Liverpool Hope University

SALA Handbook



SALA
Service and Leadership Award

Liverpool Hope University

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BE THE CHANGE YOU WISH TO SEE IN THE WORLD

MAHATMA GANDHI

SERVICE AND LEADERSHIP AWARD MISSION AND VALUES

Vision Statement

The Service and Leadership Award enables students at Liverpool Hope University to take action as responsible, global citizens and lead communities towards a strong, healthy and just society living within environmental limits.

Mission Statement

We believe in the power of service and leadership to change lives and strengthen our capacity to sustain action towards a fairer world.

We believe in the importance of challenging and reflecting on our learning and broadening it to include the learning generated by service to others.

Aims

The Liverpool Hope University Service and Leadership Award strives to encourage:

1. The development of volunteers who will engage in a variety of community-based activities within the UK and abroad in a respectful, educated and caring manner.
2. A detailed and comprehensive understanding of diversity, cultures, religious and spiritual beliefs and experiences within the global context of society.
3. The potential of volunteers for future leadership in taking action to promote change that would make a measurable difference to the lives of others.
4. The enhancement of the university experience for students and to develop the necessary skills and abilities to succeed in the world of work whilst giving service to community projects.

Values

- SERVICE: To embed at Liverpool Hope University the spirit of service to others.
- TRUST: To learn from and develop a trust between volunteers, peers and the community-at-large which embodies a spirit of reciprocity, honesty and integrity.
- COMMUNITY: To build a volunteer community based on teamwork and collaboration.
- DIGNITY: To respect and honour the privacy, individuality, humanity and self-esteem of our partner organisations, volunteers and other contributors.
- SUSTAINABILITY: To build sustainable relationships within and between communities at home and overseas.
- ENVIRONMENTAL SUSTAINABILITY: To ensure that environmental considerations are considered at all times as degradation of the environment presents significant risk to economic development and the quality of human life.
- QUALITY ASSURANCE: To attain transparency, accountability and high quality performance in all aspects of our activities.

INTRODUCTION



The Liverpool Hope Service and Leadership Award will enhance your university experience, boost your career prospects and encourage you to develop the necessary skills and abilities to succeed in the world of work whilst giving service to community projects.

The Award will show potential employers that you're confident, committed and versatile.

It will help you to:

- Be formally recognised for volunteering and service to the community
- Personal development and achievements through changing communities
- Become a Global Citizen through Personal Development
- Do more than just your degree
- Stand out from the crowd
- Boost your career prospects
- Develop valuable transferable skills whilst giving service to the community
- Improve your confidence, presentation skills and CV
- Gain concrete evidence of your skills
- Develop and understand leadership skills
- Gain invaluable feedback and potential referees
- Network with new and exciting people.

Purpose

The purpose of the award is to promote global citizenship and is a way of engaging students with issues of social justice and of giving service to the community through a variety of voluntary projects. It is a direct enhancement to a degree and is suitable for students who want to make a difference to society. Reflection is key to personal development and has a purpose throughout life; you will keep a reflective review of the skills you develop through your experiences and personal development training to document the significance that being involved in the Service and Leadership Award at Liverpool Hope University has for you and your skill development. The submission of this reflective process is a key requirement of completing SALA. The reflective review process should be viewed as a purposeful collection of work that exhibits your efforts, progress and achievements in the context of service volunteering to the community, personal development and an understanding of the concept of leadership. It is essential to keep an ongoing reflective review so that you have enough relevant documentary material from which to evaluate your experiences and contributions to society for the final submission of the *Evidence of Skill Development and Reflective Review Task*.

The *Evidence of Skill Development and Reflective Review Task* is your opportunity to choose a method of delivery which you feel will best demonstrate your service learning and personal development throughout the award. You can evidence your skill development **in a pre-agreed way** using **one** of the following:

- Digital Expression – Express your story through digital or social media platforms i.e. v-log; blog (with transcripts); multi media; radio broadcasts (recorded)
- 2000 word written essay
- Presentation that reflects upon your experiences during the award to a panel of carefully selected interested parties.

