

## Health and Safety Documentation

NOTE: Companies with less than 5 employees may not have a written health & safety policy. However a verbal policy is still required, along with valid Employer Liability Insurance policy, for a student work experience placement.

Does the company have a written/verbal health & safety policy?

Yes/No

Is there a Health & Safety Law poster on display for employees?

Yes/No

Is there a means of recording accidents/incidents in the company?

Yes/No

If applicable, is the company registered with an appropriate authority?

Yes No N/A

If so, please state which authority:

## Fire Safety

Does the company have a Fire Action Plan?

Yes/No

Is there fire fighting equipment available that is suitable and in date?

Yes/No

Does the company complete fire drills at least once a year?

Yes/No

## Assessment of Hazards

Does the company have 'in date' Risk Assessments?

Yes/No

Will the student/learner be exposed to any of the following:

Hazardous Substances, Chemicals, Biological

Yes/No

Display Screen Equipment

Yes/No

Manual Handling

Yes/No

Loud noises

Yes/No

Vibration - i.e. from power tools

Yes/No

Electrical Equipment

Yes/No

## **First Aid Provision**

Which of the following first aid provision is available in the workplace?

First aid kit(s)

Yes/No

Qualified first aiders

Yes/No

Appointed person

Yes/No

First aid room

Yes/No

## **Welfare**

Are adequate toilet facilities available?

Yes/No

Are accessible toilet facilities available, if required?

Yes/No

Is a rest room / eating area available?

Yes/No

If there is any further Health & Safety information about the company that you would like to make Newbury College aware of, please add here:

## **Safeguarding and Prevent**

We ask you to read and consider the following guidance whilst a student is placed with you and to confirm that you will work in accordance with this guidance.

Please share with all members of staff who will come into contact with the student.

[Safeguarding](#)

## Prevent

Please confirm that you have read and understood the Safeguarding guidance

Yes/No

Please confirm that you have read and understood the Prevent guidance

Yes/No

Safeguarding contact

Please supply the name, contact telephone number and email address of a safeguarding contact within the organisation. These details will be passed on to the student and used should they have any worries or concerns whilst on placement