**Host Organisation Declaration Form (For UK Based Placements ONLY)**

**Responsibilities of the Placement Provider:**

The Placement Provider is a third party, who during the placement has direct supervision of the student.

When individuals who are registered on a course of study at Loughborough University (“students”) undertake a placement, they are legally independent of the University and an employment relationship/direct legal relationship will exist between the student and Host Organisation.  Loughborough University is not liable for the acts or omissions of students whilst on placement.

Loughborough University recommends that all Host Organisations consider putting in place an appropriate agreement or contract directly with the students to govern that relationship.  Loughborough University is not typically required to be party to any agreement or contract in relation to a student placement, as the legal relationship is directly between the student and the Host Organisation.

**Placement Providers based in the UK are subject to UK legislation, and employers have the primary duty to ensure the health and safety of the placement student engaged in all placement activities i.e. work activities within their control, throughout the placement. Students on placement will be treated as employees of the Placement Provider for the purposes of health and safety.**

1. a) We accept responsibility for the student under the Health and Safety at Work etc Act 1974 and other relevant statutory provisions
2. b) Should the student be expected to work with machinery, equipment, or substances hazardous to health, safety precautions will have been taken, first aid facilities must be available and training, supervision, appropriate instruction, risk assessments and any necessary personal protective clothing will be provided.
3. c) We confirm we have in place current Employers’ and/or Public Liability insurances and that the student and/or visiting member of Loughborough University staff is deemed to be an employee and/or visitor for the purposes of those insurance policies. A copy of our liability insurance is displayed where all employees have reasonable access to it.
4. d) We confirm we will advise our insurers of the proposed placement, if required.
5. e) In the UK, employers’ liability insurance will normally cover a student during the placement period. However, where insurance is not in place to cover the student for their working activities, e.g. exemption permissible under the Employer’s Liability (Compulsory Insurance) Act 1969, we will notify Loughborough University at the earliest opportunity and will confirm we have access to funds to pay for any liability dispute and compensation awarded.
6. f) We confirm we will advise Loughborough University immediately of any lost time injury (absence due to accident or case of occupational ill-health) or loss involving the student and/or visiting member of Loughborough University staff. We will keep the University informed of any subsequent developments and/or the conclusion of any investigation(s) into such incidents.
7. g) We confirm that we will advise Loughborough University of any authorised absence to enable the University to meet attendance monitoring obligations.
8. h) Within 21 days of the placement commencing provide the student with a full and clear induction to the organisation and its working practices, regulations and policies, including health and safety arrangements, fire precautions, emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.
9. i) Nominate a supervisor who will conduct or make arrangements for the day to day supervision of the student.
10. j) Accept a reasonable number of visits (typically between one and three) to the student by visiting Loughborough University staff.
11. k) Due to the rapidly evolving situation in relation to the COVID-19 (coronavirus) pandemic, Doctoral Researchers should refer to latest guidance from the University and from the proposed host to agree a mutually acceptable working arrangement. This should include reviewing host expectations around the balance between home and ‘on site’ working and any social distancing measures in place for the work placement location.
12. l) We are following all of the UK Government's guidance for employers and businesses on COVID-19 (coronavirus) as outlined on the uk.gov website (https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19) and are regularly checking this for updates.

If you have any further comments or questions and/or are unable to sign the form, please indicate these below, so we can review and consult further with you before the placement is due to commence:

**Signed on behalf of the Host Organisation**

**Your Name:**

**Your Job Title:**

**Your Tel:**

**Your E-Mail:**

**Organisation Name:**

**Your Contact Address at the organisation:**

**Please list the student’s name(s), start date and end dates of their placement (if confirmed):**

**Date:**

By signing this form, you are agreeing to the responsibilities expected of placement providers outlined below, and you are confirming that the named student(s) above will be covered by your organisation for the duration of their placement for the purposes of health and safety, and insurance irrespective of where they are based and what role they are undertaking.

|  |
| --- |
| **Responsibilities of Placement Host Organisation**  During the placement the Host Organisation has direct supervision of the student.    Host Organisations in the UK are subject to UK legislation and have the primary duty to ensure the Health & Safety of the placement student engaged in placement activities.  All Students on placement should be treated as employees of the Host Organisation for the purposes of ensuring Health & Safety.  The Host Organisation must engage with Loughborough University procedures to:  1. Confirm:  i) That suitable Health & Safety arrangements, policies, procedures and risk assessments are in place and that they accept their duty of care towards the student during their placement.  ii) They have Placement Hosts’ and/or Public Liability insurances in place (or the equivalent thereof if the placement is not located in the UK), and that the student and/or visiting member of Loughborough University staff is deemed to be an employee for the purposes of those insurance policies  2. Provide any additional Health & Safety, risk assessment and insurance information requested by Loughborough University.  3. Nominate an appropriately trained, resourced and competent member of staff to act as the ‘Placement Supervisor’ to the placement student.  4. Provide the student with a full and clear induction to the organisation (preferably on the first day and within 14 days) and its working practices, regulations and policies, including Health & Safety arrangements, appropriate risk assessments, fire precautions, emergency evacuation procedures, how to report accidents, incidents and unsafe conditions.  5. Provide the student with an appropriate working environment and necessary equipment to carry out their job.  6. Inform Loughborough University/School of any significant placement related matters which may arise, such as an accident or incident at work, and/or any unauthorised absence.  Host Organisations in the UK must uphold the duties of the Equality Act 2010 protecting any student with a protected characteristic from being discriminated against. All Host Organisations are expected to respect equality and diversity and be inclusive in their practice. This includes but is not limited to:   1. Making reasonable adjustments for disabled students; both physical and mental 2. Being sensitive to the needs of different faiths such as providing facilities for religious or spiritual worship. 3. Ensuring the working culture is inclusive of people from diverse backgrounds and protected characteristics.   Loughborough University reserves the right to withdraw placement opportunities if it determines that the Host Organisation is unable to meet the criteria above and therefore does not fulfil the requirements for a doctoral placement and appropriate safeguarding of the student.  All parties are expected to maintain appropriate levels of confidentiality regarding personal and/or professional information, recognising that the Host Organisation must take all reasonable measures in protecting its own information. To that end, the Host Organisation will work with the Placement Student to remove, disguise, anonymise and protect any commercially sensitive or confidential information in any submissions made to the University, while ensuring no detriment to the conclusions drawn in the submissions. The University will only enter into confidentiality agreements in exceptional circumstances. |