Your reflective review should document all the phases of the award; Preparation, Service and Skill Development Activities, Reflection and Evidence of Personal Development. It will also allow you to integrate specific subject knowledge from your academic course, if and where appropriate.

The reflective review process is an important part of the transformative process and you will be guided on the different ways in which this can be supported and achieved. It will help you to make sense of your experiences and aims to develop your critical thinking skills.

The completion of the Award will lead to your efforts being recognised formally with the Liverpool Hope University Service and Leadership Award Certificate, presented to you at your Graduation ceremony.

The University wants all students to have the opportunity to undertake SALA and automatically registers students so that you have access to all the information about the Award. However, if you decide that you do not want to take up this opportunity, please email **sala@hope.ac.uk** to inform us by 1st December, 2016 and we will remove you from the register.

SALA AWARD STRUCTURE

Attend: Volunteering and Service to the Community talk

Book through events calendar on My Careers Cente (Sign the register on the day to confirm your attendance).

Attend: Health and Safety briefing

Book through events calendar on My Careers Cente (Sign the register on the day to confirm your attendance).

Follow Health and Safety procedure before you start Volunteering.

Identify and set SMART objectives for each SALA placement covering at least three learning outcomes: Team Work, Leadership and Communication.

Submit via My Careers Centre

Attend 3 different Skills Development events

Examples of events you could choose:

- Your Team Role & Team Working
- Presentation Skills
- How to use Multi Media effectively
- Corporate Social Responsibility
- Environmental Sustainability
- Sustainable Urban Development
- Volunteer Project Management
- What is Social Enterprise?
- Health, Well-being & Nutrition
- Mentor Training
- Global Hope Projects & International Volunteering (International project equates to 60 hours activity)
- Using Social Media to promote Service and Leadership
- Liverpool Hope University's Foundation Hour.

Produce a reflective review of each event. Upload via My Careers Centre

Or Attend 2 events and complete one or all of the identified My Careers Centre Activities.

Volunteering Activities - Take part in and evidence 80+ hours of Voluntary Service over at least 2 projects:

- Submit Letterhead/email confirmation evidencing attendance of at least 2 projects (1 being 40+ hours) via uploading a picture or scan on My Careers Centre.
- Submit dated reflective reviews (At least 10 spanning the 80+ hours) upload via My Careers Centre.

Attend all Core Training talks:

- Personal and Professional Reflection
- Cultural Awareness with Equality and Diversity
- Leadership in 21st Century

(Sign the register on the day to confirm your attendance)

Reflective Review Task

Must cover learning outcomes and identified SMART Objectives for developing Teamwork, Leadership, and Communication Skills (What worked? What changed?).

Can be:

- 2000 word Essay: upload document via My Careers Centre.
- Presentation to panel: email SALA@hope.ac.uk to arrange presentation date and time.
- Digital Expression e.g. YouTube film, audio blog (radio broadcast with transcript), at least 10 mins long: upload document with a link or URL via My Careers Centre.

SALA ON MY CAREERS CENTRE

Engage with SALA at My Careers Centre visit My Careers centre and click on the SALA icon or link in the menu under My Career & SALA

My Careers Centre is within My Hope, visit www.hope.ac.uk

Click Student/ Staff Gateway on the top of the page

Log in to My Hope



Use your student number for your Username and the same password you use for your Hope e-mails.

Click My Careers Centre



Type in and select Liverpool Hope University (If asked)

Either click SALA via the panel button or via clicking on the Sala navigation menu:





You will then see the tasks relating to SALA, click the box next to stage one to let the University know that you would like to take part in the Service and Leadership Award.



Click on each stage for instructions on how to upload your evidence, once you have uploaded all the evidence required within each task you can then submit the completed task via clicking on the tick box.

