

Name:

Company name:

Placement Address:

Telephone Number:

Email:

In order for us to assess the suitability of the placement and arrange any additional Health & Safety checks in advance of the placement we would be grateful if you could answer the following questions.

1. Do you have employer liability insurance (ELI) in place that covers work experience? Yes / No

If yes please provide details including provider, policy number and expiry date

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2. Will students be given an induction including a Health & Safety brief on their first day? Yes / No

3. Will full training & instruction be provided to students before they use a new piece of machinery? Yes / No

4. Are there any areas of the premises or work area which are prohibited to students? Yes / No

If yes, please state these areas:

5. Does the role require any lifting and / or manual handling? Yes / No

6. Do your premises house any chemicals or materials covered by COSHH regulations? Other than chemicals commonly found in the home? Yes / No

7. Please list the duties that the student will be expected to carry out whilst on placement.....

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8. Do you have a written risk assessments in place? Yes / No

(Please provide a copy of this risk assessment if you feel this would be beneficial)

9. What hours do you require the student to attend the placement each day? E.G. 9-5 with an hour break

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10. Please state the regular number of employees at the site on a typical day

11. Is the student likely to be with only one adult for any period of time? Yes / No

12. Will the student be left alone on the premises at any time? Yes / No

13. Do your IT based work station comply with DSE regulations? Yes / No/NA

14. What is the expected dress code for the student?

Please provide details:.....

15. Is Personal Protective Equipment (PPE) required? Yes / No

If yes, please provide details:

16. Do you have a canteen / staff room to buy lunch?.....

I understand that by completing this questionnaire the school will use this as a basis of their assessment of the suitability of the Work Experience placement. Should the school feel it necessary they may seek further clarification in order to complete our due diligence.

Signed:.....

Date:.....

Print name and job title:.....