



**PLACEMENT HEALTH & SAFETY DOCUMENT**

*(This form **MUST** be fully completed before any placement can commence)*

**STUDENT NAME:**

**COMPANY NAME:**

**INDUCTION**

**Does the company have a written Health & Safety Policy & poster displayed?**

**Name of Supervising Officer:**

**Induction date:**

**Inductions should cover the following areas:**

- |  |                                      |
|--|--------------------------------------|
| 1. Emergency arrangements                                      | 2. Risk management                   |
| 3. Restrictions (i.e machinery)                                | 4. Supervisor & key contacts         |
| 5. Welfare   | 6. Reporting accidents & near misses |
| 7. Control measures: signs, notices, PPE, safe systems of work |                                      |

**RISK ASSESSMENT**

Are there any **significant** risks identified? (See HSE Guidelines attached)

If Yes, please list the risk/s with the relevant control measures that have been recorded or attach a copy (continue overleaf if necessary)?

Parents **MUST** be informed of any significant risks identified

**ACCIDENT PROCEDURES**

**Accident policy in place Y | N**

Serious accidents or injuries that require medical attention should be reported to the school and parents/guardians as soon as possible.

**ADDITIONAL INFORMATION**

Will protective clothing and/or footwear need to be worn & who is responsible for providing it?

What restrictions are there on equipment used in the workplace and will full training be provided to students on machinery/equipment suitable for their use/age?

Dress code:

**Planned programme of work to include working hours:**