Before organising your volunteering placements for the SALA you will have to attend the two presentations titled **Volunteering and Service to the Community** and **Health and Safety**. You will also have to follow the Health and Safety procedure outlined in the Health and Safety talk before starting your placement. Make sure you sign the register at these events to ensure you confirm your attendance.



SETTING PROJECT SMART OBJECTIVES

Where possible, objectives should be written in a SMART format, as laid out in your reflective review process. There are many variations to the SMART mnemonic, with the one below being one of the most popular in current use:

Specific	objectives are clear and well defined
Measurable	objectives should contain criteria which can be measured towards completion
Achievable	objectives should be stretching but not impossible for you to achieve
Relevant	objectives should be linked to the project organisation's direction and something that you can have an impact on
Timely	objectives should also include timescales for what is required and by when

SMART objectives should also be the subject of your reflective review process and will provide further evidence of how you are progressing in your service learning and leadership competencies.

Detailed questions to help you set SMART Objectives

Specific means:

- Is it clear and well defined?
- Is it clear to anyone that has a basic knowledge of the work area?

Measurable means:

- Know if the performance objective is obtainable and how far away completion is
- Know when it has been achieved
- Establish a mutually agreed, sensible yardstick for measuring the objectives completion

Achievable means:

- Agree with all those involved (stakeholders) what the objectives should be (usually your supervisor and other staff members / volunteers, but it may involve others, especially at the initial stage of formulating your objectives and what your role is)
- Is there a realistic path to achievement?

Relevant means:

- Within the availability of resources, knowledge and time
- Clearly connected to the goals of the organisation and your service learning project

Timely means:

- There is enough time to achieve the performance objective
- There is not too much time available so that efficient performance of this and other objectives might be impaired

SETTING SMART OBJECTIVES SHEET: EXAMPLE

SMART Objective (record how it is: Specific, Measurable, Achievable, Relevant & Timely)	How it will be achieved	By when?
Leadership: I will engage in an activity that demonstrates how I value the contributions of myself and others to the project.	This will involve me taking a specific role in the project and affirming others in the roles that they have; it will be measured by the responses I receive from other leaders/team members; it will be related to something the project team already does, so that it is achievable; it will be relevant because it is a core activity for the project.	This will happen by week 3 of my project involvement.
Teamwork: I will observe the impact that my involvement in the project team has on myself and others.	Regarding the specific role I take on, I will note down the number of times other team members comment on my performance in the team; seeking a greater impact from my involvement if I do not seem to be noticed; this will be in a core team activity, so that it is relevant.	I will observe and note down my impact over the first three weeks of my project involvement.
Communications: I will listen carefully to instructions that are given to me at the start of my project; I will ask relevant questions, to check that I have understood what is required.	I will write down the instructions I was given, the questions(s) I asked and the responses I received; this will be achieved by making sure I am given an instruction/induction session at the start of the project; my questions will be relevant because they refer to my core area of project responsibility.	This will happen within my first week on the project.

Submit your SMART objectives via uploading a word document to My Careers Centre. You can download a blank template from the SALA 2- SMART objectives task section in My Careers Centre.

SKILLS DEVELOPMENT EVENTS

Throughout the duration of the SALA you need to attend three skills development events (of your choice) that will help you to improve your general transferable skills. You could also attend 2 development events along with completing at least one of the SALA My Career Centre based tasks. Take the Career Assessments or use the CV Builder to create your CV.

To submit this task via My Careers Centre SALA page, visit the SALA 3 –Skills Development Events Section and upload a short reflection which demonstrates what you have learned from each of your chosen events. (No need for a reflection for any My Careers Centre tasks as the system will show that you have completed them). Once you have uploaded 3 reflections, either on separate documents or all on one document, you can then submit this task by clicking the tick box.

Event choices could include choices such as:

- Your Team Role & Team Working
- Presentation Skills
- How to use Multi Media effectively
- Corporate Social Responsibility
- Environmental Sustainability
- Sustainable Urban Development
- Volunteer Project Management
- What is Social Enterprise?
- Health, Well-being & Nutrition
- Mentor Training
- Global Hope Projects & International Volunteering (International project equates to 60 hours activity)
- Using Social Media to promote Service and Leadership
- Liverpool Hope University's Foundation Hour.

