

Work Based Learning – Health and Safety Assessment

Employer Details

Company Name:	Number of Employees:
Workplace address:	Person responsible for Student/s:
Postcode:	
Contact Number:	Health & Safety Contact:
Email Address:	
Nature of Business:	

Student Details

Student's Name: <i>(Please input 'TBC' if not yet known)</i>	
Student's work location(s):	
Type of work student will be undertaking:	

Introduction

BMet has a duty of care to ensure the safety of its students, not only while they are at college, but also while undertaking their apprenticeship or placement in a company. Therefore, we need to gain reassurance that they are being trained and placed in a clean, safe and well-managed environment.

This form will help you to check what management you have in place for health & safety. If you have any concerns, please contact the College Health and Safety Manager for advice. Any concerns raised may not necessarily mean that the student cannot be placed with the business; it could be that the College may be able to point the business to simple guidance to address the concern.

Young persons (people less than 18 years of age) or vulnerable adults are particularly at risk due to their age, inexperience and their inability to recognise dangerous situations. Therefore, extra care is needed when placing these people in the work environment.

1. Low, Medium and High-Risk Placements	Comments
Does the business have a Health & Safety Policy? <i>(Where is it kept? Do you have anyone who advises you on H&S?)</i>	
When was the Health & Safety Policy last reviewed? <i>(Was this done internally or externally? If externally what is the name of the company?)</i>	
How is initial health and safety information, instruction and training given to the new student?	
Does the student have a named Supervisor? <i>(Name and Job Title)</i>	
Are appropriate welfare facilities provided? Toilets, washing, drinking, eating, changing, etc. <i>(Where are they located?)</i>	
Are there documented procedures in place for maintaining and testing firefighting equipment and for checking emergency escape routes/exits are free from obstructions? <i>(When were they last tested? Where is the documentation kept?)</i>	
Are fire drills conducted regularly and documented? <i>(Where is your muster point?)</i>	
Are first aid arrangements in place? <i>(Do you have a first aid box? Where is it kept?)</i>	
Are accidents recorded and monitored? <i>(Where do you keep the accident book? Do you also record near misses?)</i>	
Will the student be using any hazardous substances and if so, have CoSHH (Control of Substances Hazardous to Health) assessments have been conducted?	
Is there a procedure in place to manage work away from the Provider's own premises?	
Is Employer's Liability Insurance and other insurance (e.g. Public Liability) current? – give the expiry date	
Equality, Diversity & Inclusion	
Does the business have any Equality, Diversity & Inclusion policies or procedures in place?	
How is Equality, Diversity & Inclusion training, information and instruction given to new employees?	
If an employee wanted to report an incident of discrimination or harassment, what would they do and how would it be investigated/recorded?	

2. Medium and High Risk Placements Only	Comments
<p>Does the business have access to competent health and safety advice? <i>(Is this internal or external? If so what is the name of the company?)</i></p>	
<p>Does the business review staff competence? <i>(If so, how?)</i></p>	
<p>How does the business consult with employees on health and safety matters?</p>	
<p>Has the business completed risk assessments to identify, assess and eliminate/control any hazards within the working environment?</p>	
<p>Please provide one or two examples of any significant risks identified through the risk assessments.</p>	<p>1.</p> <p>2.</p>
<p>What control measures have been put in place?</p>	<p>1.</p> <p>2.</p>
<p>Do the risk assessments consider young person's their age and/or their inexperience? <i>(Where are they kept?)</i></p>	
<p>Have the risk assessments taken into account any other special needs or circumstances such as disability or health condition?</p>	
<p>How are students informed of any updates to the risk assessments? <i>(Internal notice board? Email? H&S Meetings?)</i></p>	
<p>Are there any restrictions/prohibitions that apply to the student and if so, what?</p>	
<p>Is machinery and equipment provided to the appropriate standards? <i>(Is this done internally or externally? If external what is the name of the company?)</i></p>	
<p>Can the business evidence that machinery and equipment is maintained? <i>(Where is the evidence log located?)</i></p>	
<p>Are guards and control measures in place for machinery?</p>	

Will suitable personal protective equipment/clothing be provided?	
What health screening / surveillance, if any, is provided for employees?	
Is portable electrical equipment and the fixed wiring system periodically checked/inspected? <i>(PAT testing, when it was last done and who by?)</i>	

3. Declaration	
Date:	
Time:	
Staff name and job title (business):	
Signature:	
Staff name and job title (College):	
Signature:	
Nominal risk rating <i>(college use only)</i>	
Action plan required? <i>(college use only)</i>	

ACTION PLAN <i>(college use only)</i>		
Action Required	Target date	Completed