**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/No  Yes/No  Yes/No  Yes/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 the  health and safety of young persons? |  |  |
| Have adequate arrangements for first aid  equipment 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) |
|  |  |  |  |

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](mailto:ben.doggett@aylesford.kent.sch.uk) or phoning 01622 717341 ex. 238.