SELECTING VOLUNTEERING PROJECT'S

The choice of volunteering and service to community projects rests with you. However, you should seek advice and guidance to ensure the project is relevant to SALA and gain confirmation that it is appropriate. Those students who have already completed part of their SALA will be a source of information and advice about potential projects. As such, the SALA Team and committee will endeavour to arrange sessions where different SALA cohorts and year groups can meet to discuss the advantages and challenges associated with different sorts of projects.

You are required to complete a minimum of 80 hours across two or more projects; one of which must be 40 hours or more. Inevitably, life, service and volunteering are never quite as neat as this. It is likely that you will want or need to expend more hours on one project than another. Consider 80 – 120 hours of practical work to be your realistic expectation.

Some projects that previous SALA students have chosen are:

- Helping to lead and run activities at youth clubs, including with Uniformed Organisations, *KIND (Kids In Need and Distress)*, acting as Classroom Volunteers and leaders in after-school clubs and Everton in the Community
- Projects in Liverpool City Centre and local charities or Seel Street Soup Kitchen and Beechley Riding School for the disabled - these are coordinated by the LHU Chaplaincy Team
- Liverpool Hope University's *Biodiversity Group* and other community environmental / conservation projects
- Student Union Committee Leadership
- *Global Hope projects*, including *SOS Children's Villages* and other international projects in Asia, Latin America, Africa and the Indian Continent.

Selection criteria

The purpose of the two projects are for you:

- To provide a service to society
- To learn leadership skills
- To progress in your team working and communication skills.

You should bear these criteria in mind as you consider the right projects for you. In particular, you should choose projects that will help you to gain confidence in leadership, change-making, team working and communications. There is always an understandable temptation to choose to become involved in projects that are familiar and within our 'comfort zone', but the purpose of the Service and Leadership Award is to stretch you, take you beyond your comfort zone and give you confidence in leading change. You cannot double count volunteering or training hours towards another university award.

Use the SALA 4 - Confirmation of Volunteering (Skills Development Activities) task in My Careers Centre to upload evidence of all of the hours which you are submitting as part of SALA. This can be a scan or picture of a confirmation letter on a company letterhead signed by the supervisor/manager or an e-mail from your supervisor/manager on placement. (E-mails will be followed up with an e-mail to the placement supervisor).

YOUR SALA PORTFOLIO AND THE REFLECTIVE REVIEW PROCESS

Your reflective review is your personal record of how you are progressing through the award as you engage in the various training courses, your skill development activities and the process of becoming a reflective practitioner, which SALA is intended to encourage. Included in this handbook are suggested methods of recording your reflections using the Reflective Sheets provided.

In addition, we want to encourage you to collect as much relevant evidence of your experiences, learning and progression as you can. By the time you complete the Service and Leadership Award you will have a reflective review crammed full of evidence of your volunteering, service to society and skill development, augmenting the record of your progression recorded through your personal reflections.

Organisation of your Reflective Review Process

The purpose of your reflective review process is threefold:

- To document your *experiences* through the projects you undertake
- To provide evidence of your *growth*, in terms of progression in the core areas of Leadership, Teamwork and Communication
- To assist you in *developing* your reflective skills.

Your reflective review process should clearly demonstrate your progress and achievements in the context of service to society, volunteering and leadership. As such it will act as a record of your growth in the disciplines of reflective practice and action learning. This will be significant in helping you as you move beyond your studies and into the world of work.

You will provide evidence of and demonstrate your reflections on personal and skill development gained from both volunteering projects, all training events or workshops attended and what overall you have gained from the SALA experience.

