**Due Diligence Forms**

Please find below the forms for our University of Surrey due diligence process for UK collaborations. Below are two forms: Health and Safety Agreement and the Legal Due Diligence form. We would be very grateful if you could kindly complete and return them to your contact. Many thanks!



**Collaborative Health and Safety Agreement**

Thank you for your support in offering a University of Surrey student the opportunity to have a <type of agreement> arrangement at name of institution. We are very grateful to all of our collaborative partners.

In accepting the student(s) at this establishment you are agreeing to the following conditions:

* This establishment has Public Liability and/or Employers Liability (where relevant) Insurance which extends to cover the student throughout their time at name of institution
* The student(s) will receive information about fire and emergency action and be made aware of the first aider
* The environment the student(s) will be placed in conforms to Health and Safety legislation.
* If the student(s) has any work related sickness or accidents whilst on placement, you will immediately report this to the University of Surrey (contact below) and also ensure that any statutory notifications will be made to the HSE and/or to other appropriate authorities
* This establishment has relevant Safety Rules and Procedures, which the student(s) will receive a copy of
* All activities will have been suitably risk assessed with appropriate controls put in place which reflect the competency of the student(s)

You confirm that the student(s) will not be involved in any of the following activities:

* + Use of pesticides or organophosphates or hazardous material without the risk being identified and eliminated through appropriate risk assessment
  + Use of machinery with unguarded parts
  + Roof work or work at any height
  + Use of machinery / equipment (including vehicles) without necessary and (where appropriate) certified training
  + Working on sites where appropriate first aid provision was not provided
  + Working on sites where the appropriate personal protective equipment was not provided
  + Working without appropriate resources, facilities and in an unsafe environment without appropriate equipment, protection and risk assessment

**Additional requests from the University of Surrey:**

The student(s) may wish to take photos and/or videos during their time with you for academic purposes. We encourage our students to ask your permission prior to taking any photographs and to indicate where these will be held however if you do not wish to have any of your establishment (including staff and clients) used in any photographs please contact us on the details below.

**THE UNIVERSITY OF SURREY’S COMMITMENT**

Prior to attending any collaborative partner, the University of Surrey will ensure any students have completed an induction regarding the collaborative partnership.

If you have concerns around any of the above, please contact the University of Surrey on the details below:

Academic Quality Services [qualitysupport@surrey.ac.uk](mailto:qualitysupport@surrey.ac.uk)

Out of hours/Emergency Contact (24/7) 01483 683333

University Security Office

**Please sign and return the form to Academic Quality Services at** [**qualitysupport@surrey.ac.uk**](mailto:qualitysupport@surrey.ac.uk)**. Please note that this form must be signed y the lead contact for this collaboration.**

|  |  |
| --- | --- |
| Signed |  |
| Name |  |
| Date |  |
| Position in Company |  |
| Company/Practice name |  |
| Address |  |



**Legal Due Diligence**

*To be answered by the collaborating partner only*

Name of the partnership: Click here to enter text.

|  |  |
| --- | --- |
| Do you have any other collaborations with other UK institutions? | Click here to enter text. |
| Is there anything in your country’s governing jurisdiction that prevents you from entering into this collaboration?  Please enter the jurisdiction under which you are governed.  *(International collaborations only)* | Click here to enter text. |
| Do your institutional governing documents allow you to enter into this collaboration agreement with the University of Surrey? | Click here to enter text. |
| Do you have policies in relation to data protection that will ensure that the students’ personal data will be processed for the purposes of this collaboration only  *(International collaborations only)* | Click here to enter text. |
| Do you have a regulatory body which regulates or accredits your activities?  If so please provide name of the body and outcome of last regulatory audit or accreditation? | Click here to enter text. |
| Do you have institutional policies in relation to the following:  Health and Safety Yes  No  Bullying and Harassment Yes  No  Bribery and Corruption Yes  No  Whistleblowing Yes  No  Equality and Diversity Yes  No | |
| **I hereby confirm that the above responses are true, complete and accurate:**  Signed:  Name: Click here to enter text.  Position: Click here to enter text.  Date: Click here to enter a date. | |

***For office use only:***

Form received from the collaborating partner on: Click here to enter a date.

Collaboration with: Choose an item.

Responses satisfactory? Yes  No

Site visit required?Yes  No

Signed:

Name:

Position:

Date: