**Work Experience Health & Safety Checklist**

Name of Student……………………………………………………………………………………………………………..

Name of Business…………………………………………………………………………………………………………….

Address……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………...

Contact Person:………………………………………………………………………………

Email address:…………………………………………………………………………………………………………………

Telephone number:…………………………………………………………………………………………………………….

 Signed………………………………………………………………. Date:………………………………………………….

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| **Risk****(please indicate risk level)** | Are the placement duties in a low risk environment e.g. office or shop? Are the risks everyday risks that will mostly be familiar to the student? | Placement is low risk |
| Does the placement have less familiar tasks such as light assembly or packing facilities? |  Placement is medium risk (see note 1) |
| Is the placement in a high risk environment such as construction, agriculture or manufacturing? |  Placement is high risk (see note 2) |
| Note 1: Employer will need to confirm what arrangements are in place for managing risks. This will need to include induction, supervision, site familiarisation and any protective equipment that might be needed.Note 2: Employer will need to confirm what work the student will be doing/observing and to what extent they will be exposed to high risk activity. |
| **Insurance****(please answer all questions)** | Does the employer hold:* Employers Liability Insurance?
* Public Liability Insurance?
* Is the business a family run business where all employees are closely related to the employer?
* Where the student will be a vehicle passenger, does the employer hold current business vehicle insurance?
 | Yes/NoYes/NoYes/NoYes/No |
| Has the employer previously employed or had young people on work experience? | Yes/No |

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| Basic health and safety requirements  | Yes/No/NA | Comments |
| Is the employers’ liability insurance policy current and is other insurance cover in place as appropriate to the business’ undertaking (e.g. public liability and vehicle insurance)? |  |  |
| Does the employer display appropriate health and safety signs and notices? |  |  |
| Have child protection issues been considered and appropriate actions implemented to safeguard young people? |  |  |
| Is there a current health and safety policy in place? |  |  |
| Does the policy include arrangements for thehealth and safety of young persons? |  |  |
| Have adequate arrangements for first aidequipment and / or facilities been made? |  |  |
| Have adequate arrangements for first aiders and /or appointed persons been made? |  |  |
| Are accidents and first aid treatment appropriately recorded? |  |  |
| Are or will all RIDDOR reportable events be reported to the enforcing authority and work experience organisation, and will the employer investigate them and take suitable remedial action? |  |  |
| Will students be adequately supervised? |  |  |
| Is machinery and work equipment provided to the appropriate standards, including appropriate guards and other control measures? |  |  |
| Is machinery and work equipment adequately maintained? |  |  |
| Is PPE/C provided, free of charge, to students? |  |  |
| Has a suitable and sufficient fire risk assessment been carried out? |  |  |
| Are adequate arrangements in place for dealing with fires and other emergencies? |  |  |
| Are premises and the working environment safe and healthy? |  |  |
| Are adequate welfare facilities and arrangements provided? |  |  |
| Will the student be given an induction at the start of their programme, including fire and accident procedures? |  |  |

**N.B. If you have an existing Risk Assessment please attach it and ignore the section below.**

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| **Risk Assessment** (please outline below the key activities in which the young person will be taking part) |
| Activity | Level of Harm (1 = low risk of harm, 5 = high risk of harm) | Control Measures | **Risk Assessment** (low, moderate, high) |
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If you require any further guidelines on supporting student in work experience placements please contact our school Careers Leader by emailing ben.doggett@aylesford.kent.sch.uk or phoning 01622 717341 ex. 238.