Evidence required to satisfy the reflective learning element of SALA are:

- 3 Reflective reviews evidencing attendance at 3 skills development events
- Dated reflective reviews of experiences while volunteering (at least 10 spanning the 80+ hours). Think about how this can support your reflective review task and future job applications. You can use the REFLECTIVE REVIEW SHEET which you can download from SALA 5 – Reflective Reviews on My Careers Centre, then upload when completed.
- Reflective review task summarising your experiences, demonstrating how you have developed team working, leadership and communication skills. During your volunteering you should write your reflective reviews with this task in mind. The task should also reflect on the SMART objectives you planned at the beginning of the SALA. You can upload the essay or post the digital hyper link to SALA 6 – Reflective Review Task to submit on My Careers Centre.

Learning by doing, in all circumstances, is inescapable, it just happens. But, if it becomes the result of a disciplined life-style of intentional, reflective action-learning it will help you at every stage of your personal and professional progression, from initial interview to senior posting. Consequently, we hope that your engagement with the Service and Leadership Award will give you a step up on the ladder of success, following your graduation from Liverpool Hope University.

Master Sheets for your reflective review process are on Moodle for your benefit. They include:

- *Training Events Record*
- *Skills Development Activity Record*
- *Reflections*
- *SMART Objectives*.

VOLUNTEERING / SKILL DEVLOPMENT REVIEW AND EVALUATION

This is a key section of your final Evidence of Skill Development and Reflective Reviews Task. The Service and Leadership Award is not only a test of how closely you met your intended experiential learning outcomes but rather a test of how seriously you have examined what has happened to you in terms of professional and personal development.

The plans, intentions and expectations at the outset were not designed as hurdles but as a basis for making sense of your development as it unfolds. It is crucial, therefore, before you make any final claim for how you believe you have developed personally and professionally, that you critically review the evidence for what has happened. Try to involve others in this process. You may discover unexpected evidence for unintended outcomes. Discussion with others may also lead to a better description of intangible evidence and you may gain a clearer picture of what you want to do next. This section will be much more discursive than any of the others. That is, through your reflections you will demonstrate the reasoning you have undertaken to formulate your conclusions, views and beliefs.

1. You need to describe what took place during your skills development activities and service work as well as what was learned (descriptive accounts should be very brief and factual. In the rest of the commentary you are analysing what you have learnt from your experience).
2. You are required to review and evaluate your personal and professional development within the personal context you have described.
3. You are required to critically evaluate the voluntary/service-learning you have undertaken.
4. You must show the link between your own professional and personal development and experience in the voluntary sector. In particular, relate how this has affected your view of the community you have been involved with. The impact of your development on the organisation in which you conduct your volunteer work should be highlighted.



GLOBAL HOPE PROJECTS

Global Hope is the University's international education charity. It gives students and staff an opportunity to act as global citizens by engaging with issues of social justice and participating in projects in countries as diverse as India, South Africa, Sri Lanka, Uganda and Brazil.

As part of the Service and Leadership Award, there is an opportunity to apply for a place with the award winning overseas charity as one of your placements.

The charity has strong links with partners such as SOS Children's Villages UK, the Tibetan community in India, the Sparrow School, South Africa and Missao Ramacrisna. As Global Hope's service and community work has evolved, it has seen new collaborative projects develop and the University has ever widening links with a variety of organisations and groups. The University is proud of its reputation as a provider of dynamic students and staff for its work with overseas partners.

On a day to day basis, the Global Hope team work to secure projects, to raise funds, to organise travel, to train the students, to induct staff, to ensure health and safety standards have been met and finally to send off (and importantly, receive home) happy and healthy teams. Global Hope is looking forward to continually supporting current partnerships and to expand to meet new challenges with new partners in many new locations.

If you would like to contribute to Global Hope, please visit our online store or Just-Giving page. For more information, please read our Global Hope leaflet.

If you are interested in taking part in a Global Hope project, our application forms can be found on the web site at **www.hope.ac.uk/globalhope** or call into International Hub on 1st Floor of the Gateway Building.

