

## Learning Site Self-Assessment Form for HSU Service Learning & Academic Internships

### Directions

This form should be completed by an authorized representative of the Learning Site who is intricately familiar with the organization's safety policies & procedures and the potential learning activities that CSU students will be engaged in as part of their Service Learning/ Academic Internship experience.

### Organization Information

Organization name: \_\_\_\_\_ Website: \_\_\_\_\_

Organization contact name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

### Supervision

Will the students be supervised less than 100% of the time?  No  Yes

Will the supervisor be responsible for overseeing more than 8 people?  No  Yes

### Population Served

Will the students be working with "behaviorally challenged" populations?  No  Yes

Will students be working unsupervised with minors?  No  Yes

Will the students be working with individuals who have a known criminal background or history of violent behavior?  No  Yes

### Learning Site Location

Would the location be described as a high-crime area, or are there concerns about the parking and work areas being secure or adequately illuminated?  No  Yes

### Criminal Activity

Have there been any incidents of criminal activity at the organization within the last year?  No  Yes

### Known Hazards

Are there concerns with the site's physical location; such as physical, environmental, accessibility concerns, or inherent hazards that are not addressed adequately by training and security measures?  No  Yes

Does the placement require working with any hazardous materials, heavy equipment, or heavy machinery?  No  Yes

### Emergency Plan

Are there any concerns as to the Learning Site's Emergency Plan or regarding non-working fire-rated doors or blockages to the exits and hallways?  No  Yes

If you have answered "yes" to any of the above, please explain below (please use additional page if necessary):

## Logistics

Will students be working under supervision? Who is the Supervisor?  No  Yes

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Will students be working at alternate sites? If yes, an additional Site Assessment form is required.  No  Yes

What is required for students prior to starting? Fingerprinting? Background checks? TB test? Who pays for this?

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Who should university contact in case of emergency? \_\_\_\_\_

## Risk Identification and Tour of Site

Does the site provide a safety orientation? (Recommended)  No  Yes

Will students be interacting with individuals who have a criminal background or a history of physical violence?  No  Yes

Will student be required to work alone at night (between 6pm and 8am?)  No  Yes

Is learning site home-based? (Please see note below).  No  Yes

Does the learning site carry liability insurance? Any other insurance?  No  Yes

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Document and discuss any risks involved with this learning site.

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Is there anything else not covered that might impact the safety and well-being of the students? Please comment here:

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## Please be aware of the following:

1. Students are not allowed to participate at home-based learning sites. (Exceptions must be cleared with HSU Director of Risk Management.)
2. Students are not allowed to use power tools or provide transportation for agency/business purposes.
3. Learning sites should have orientations for all student volunteers going over items discussed in the site checklist.

Learning Site Authorized Signer: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

HSU Director of Risk Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_