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WORK EXPERIENCE PLACEMENT

Name of student on Work Experience

Name of Placement Company/Employer:

Who will be responsible for the Young Person on the Placement:

Approximate number of staff on premises:

Is there a written Health and Safety Assessment? YES/NO

Does the company carry out regular risk assessments? YES/NO

Is there an Equal Opportunities Policy? YES/NO

Is there Employers Liability Insurance to cover the Young Person? YES/NO

Is there Public Liability Insurance to cover the Young Person? YES/NO

Insurance Company: Policy Number: Expiry Date

Do Young People need to be CRB checked before starting? YES/NO

Please note: students should never be left to work alone with children or vulnerable adults

HEALTH AND SAFETY

Person responsible for Health and Safety:

Location of First Aid Box:

Location of Accident Book:

Are the following clearly displayed?

Fire Drill Procedures/Routes YES/NO

Health and Safety at Work Act YES/NO

Employers/Public Liability Insurance YES/NO

Will the student have an H and S induction on arrival? YES/NO

Are the Fire Exits clearly marked? YES/NO

Are the Fire Extinguishers available and tested regularly? YES/NO

Does the company have a NO SMOKING policy? YES/NO

Are the staff offered guidance on working with young people? YES/NO

Please turn over

Will the placement involve the Young Person:

- In the personal or hygienic care of others? YES/NO
- Using dangerous machinery? YES/NO
- Requiring Personal Protective Equipment (PPE)? YES/NO
- Lifting or handling heavy loads? YES/NO
- Being near a water hazard YES/NO
- Working near a road hazard YES/NO

It is now illegal to use hazardous substances at work if a COSHH assessment has not been carried out (Control of Substances Hazardous to Health Regulations 1999)

Does the employer undertake COSHH assessments for hazardous substances? YES/NO

If yes to the above, what training will be offered to the young person?

Will the young person have breaks at agreed times?

What facilities exist for taking a break (space/water/hot drinks etc)

Agreed days and hours

As work placement is conducted during the school day we are required to confirm agreed days and hours in order to meet our School Attendance legal requirements. Please specify the agreed days and times of the placement.

Name: Job title:

Email: Contact No:

Signature: Date:

Thank you for offering our student a placement, and for taking the time to complete this form. Your contribution to the personal development of the student is highly valued.

Please complete both sides of the form, then scan it and return it via email to iholvey@trinitysevenoaks.com