

Industrial Placement

Health And Safety Checklist - Employer's Form

Name of student:	Start date:
Name of industrial supervisor:	End date:
Name of company:	Telephone:
Address:	Fax:
.....	Email:

	Yes	No
1 Do you have a written health and safety policy?		
2 Do you have a policy regarding: Health and safety training for people working in your undertaking, including use of vehicles, plant and equipment, and will you provide all necessary health and safety training for the placement student?		
3 Is the organisation registered with: a the Health and Safety Executive or <input type="checkbox"/> Tick as b the Local Authority Environmental Health Department? <input type="checkbox"/> appropriate		
4 Insurance a Is Employer and Public Liability Insurance held? b Will your insurances cover any liability incurred by a placement student as a result of his/her duties as an employee?		
5 Risk assessment a Have you carried out risk assessment of your work practices to identify possible risks whether to your own employees or to others within your undertaking? b Are risk assessments kept under regular review? c Are the risk control measures recommended in risk assessments implemented?		
6 Accidents and incidents a Is there a formal procedure for reporting and recording accidents and incidents? b Have you procedures to be followed in the event of serious and imminent danger to people at work in your undertaking? c Will you report to the university all recorded accidents involving placement students? d Will you report to the university any sickness involving placement students which may be attributable to the work?		
7 Provision for students with special needs and disabilities Is the workplace compliant with the Disability Discrimination Act in terms of access to buildings and toilet facilities?		

Contact personnel

Who is your nominated contact for compliance with the requirements of health and safety legislation?

Name and position:

Tel:

The above statements are true to the best of my knowledge and belief:

Signed:

Position:

Date:

Thank you for completing this questionnaire – please reply by

(failure to reply by this date may delay the start of the placement)