

## HEALTH & SAFETY PLACEMENT ASSESSMENT FORM

1) COMPANY DETAILS							
Company/Organisation Name:							
Company Representative Name:							
Job Title:							
Company H&S Representative Name:							
Job Title:							
Address:							
Postcode:							
Telephone No:					Fax No:		
Email:							
Number Of Employees:							
2) Core Business that this assessment applies to							
<sup>1</sup> Factory	<sup>2</sup> Office	<sup>3</sup> Shop	<sup>4</sup> Wholesale/ Warehouse	<sup>5</sup> Catering Establishment	<sup>6</sup> Staff Canteen	<sup>7</sup> Fuel Storage Depot	
<sup>8</sup> Other	Go to 4						
Core business <sup>1</sup> is enforced by the HSE and <sup>2-7</sup> by the Local Authority.							
3) Registration With HSE/Environmental Health for 1-7 of above core businesses							
a) Is the company registered with Environmental Health <sup>2-7</sup> or HSE <sup>1</sup>				YES	Go to 4	NO	Cont
b) All organisations must be registered with the appropriate authority, this is a legal requirement. Is there a commitment to register with:				YES		NO	AR
Core business <sup>1</sup> H&S Executive, Marshalls Mill, Marshall Street, <b>LEEDS</b> , LS11 9YJ using Form F9 accessed from <a href="https://www.hse.gov.uk/forms/notification/f9.pdf">https://www.hse.gov.uk/forms/notification/f9.pdf</a>							
Core business <sup>2-7</sup> City Of Bradford Metropolitan District Council, Environmental Health, 6 <sup>th</sup> Floor Jacobs Well, Bradford BD1 5RW using Form OSR1 from <a href="https://www.hse.gov.uk/forms/notification/osr1.pdf">https://www.hse.gov.uk/forms/notification/osr1.pdf</a>							
AR = Action Required Cont = Continue				<b>NOT TO BE DISTRIBUTED TO A THIRD PARTY WITHOUT SKILLS FOR WORK'S PERMISSION</b>			

**4) ORGANISATIONAL INSURANCE DETAILS**

(Fill in a OR b as required) The Employers' Liability (Compulsory Insurance) Act 1969 requires that all employers be insured under an Approved Policy and with an authorised insurer.

<b>a. Placement Provider's Employers &amp; Public Liability Insurance Company:</b>										<b>Action Required</b> ✓
i. Policy Number:										
ii. Amount										
iii. Expiry Date:										
iv. Did you see the Certificate?				YES		NO	AR			
v. Is the Certificate on display? (Legal Requirement)				YES		NO	AR			
<b>b. Placement Provider's Insurance Company:</b>										
Employers Liability?							Public Liability?			
i. Policy Number:										
ii. Amount:										
iii. Expiry Date:										
iv. Did you see the Certificate?		YES		NO	AR	YES		NO	AR	
v. Is the Certificate on display		YES		NO	AR	YES		NO	AR	

**DO NOT PLACE A LEARNER UNLESS PART B (4a.iv and 4b.iv) ARE ANSWERED 'YES'**

**5) Health & Safety**

<b>5) Health &amp; Safety</b>										<b>Action Required</b> ✓
a. Is there a written H&S policy?		YES	Cont	Not Required Less Than 5 Employees,			Go to f	NO	Go to f	
b. Are responsibilities for the H&S clearly stated?						YES		NO	AR	
c. Name the person responsible for H&S in the policy?										
d. Are arrangements for H&S clearly stated?						YES		NO	AR	
e. How is the policy, arrangements and responsibilities communicated to employees and learners on placement?										
f. Has the company been issued with a prohibition order in the last 5 years? (If YES has the requirement been carried out, If NO the placement cannot proceed until all the issues have been cleared in the relevant occupational area)						YES	AR	NO		
g. HSE Guidance (HSC6) has been recommended <a href="http://www.hse.gov.uk/pubns/hsc13.pdf">http://www.hse.gov.uk/pubns/hsc13.pdf</a> <a href="http://www.hse.gov.uk/pubns/indg259.pdf">http://www.hse.gov.uk/pubns/indg259.pdf</a> or alternative to be completed and reviewed on next visit. <b><u>No Learner to be placed without this document completed to satisfaction of the assessor.</u></b>						YES		NO	AR	

