

Employer Health & Safety Self-Assessment For Work Experience Placements

SECTION 1 — Employer Details

1. Employer business name
2. Full business address
3. Business postcode
4. Name of person completing this form
5. Business telephone number
6. Business mobile number
7. Business email address
8. Full name of supervisor responsible for the student (if different from person named above)
9. Number of employees
10. Type of placement
 - Face-to-face
 - Virtual
 - Hybrid
11. Work tasks to be carried out
12. Employer's Liability Insurance (ELI) provider
13. ELI policy number
14. ELI expiry date

SECTION 2 — Student Needs & Safeguarding

15. Has the school shared any additional needs/health conditions/SEND requirements?
16. If yes, please give details

17. Can you implement reasonable adjustments if required?
18. Will you support the school in providing parents/carers with significant risk information?
19. Are you aware of the school's safeguarding procedures?
20. Do you have the safeguarding lead's contact details?
21. Will the student ever be working 1:1 with a staff member?
22. If yes, what safeguarding measures will be in place?
23. Are supervising staff aware of safeguarding responsibilities and how to respond to disclosures?
24. Can you confirm no supervising staff are barred from working with children (where applicable)?

SECTION 3 — Induction, Equipment & PPE

25. Outline your induction plan for the student
26. Is all equipment/machinery safe and well maintained?
27. Are guards fitted where required?
28. Are electrical systems/equipment properly maintained?
29. Does your risk assessment identify a need for PPE for the student?
30. If yes, state what PPE will be provided and how training will be delivered

SECTION 4 — Fire, Emergency & First Aid

31. Has a fire risk assessment been carried out including evacuation plans?
32. Is there a way to raise the alarm in an emergency?
33. Are smoke alarms fitted?
34. Are heat detectors fitted?
35. Is fire-fighting equipment maintained appropriately?
36. Are emergency escape routes unobstructed?
37. Are records of drills/testing/equipment checks kept?

38. Number of first-aiders on site

39. Are suitable first aid kits available?

40. Are emergency arrangements maintained through training/drills?

41. Are fire marshals identified?

SECTION 5 — Work Environment & Hazards

42. Are premises and fixtures safely maintained?

43. Is the working environment (temperature/noise/lighting/space) suitable?

44. Are welfare facilities adequate and well maintained?

45. Could the student be exposed to hazardous substances?

46. Could the student be exposed to excessive vibration?

47. Will the student undertake or be near any of the following? (Select all that apply)

- Manual handling
- Working at height
- Sharp or hot tools
- Chemicals
- Vehicles or machinery

48. If yes, please confirm young person-specific risk controls

49. Can you confirm the student will not work alone or unsupervised?

SECTION 6 — Planned Activities & Support

50. Outline the planned activities/tasks for the student

51. How can the student raise concerns during the placement?

52. Will regular check-ins be carried out with the student by the placement supervisor?

Completed by:

Date:

Job Title: