

Coronavirus risk assessment for workplace training/work experience as part of the _____ course.

In accordance with the guidelines adopted by Lund University and the Faculty of Engineering (LTH) on teaching and learning during the pandemic, exemptions may be granted for practical course components that require in-person student presence and where cancellation can have a far-reaching impact on the quality of the course. The decision as to whether to grant an exemption is made by the Dean at the Faculty of Engineering, after a risk assessment has been carried out and approved.

- The way in which teaching/examination is carried out on site (distancing, hygiene measures and non-attendance if a student displays any sign of symptoms) is based on the recommendations of the Public Health Agency of Sweden.
- For course components that cannot be carried out online, a plan must be in place to take account of the risk of infection.
- In many cases, in order to meet the Agency's recommendations, the number of students at teaching sessions must be reduced so that distancing between students can be observed during teaching/examination. Distancing must also be observed between teaching staff and students. The same principle applies in the training workplace. The number of people at the training workplace must be adjusted to minimise the risk of infection.
- Distancing inside the premises must be ensured by rearranging equipment/tables/chairs, including any marking out that is required.
- Distancing on entering and exiting the premises must be ensured.
- Hand-washing facilities must be available in the premises, or hand sanitizer
- Cleaning of premises must be well planned as necessary.

Date of risk assessment:

Workplace:

Supervisor at workplace:

Name of student:

Student's email address:

This document has been reviewed by the head of department/area manager*.

Head of department/area manager

*For the Engineering Training Course, the review is carried out by area manager Björn Landfeldt bjorn.landfeldt@eit.lth.se. For all other courses, reviews are carried out by the respective head of department.

Coronavirus risk assessment checklist for workplace training, to be completed by the supervisor at the workplace.

Complete the checklist by ticking Yes or No. Add comments in the comments box where necessary. Sign to confirm that the checklist has been completed and send the scanned form to the course manager/supervisor at LTH, Lund University for countersignature. The student should also sign the checklist.

	Yes	No	Comments
Has the student been informed about how infection is prevented at the training workplace?			
Are special procedures in place to prevent COVID-19 infection at the training workplace? Attach copies.			
Has the number of people at the training workplace been adjusted to ensure distancing at the training workplace?			
Has the equipment at the training workplace been reorganised to ensure distancing?			
Have tables and chairs been rearranged to ensure distancing?			
Are hand-washing facilities available? If there are no hand-washing facilities, is hand sanitizer available in the premises?			
Has entering and exiting the premises been adjusted to ensure distancing?			
Has cleaning of the premises been reorganised?			
Are seats in the break room arranged so that people can maintain a distance of at least 1 metre from one another while in the room?			
Are there facilities for good hand hygiene in the break room? Soap or hand sanitizer?			
Have the components that can be done remotely/that must be carried out at the workplace been determined?			
Other			

Action is needed where NO has been ticked. This is to certify that the above information has been provided and the checklist has been completed

Date:

Supervisor at workplace

Course manager/supervisor at Lund University

Student

Signed risk assessment and checklist to be sent to responsible head of department for review. For the Engineering Training Course (IYT000), these are to be sent to area manager Björn Landfeldt bjorn.landfeldt@eit.lth.se.

All applications are then sent on to rektor@lth.lu.se for a decision to be made and recorded.