health & Safety Policy? | *Yes / No* |  |
| Is your organisation registered with the relevant Health & Safety statutory body in the country where the internship is taking place? | *Yes / No* | Which organisation? |
| Do you hold Employer Liability Insurance? | *Yes / No* |  |
| Do you hold Public Liability Insurance? | *Yes / No* |  |
| Will your insurance cover any liability incurred by a UCL student as a result of the duties to be undertaken during the internship? | *Yes / No* |  |
| If you do not have insurance, or it won’t cover the student, please detail how the student will be covered for any liability incurred as a result of the duties to be undertaken during the internship. |  | |
| **Training** | **Delete as applicable** | **Comments** |
| Will you provide the student with Health & Safety training as part of their induction for the internship? | *Yes / No* |  |
| What additional training will the student receive for their internship? |  | |
| **Further Control Measures** (for lab based internships only) | **Delete as applicable** | **Comments** |
| Will the student require personal protective equipment and/or clothing? | *Yes / No* |  |
| Will the student require any immunisation(s)? | *Yes / No* |  |
| Will you check the student has had the required immunisation(s)? | *Yes / No* |  |
| Does your organisation observe universal / standard precautions for infection control? | *Yes / No* |  |
| If the student requires post-exposure prophylaxis (anti-retroviral drugs) will you be able to provide these? | *Yes / No* |  |
| Other (state what) |  | |

**I believe the above statements to be true and understand I may be asked to provide documentary evidence.**

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| --- | --- | --- | --- |
| **Signed** |  | **Name** |  |
| **Date** |  | **Job Title** |  |

**Please email completed form to** [globalinternships@ucl.ac.uk](mailto:globalinternships@ucl.ac.uk)