<b>6) The Regulatory Reform (Fire Safety) Order 2005?</b>					Action Required ✓
A Fire Certificate was required but will be abolished and cease to have legal status in October 2006. All employers should have a Fire Risk Assessment.					
a) Has a fire-risk assessment identifying any possible dangers and risks been completed?	YES		NO	AR	
b) Who is responsible for meeting the order?	c) Name:				
d) HSE Guides have been recommended: <a href="http://www.communities.gov.uk/pub/384/EntryLevelGuideAshortguidetomakingyourpremisessafefromfire_id1500384.pdf">http://www.communities.gov.uk/pub/384/EntryLevelGuideAshortguidetomakingyourpremisessafefromfire_id1500384.pdf</a>	YES		NO	AR	
<b>All documentation relating to the Fire Risk Assessment should be seen and any relevant details noted. Where a company cannot evidence this, the placement should not proceed until it conforms.</b>					
<b>7) Accident Procedure</b> There must be a method of recording accidents.					Action Required ✓
a. Does the employer have an accident book & procedure?	YES		NO	AR	
b. How are staff and new learners made aware of the accident procedure?					
c. Is the employer aware of their responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)	YES		NO	GO to e	
d. Who will be responsible for informing Skills for Work of <u>all</u> accidents to candidates	Name				
e. HSE Guide INDG31 RIDDOR has been recommended <a href="http://www.hse.gov.uk/pubns/hse31.pdf">http://www.hse.gov.uk/pubns/hse31.pdf</a>	YES		NO	AR	
<b>8) Health &amp; Safety information to employees</b>					Action Required ✓
a. Is there a Health & Safety law poster displayed & completed?	YES		NO	AR	
a. HSE publication ref issued for poster or guide <a href="http://www.hse.gov.uk/pubns/law.pdf">http://www.hse.gov.uk/pubns/law.pdf</a>	YES		NO	AR	
<b>9) First Aid provision</b>					Action Required ✓
a. Does the learner have access to a stocked First Aid Kit?	YES		NO	AR	
b. Are there staff qualified in First Aid	YES		NO	AR	
c. Are the names of the First Aiders displayed on the First Aid poster	YES		NO	AR	
<b>An appointed person is the minimum legal requirement. In a medium-high risk area we would wish to see a qualified First Aider.</b>					

10) Risk Assessment All employers have duty under the Management of Health & Safety at Work Regulations 1999 to carry out Risk Assessments					Action Required ✓
a. Has the employer undertaken Risk Assessments? (If no and less than 5, recommend the free HSE document "Five Steps to Risk Assessment" <a href="http://www.hse.gov.uk/pubns/indg163.pdf">http://www.hse.gov.uk/pubns/indg163.pdf</a> arrange date to assess it's completion & go to section 12	YES		NO	AR	
b. Which occupations have been risk assessed relevant to the work role of the potential learner?					
c. Have these been reviewed in the last 12 months	YES		NO	AR	
d. Does the risk assessment consider the safety of young people/persons, taking into account their inexperience and immaturity?	YES		NO	AR	
e. Officer confirms sight of the completed documentation.	YES		NO	AR	
<p><b>Note that pregnant, disabled or 16-17 year olds categories of people require special consideration in terms of risk assessment, they do not necessarily have to be undertaken separately, the considerations can be added in to or be part of the existing risk assessment.</b></p>					
11) Risk Assessment – Control of Substances Hazardous to Health Regulations. All employers have a duty to complete an assessment of the risks relating to all substances within the workplace which are defined as causing a significant risk under the COSHH Regulations.					Action Required ✓
a. Will the learner come into contact with <b>Substances Hazardous to Health?</b>	YES	Cont	NO	Go to next	
b. List the substances					
c. Is a COSHH assessment in place for each substance? (Note: A hazard data sheet obtained from the supplier of the product is not sufficient)	YES		NO	AR	
d. Is there evidence of annual review?	YES		NO	AR	
e. Are controls evident e.g. measures have been considered for safe storage, use, and action in event of spillage	YES		NO	AR	
HSE Guide INDG136 has been recommended <a href="http://www.hse.gov.uk/pubns/indg136.pdf">http://www.hse.gov.uk/pubns/indg136.pdf</a>	YES		NO	AR	

