

Health and Safety Policy and Procedures – Work Placements

Please note: We will use the information you provide below to keep in contact with you about this work placement. If you need to update any of your details, please email the Careers and Placement Coordinator, careers@chi.ac.uk. Please also read our more detailed **Guidance for Employers** in the attached Addendum.

Business Registered Name:

Work Experience Placement
Address and Switchboard
Telephone Number:

Business Website:

Contact Person's Full Name:

Contact Person's Job Title:

Contact Person's Email Address:

Contact Person's Telephone
number:

Health and Safety Policy	Yes	No
Do you have a Health and Safety Advisor in place?		
Do you have a written Health and Safety policy? (This is not required if the company has less than five employees).		
Does your Health and Safety policy include arrangements for use of vehicle, plant, and equipment?		
Will you provide Health and Safety induction training for our students? Will the induction include fire safety arrangements and emergency procedures?		
Do you have First Aid arrangements in place, according to current legislation?		
Are your premises COVID secure?		
Do you have arrangements in place to provide Personal Protective Equipment, for our students, if required?		



RISK ASSESSMENT	Yes	No
Have you carried out Risk Assessments to identify risks to your own employees and students with reference to their working role and environment?		
Will you communicate all relevant Risk Assessments to our students that are appropriate to their work placement and any relevant precautions?		
Does the Risk Assessment include young persons and potentially those with learning difficulties?		
Accidents and Incidents	Yes	No
Will the students know who to report any accidents or potential hazards to?		
Will you report all recorded accidents involving the students at your premises to the Careers and Placement Coordinator at the University?		
Supervision and Training	Yes	No
Will you provide adequate training at the work experience placement?		
Will the student receive sufficient briefings according to the type of work they will be doing?		
Will the student be supervised when using any dangerous substances, machinery or high voltage testing during their placement?		

Insurance

Do you have Employer Liability Insurance covering minimum £5 million? Yes No

Insurance Provider:

Policy Number:

Expiry Date:

Do you have Public Liability Insurance covering minimum £2 million? Yes No

Insurance Provider:

Policy Number:

Expiry Date:

Low/Medium/High Risk Company Classification

The Company is operating in the following sector:

Agriculture, forestry and fishing*	Arts, entertainment and recreation
Mining and quarrying*	Human health and social work activities
Manufacturing*	Real estate activities
Electricity, gas, steam and air conditioning supply*	Professional, scientific and technical activities
Transportation and storage*	Administrative and support service activities
Accommodation and food service activities*	Public administration and defence; compulsory social security
Financial and insurance activities	Organisation working on European or International Level
Information and communication	Remote business (office at home)*
Education	Other service activities

If you have selected any of the categories on page 3 identified with *, due to the nature of the business please answer the following questions:

What is the work experience placement setting/environment?

Office	Gym
Warehouse	Building site
Garage	Food production
Workshop	Laboratory
Kitchen	Recording studio
Outdoor (gardening, farming, etc.)	Other

If "Other" please specify:

Can you please detail the tasks that the student will perform at the work place?

Signed for the Company

Full Name:

Position:

I confirm I will follow the University's [Safeguarding and Prevent Duty Policy](#) (see link). In the event that the student/s have any safeguarding, welfare or health and safety concerns, I will either advise them to contact the University immediately or I will do this myself.
Tel:01243 816035 or careers@chi.ac.uk

I confirm that the information given in this form is true, complete and accurate.

Signature:

Date: