

## Health and Safety Work Placement Assessment Record East Surrey College

Employers Name;		Number of employees;	
Nature of business and Type of work carried out			
Workplace address and Supervision	The learner will be supervised by a competent person at all times.	Main contact; (name & tel no)	
		Health and Safety contact;	
Enforcement action; (prosecution, notices)			

1	Health and Safety Policy	Yes/No	Evidence / Comments				
A	There is a clear commitment to health, safety & welfare and responsibilities and arrangements for Health and Safety clearly stated (written policy statement mandatory when 5 or more employees)						
B	All employees receive a company induction followed by site inductions and/or toolbox talks that includes all aspects of health and safety, risks and control measures for the company and relevant sites and are able to participate in discussions regarding Health and Safety						
Assessment of Standard 1		Met	<input type="checkbox"/>	Part met	<input type="checkbox"/>	Not met	<input type="checkbox"/>
2	Risk assessment and control	Yes/No	Evidence / Comments				
A	Risk assessments are carried out, reviewed where appropriate and control measures implemented (including Hazardous Substances)						
B	Risk assessments will be carried out specifically for the learner in compliance with 'The Management of Health & Safety at Work Regulations 1999						
Assessment of Standard 2		Met	<input type="checkbox"/>	Part met	<input type="checkbox"/>	Not met	<input type="checkbox"/>
3	Accidents, Incidents and first aid	Yes/No	Evidence / Comments				
A	Adequate arrangements for first aid materials and first aid persons (if required) have been made						
B	All accidents and first aid treatment will be recorded and reported to the appropriate authorities where required – eg. Riddor, College						
Assessment of Standard 3		Met	<input type="checkbox"/>	Part met	<input type="checkbox"/>	Not met	<input type="checkbox"/>
4	Supervision, training, information and instruction	Yes/No	Evidence / Comments				
A	All employees are provided with adequate competent supervision						
B	Health and safety information, instruction and training is given to all new employees on recruitment and is recorded.						
C	Ongoing Health and safety information, instruction and training provided to all employees is recorded						
Assessment of Standard 4		Met	<input type="checkbox"/>	Part met	<input type="checkbox"/>	Not met	<input type="checkbox"/>
5	Work equipment and machinery	Yes/No	Evidence / Comments				
A	All machinery and equipment is provided to the appropriate standards, adequately maintained with appropriate guards and control measures in place						
B	All electrical systems are made safe prior to work commencing.						
Assessment of Standard 5		Met	<input type="checkbox"/>	Part met	<input type="checkbox"/>	Not met	<input type="checkbox"/>

To be completed by a competent member of college staff prior to placement.

6	Personal protective equipment and clothing	Yes/No	Evidence / Comments				
A	Any PPE/C required is issued to learners free of charge, instruction in its correct use given, and replaced/maintained as necessary						
Assessment of Standard 6		Met	<input type="checkbox"/>	Part met	<input type="checkbox"/>	Not met	<input type="checkbox"/>
7	Fire and emergencies	Yes/No	Evidence / Comments				
A	Means of raising the alarm and fire detection is in place including equipment for fighting fires where applicable.						
B	Effective means of escape are in place including unobstructed routes and exits						
C	Firefighting equipment, preventive measures and emergency arrangements are maintained, including thorough tests and drills which are documented						
Assessment of Standard 7		Met	<input type="checkbox"/>	Part met	<input type="checkbox"/>	Not met	<input type="checkbox"/>
8	Safe and healthy working environment	Yes/No	Evidence / Comments				
A	All working environments (temperature, lighting, space, ventilation, noise) will be appropriate, safe and healthy and include welfare facilities (toilets, washing, drinking, eating, changing) provided as appropriate and maintained.						
Assessment of Standard 8		Met	<input type="checkbox"/>	Part met	<input type="checkbox"/>	Not met	<input type="checkbox"/>
9	General health and safety management	Yes/No	Evidence / Comments				
A	The employer provides medical /health screening as appropriate and any required surveillance						
B	Does the employer have access to competent health and safety advice and assistance?						
C	All necessary signs and notices will be displayed						
D	The employer's liability insurance is current, the insurer will be notified about learners, and other insurance is in place as appropriate to the business undertaking?		Insurer's name: Policy Number: Expiry date:				
E	Employees will be assessed, reviewed and capabilities updated as required.						
Assessment of Standard 9		Met	<input type="checkbox"/>	Part met	<input type="checkbox"/>	Not met	<input type="checkbox"/>

Recommendations:	Accept	<input type="checkbox"/>	Accept with action plan	<input type="checkbox"/>	Reject	<input type="checkbox"/>
Risk category:	High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>

**The Employer or their representative:**

(Please sign to agree that you have agreed with the statements made above and confirm that all Health and Safety requirements under the Health and Safety at Work Act 1974 and any delegated regulations are met)

<i>Print name:</i>	<input type="text"/>	<i>Job title:</i>	<input type="text"/>
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<i>Signature:</i>	<input type="text"/>	<i>Date:</i>	<input type="text"/>
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**East Surrey College - Assessment Undertaken by:**

<i>Name:</i>	<input type="text"/>	<i>Job title:</i>	<input type="text"/>
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<i>Experience/Qualifications:</i>	<input type="text"/>	<i>Date:</i>	<input type="text"/>
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Assessment type: Initial Assessment .....Re-assessment.....Other.....