<b>12) Display Screen Equipment Regulations</b>					Action Required ✓
Where an employee habitually uses display screen equipment as a significant part of his/her normal work, the learner/employee should complete a suitable and sufficient assessment of the workstation and this assessment should then be reviewed with the Manager to address anything highlighted.					
a. Will any of the Learners be display screen users?	YES		NO	Go to next	
b. If "Yes", is there a process in place for DSE assessments to be carried out, with assistance and guidance on this given where necessary?	AR				
c. If "Yes", when will an assessment be conducted?	AR				
d. HSE Guide INDG36 has been recommended <a href="http://www.hse.gov.uk/pubns/indg36.pdf">http://www.hse.gov.uk/pubns/indg36.pdf</a>	YES		NO	AR	
<b>13) Manual Handling Operations Regulations.</b>					Action Required ✓
Employers should have conducted suitable assessments of their operations to reduce the need for manual handling operations, assess the risks of injury to staff and reduce that risk as far as reasonably practicable.					
a. Will the learner be involved in manual handling operations?	YES		NO	Go to next	
b. Has an assessment of manual handling operations been conducted?	YES		NO	AR	
c. Is manual handling instruction part of the companies training programme?	YES	AR	NO	AR	
d. When will this training be given					
e. HSE guide manual handling has been recommended <a href="http://www.hse.gov.uk/pubns/indg143.pdf">http://www.hse.gov.uk/pubns/indg143.pdf</a>	YES		NO	AR	
<b>14) Personal Protective Equipment at Work Regulations 1992.</b>					Action Required ✓
a) Has a requirement for PPE been identified	YES	AR	NO	Go to next	
b) Which Occupations require PPE?					
c) Is PPE issued free to learners	YES		NO	AR	
d) Who is responsible for training in the use of PPE and enforcement.	Name				
e) HSE guide to the PPE Regulations has been recommended <a href="http://www.hse.gov.uk/pubns/indg174.pdf">http://www.hse.gov.uk/pubns/indg174.pdf</a>	YES		NO	AR	
<b>15) Machinery/equipment</b>					Action Required ✓
Companies are required to have maintenance systems as per the Provision and Use of Work Equipment Regulations 1992					

a. Do any of the learners work with machinery/equipment/portable electrical equipment or tools?		YES	AR	NO	Go to next	
b. If "Yes", list relevant machinery/equipment:	Who is responsible for maintaining the equipment?	How is it maintained?				
c. List any machinery/equipment within the workplace that learners are prohibited from using						
d. How will this be communicated to the Learner?						
e. List any work areas/tasks or activities prohibited to the learners						
f. How will this be communicated to the Learner?						
<b>16) Supervision and Induction</b>						Action Required ✓
Employers are required to provide proper and full supervision of learners at all times and have in place arrangements to cover the absence of the usual supervisor.						
a. It is agreed that all learners will be informed of the supervisor responsible for their safety, training, instruction, information and supervision and will be named in their induction form. The Learning Agreement supports this assessment.		YES		NO	AR	
<b>17) Workplace welfare facilities</b>						Action Required ✓
Every employer has a duty under the Workplace (Health, Safety & Welfare) Regulations (1992) to maintain the workplace in an efficient state, in good working order and repair.						
a. Are toilet facilities available?		YES		NO	AR	
b. Are washing facilities with hot/cold water available?		YES		NO	AR	
c. Is drinking water available?		YES		NO	AR	
d. Please comment on the general standard of housekeeping on the day of the visit.						

