

WORK EXPERIENCE PLACEMENT ASSESSMENT FORM



PLACEMENT EMPLOYER'S DETAILS			
Employer's Name		Number of employees	
Main contact		Job Title	
Nature of business:		Health and Safety contact:	
Student supervisor:			
Address (Tel / Fax / Email)			
Type of work carried out:			
Occupational activities assessed:			

1	Basic health and safety requirements	Y / N	Comments
1.1	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)? Has the insurance company been informed?		Insurer's name: Policy number: Expiry date:
1.2	Has the employer registered with the appropriate enforcing authority for health and safety (OSR1 / F9 Form)?		
1.3	How does the employer keep up to date with the requirements of health and safety legislation?		
1.4	Does the employer display appropriate health and safety signs and notices?		
1.5	Child protection: Have child protection issues been considered and appropriate actions implemented to safeguard young people?		
2	Health and safety policy	Y / N	Comments
2.1	Is there a current health and safety policy in place?		
2.2	Does the policy include arrangements for the health and safety of young persons?		
3	Risk assessment and control	Y / N	Comments

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3.1	Have suitable and sufficient risk assessments been carried out to identify risks and put adequate risk control measures in place? When was the fire risk assessment reviewed?		Date:
4	Accidents, incidents and first aid	Y / N	Comments
4.1	Have adequate arrangements for first aid equipment and / or facilities been made?		
4.2	Have adequate arrangements for first aiders / appointed persons been made?		
4.3	Are accidents, incidents and first aid treatment appropriately recorded?		
4.4	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?		
5	Supervision, information, instruction and training	Y / N	Comments
5.1	Are employees adequately supervised?		
5.2	Is initial induction and ongoing health and safety and fire safety information, instruction and training given to all employees?		
6	Work equipment and machinery	Y / N	Comments
6.1	Is machinery and work equipment provided to the appropriate standards, including appropriate guards and other control measures?		
6.2	Is machinery and work equipment adequately maintained?		
6.3	Are safe electrical systems and electrical equipment provided and maintained?		
7	Personal protective equipment & clothing	Y / N	Comments
7.1	Is PPE/C provided, free of charge, to employees / learners as determined through risk assessment?		
7.2	What arrangements are in place to ensure that PPE/C is used properly and effectively?		

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8	Fire and emergencies	Y / N	Comments
8.1	Has a suitable and sufficient fire risk assessment been carried out?		
8.2	Are adequate arrangements in place for dealing with fires and other emergencies?		
9	Safe and healthy working environment	Y / N	Comments
9.1	Are premises and the working environment safe and healthy?		
9.2	Are adequate welfare facilities and arrangements provided?		
9.3	Are measures in place to ensure that the risks presented by workplace transport and travel are properly controlled?		

2. ASSESSMENT OUTCOME

Recommendation:	Suitable	Suitable with conditional action plan	Unsuitable
Risk Category:	High	Medium	Low
Assessment type:	Initial	Re-assessment	Other
Date of next assessment			

The Employer or representative - Please sign to agree that this is an accurate record of the assessment:

Signed: _____ Name: _____ Job title: _____ Date: _____

Work Experience organisation:

Name: _____ Job title: _____ Date: _____

ACTION PLAN

Ref	Further action required (if necessary)	Target date	Confirmation of completed actions

FOR OFFICE USE ONLY – Quality assured by:

Name: _____ Job title: _____ Date: _____

PLACEMENT EMPLOYER RISK ASSESSMENT FOR YOUNG PERSONS

Learning activities:	
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Learner's name & school (if appropriate):	
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Key considerations
 When assessing the risks to young people, the employer should ensure that they:

- Take into account the young person's age, inexperience, immaturity and lack of awareness of risks.
- Give consideration to any other learning difficulties, disabilities or medical / health conditions.
- Consider the young person's aptitude, ability and attitude initially and on an ongoing basis.
- Consider the need for adequate supervision and, where necessary, suitability checks for child protection purposes.
- Result in adequate control measures that are explained to the young person and their supervisor.
- Determine the need for any personal protective equipment.
- Result in the provision of adequate information, instruction and training for the young person.
- Identify any necessary prohibitions or restrictions relating to tasks, areas and work equipment.

Key tasks, locations & areas	Hazards and significant risks	Risk control measures

Prohibited or restricted tasks, areas or work equipment:

Detail any relevant learning / behavioural difficulties, disabilities or medical / health conditions that may be restrictive or require special consideration prior to the young person starting their work placement:

Use additional paper if necessary.