Global Hope
Liverpool Hope University

SERVICE AND LEADERSHIP AWARD TIMELINE



Here is a guide on how the award can be completed:

Oct 2016	**SALA Information Events** General information talks will be held throughout October describing what it's about and how you can get involved, check out MY Careers Centre Calendar for dates, times and location.
	Call into the Employability Hub for more information.
Oct 2016	**Initial Indication of Interest** Read full information on My Careers Centre and click the tick box in SALA 1 to inform SALA Team of your interest in participation.
	N.B. You are automatically registered on SALA as a LHU Student.

Oct - Nov 2016	**Apply for a Global Hope Project** Information events will be organised across the university about Global Hope opportunities in the summer of 2017.
	N.B. Contact the International Unit for full information.
Nov 2016 - March 2017	Attend two, two hour Preparation Training Events: **Volunteering and Service to the Community and Health and Safety talks** (book via My Careers Centre Calendar).
	N.B. Make sure you sign the register of attendance for all workshops & events.
1st week in December 2016	Attend the **SALA Focus Day** at Hope Park, Date to be confirmed, (see Employability Hub E-bulletin and My Careers Centre Calendar for more information) you will meet the University's Partner volunteering organisations. At this event you could sign up to a volunteering placement and also have the chance to attend the **Volunteering and Service to the Community** and **Health and Safety** talks, which will be running alongside this event.
	N.B. Make sure you sign the register of attendance for all workshops & events.
Jan - Jun 2017	**Skill Development Events (Compulsory)** Attend a minimum of 3 events of your choice throughout the duration of your Award. They will be advertised on the Events Calendar in 'My Careers Centre'.
Jan - Jun 2017	**Explore/Start planning your first Volunteering Project** Full support, advice, guidance and ideas can be found in the Employability Hub.
June - Sept 2017	**Volunteering Abroad Project (optional)** You have the opportunity to participate in a project abroad over the summer e.g. Global Hope; Camp America; CCUSA. Don't forget, volunteering on an international Project counts for 60 hours.
	N.B. Visit the International Unit to learn more about opportunities abroad. 1st floor of the Gateway building.
June 2017 - Feb 2018	**Undertake second Volunteering Project** **Attend a Leadership in the 21st Century event (Compulsory)** This will be run on a variety of dates so you can choose when you're ready to attend. Visit the events calendar in My Careers Centre to book a place.
Jan 2017 - Award Completion	**Evidence of Skill Development – Reflective Reviews and Reflective Review Task** Choose which medium you want to use and build up your evidence and skill development reflections as you go through the award.
	N.B. Complete the reviews as you go through the elements of the award; DO NOT LEAVE THIS TO THE LAST MINUTE!
Easter 2017	**Submission of Skill Development and Reflective Review Task via My Careers Centre.**
	N.B. If you complete the work earlier than the suggested timeline, you may submit your SALA Evidence and Final Reflective Review at any time.

SERVICE AND LEADERSHIP AWARD – HEALTH AND SAFETY PROCEDURE

Step One

Student expresses interest in applying to take part in the Service and Leadership Award and attend a SALA Information Talk to find out more about the aims and objectives of the award. If the student decides to proceed, they will attend the Introduction to Volunteering and Health & Safety Presentation. There will be an opportunity at this event to ask questions and seek clarification about suitable volunteering projects.

Step Two

The student puts forward a suggested placement provider by emailing **sala@hope.ac.uk** with the name and contact details of the organisation.

Step Three

The letter in Appendix A is sent to the proposed placement provider by the University, together with the health and safety checklist in Appendix B.

Step Four

Students will be informed of the return of the completed health and safety checklist from the placement provider.

Step Five

The student can proceed with the volunteering project if the Service and Leadership Co-ordinator is satisfied with the health and safety checklist and the risk profiling is complete with any suggested actions completed by the volunteer project leader.

