

***Health and Safety arrangements between UCL Department of and UCL Department of Chemical Engineering***

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| **CHEMICAL ENGINEERING STAFF/STUDENT** |  |
| **ROLE** |  |
| **START DATE** |  |
| **ESTIMATED COMPLETION DATE** |  |

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| 1. **Health and Safety Contacts**

*Give names and contact details of both the supervisor, Departmental Safety Officer, and the nearest first aider at the Host Department that is being visited.* |
| **Name** | **Contact Details** | **Role** |
|  |  | Supervisor |
|  |  | First Aider |
|  |  | Departmental Safety Officer of Host Department |

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| 1. **Identification and management of risks**

*Identify who will carry out the following at the Host Department by selecting Host or Guest.* *The guest will be the individual visiting the other department.* |
| Risk assessment of work activities/projects carried out in Host Institution | Host or Guest |
| Information, instruction, and training  | Host or Guest |
| Provide and maintain Personal Protective Equipment | Host or Guest |
| Prepare, disseminate, and review local safe working procedures | Host or Guest |
| Arrange for collection and disposal of hazardous waste | Host or Guest |
| Routine monitoring and inspection of lab space and equipment being used | Host or Guest |
| Provide and maintain Display Screen Equipment | Host or Guest |
| Reporting and investigating accidents / near misses (via RiskNET) | Host or Guest |
| Consulting with emergency contacts | Host or Guest |
| 1. **Communication and Monitoring**

*All arrangements will be classified as a ‘work in progress’ with a robust active monitoring process to ensure any gaps or lessons learned are implemented quickly.**Identify how often update meetings will take place between the Guest, Host Supervisor, and UCL Department of Chemical Engineering Supervisor. These meetings must be at least monthly.*  |
| Indicate means of communication between the department and host institution:*(Tick box below)** Joint health & safety committee
* Through supervisors
* Through host & guest only
* Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| Indicate how often review meetings will take place:*(Tick box below)** Weekly
* Fortnightly
* Monthly
* Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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*All UCL staff and researchers must complete a Local Induction and a Fire Safety walk around the building they will be working in, on the day of commencing work. Please check the boxes below to indicate that these have been undertaken in the department being visited:*

* *Local Induction*
* *Specific Lab Safety Induction*

*For students, it is encouraged to get in touch with* [*UCL Student Support and Wellbeing*](https://www.ucl.ac.uk/students/student-support-and-wellbeing) *services for additional support and guidance.*

*Sign below if you have read, and will adhere to, all safety regulations set by Host Institution and email to* *chemeng.safety@ucl.ac.uk**. This form must also be signed by the individual’s supervisor in the UCL Department of Chemical Engineering in addition to the Supervisor at the Host Department.*

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| **NAME** | **SIGNED** | **DATE** |
| Guest |  |  |
| Supervisor / Manager in Chemical Engineering |  |  |
| Supervisor / Manager at Host Institution |  |  |