APPENDIX A –
LETTER TO PLACEMENT PROVIDER

Dear

We are pleased that you have been able to offer voluntary work for one of our students as part of the student's participation in the Service and Leadership Award (SALA) – Liverpool Hope University's extra curricular programme to support student volunteering. We regard the voluntary work as a three way partnership between the placement provider, the student and Liverpool Hope University. Although we are not party to the contract between yourself and the student, students remain enrolled as our students and we would expect to take reasonable action necessary to ensure that a student is effective, safe and reliable whilst undertaking such an activity. Please do not hesitate to contact us if there are any problems or issues with which you think we could help.

We have found that health and safety training for students by the placement provider has sometimes been neglected, perhaps because students are temporary employees/volunteers and are sometimes forgotten when instruction is arranged. Current legislation places primary responsibility for health and safety training and equipment on you as the employer (which includes the employment of volunteers). We do, however, recognise that the University also has a duty of care. We have given basic training on health and safety as part of the SALA; this is of a general nature and does not include the specific information needed for any particular task or undertaking and is not specific to the requirements of an organisation such as yours.

The Health and Safety Executive (HSE) has recommended that we ask formally for assurances on health and safety so, as part of the approval process, we should be grateful if you would complete and return the enclosed Health and Safety Checklist. We apologise for this additional paperwork but hope that you will not find the questions too onerous and that you will understand the University's reasons for asking them. We have informed students that they must not commence voluntary work until we have approved the placement. If, for any reason there is a change to the responses you have given in the Health and Safety Checklist please could you let us know as soon as possible.

The student needs to achieve 80 hours of volunteering at a suitable level (i.e. one that provides learning and development opportunities) in two contexts – but this does not limit the number of hours that a student will commit to your organisation.

Most of the information in this letter will be of use to the student's immediate supervisor within your organisation so we would be grateful if you could forward a copy of this to the relevant person. Due to the amount of students undertaking voluntary work as part of the SALA, we will not be able to visit the placement unless there are specific health and safety concerns. We hope that you will contact the University if you feel that a visit would be desirable.

Thank you again for offering a voluntary placement. The vast majority of previous placements have worked very well and proved to be of great benefit to both the student and the employer. We trust that this will be no exception.

We look forward to receiving the completed Health and Safety Checklist as soon as possible.

Yours faithfully

On behalf of the Service & Leadership Award (SALA)
Liverpool Hope University

APPENDIX B – HEALTH AND SAFETY CHECKLIST

Placement Provider .....

Location .....

Name of Student .....

1. Placement Provider Details	
Name of placement provider	
Type of business	
Typical roles and responsibilities of student volunteer	
Address	
Telephone	
Fax	
Email	
Point of Contact	

2. Health and Safety Checklist	
Do you have a written health and safety policy?	YES/NO
Do you have a policy regarding health and safety training for people working at your organisation and will you provide all necessary health and safety training (including fire safety induction) for voluntary work place students?	YES/NO
Should the student be expected to work with machinery, equipment or substances hazardous to health, please confirm that safety precautions will have first been taken, that first aid facilities will be available and that training and protective clothing will be provided?	YES/NO
Will students be provided with adequate supervision?	YES/NO
Is the organisation registered with the Health and Safety Executive (HSE) or the Local Authority Environmental Health Department?	YES/NO
Insurance Do you hold:	
Employers' liability insurance?	YES/NO
Public liability insurance?	YES/NO
Will your insurance cover any liabilities incurred by a volunteer placement student?	YES/NO
Have you carried out risk assessments of your work practices to identify possible risks, whether to your own employees or to others within your organisation?	YES/NO
Are risk assessments kept under regular review?	YES/NO
Are the results of risk assessments implemented?	YES/NO

Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR?	YES/NO
Will you report to the university all accidents however minor involving students?	YES/NO
Will you report to the university any sickness involving students which may be attributable to the work?	YES/NO

3. Health and Safety Contact at Your Organisation			
Name of Contact			
Position			
Telephone		Fax:	
Email			

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

Signed .....

Print name ..... Date .....

Position .....

Please return the completed checklist to **SALA@hope.ac.uk** or to Student Development & Well-being, First Floor Gateway Building, Liverpool Hope University, Hope Park, Liverpool L16 9JD.

SALA
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