

**Safety, Health & Environment
Information Sheet**

Work Experience Employers' Questionnaire

Introduction

This information sheet contains an employer's basic health and safety questionnaire, which could be used by schools as a health and safety assessment for low risk work experience placements.

Schools wishing to continue with work experience placements in the absence of a provider contract to carry out employer's health and safety workplace re-assurance checks will need to ensure some form of checks are done for potential provider employers. This information sheet contains an employer's health and safety questionnaire which can be sent to prospective providers prior to the placement.

The completed questionnaire should give schools enough information to assess basic health and safety compliance for low risk placements. Appendix 1 gives some guidelines as to what constitutes low, medium and high risk workplaces for the purposes of placements.

Where as a result of anomalies in returned questionnaires or where the school considers the placement to be in a higher risk work environment then further assessment may be required. This may include a site visit to be conducted by the work placement co-ordinator or by subject specialists such as design and technology staff. Safety Health & Environment (SHE) can provide additional advice to schools as part of the existing traded service with the school.

Employers' Health and Safety Questionnaire

Use the form on pages 2 and 3 below to carry out health and safety assessment checks for prospective employers. Send the form to the employer concerned and ask them to complete the form attaching any further details or comments as necessary and return to the school leaving ample time before commencement of the work placement.

On the basis of the information you receive from the returned completed questionnaire, you should be able to decide whether the employer is suitable to proceed with the placement or if a reassurance visit is necessary.

Work Experience Provider Health and Safety Questionnaire

Name of Company/Organisation	Number of employees at this site/location
Main Activity of Company/Organisation	Named Person Responsible for Health & Safety of student(s)

	Health and Safety Provision Checklist	Yes/No N/A	Comment/Further Detail
1	<p>Is there current Employer and Public Liability insurance that covers student(s) on work experience? <i>(It should be prominently displayed and the <u>insurers</u> must be informed of the student's work experience).</i></p>		
	<p>Enter Employer's Liability Insurance Company Enter Public Liability Insurance Company</p>		<p>Certificate Expiry Date Certificate Expiry Date</p>
2	Does Motor Vehicle Insurance cover students <i>(where appropriate)?</i>		
3	Is there a written Health & Safety Policy Document? <i>(If there are 5 or more employees in the company it is a legal requirement to have a written H&S Policy Document. It should be signed by a senior member of the company, dated and available to all employees).</i>		
4	<p>Have risk assessments been carried out? <i>(It is a legal requirement that all employers must complete a risk assessment which identifies significant risks in the workplace and ensure effective control measures are in place to control the risks. This must be recorded where there are 5 or more employees).</i></p> <p>Indicate whether risk assessments are in place for the following:</p> <ul style="list-style-type: none"> • General Risks • Hazardous substances • Manual handling • Display screen equipment • Noise • Fire • Electrical equipment 		
5	Have you specifically carried out a young person's risk assessment to cover this placement under the requirements of the <i>Management of Health and Safety at Work Regulations 1999</i>? <i>(this should take into account the inexperience and capability of the student)</i>		

	Health and Safety Provision Checklist	Yes/No N/A	Comment/Further Detail
6	Is the Employer registered with the local enforcing authority? <i>(Every employer is required to register his/her business with the local enforcing authority, i.e. the HSE or Environmental Health Dept).</i>		
7	Will student(s) be provided with appropriate supervision at all times? <i>(Supervision must be provided by someone with experience who understands the risks and control measures associated with the activities in which the student will be involved).</i>		
8	Will student(s) be provided with information on health and safety issues? <i>(This should include a formal induction briefing on the risk associated with the tasks, the control measures in place, areas, machines or activities prohibited by the student, fire, first aid, evacuation drills and other emergencies).</i>		
9	Are there procedures to deal with any accidents and emergencies that may arise? <i>(This includes fire, evacuation, accident reporting, first aid treatment).</i>		
10	Are trained first aiders available? <i>(The provision of first aiders or appointed persons will depend on the activities taking place. The student needs to know who to go to for first aid).</i>		
11	Is the requirement to report all accidents involving students understood? <i>(The employer must report all RIDDOR reportable accidents to students to the local enforcing authority on F2508. The employer must also notify the agreed school contact of any accidents to students whether RIDDOR reportable or not).</i>		
12	Do you have a process of recording 'near misses' (incidents) in your health and safety procedures?		
13	Are there areas, processes or machines from which students are prohibited and which will be notified to them on induction? <i>(Please specify if any)</i>		
14	Are there adequate toilet and washing facilities, eating and rest areas, protective clothing supplied where necessary, adequate levels of lighting, heating and ventilation?		
15	Are there any aspects of the work unsuitable for students with a health problem? <i>(e.g. Asthma, allergies etc) Please specify if any</i>		
16	Has an enforcement officer (HSE, EHO or Fire Service) visited during the last 3 years? Has any enforcement action been taken against the company e.g. improvement/prohibition notices/legal proceedings? <i>(Give details where appropriate)</i>		

Name of Person completing form/Position: _____ Signature/Date: _____

Appendix 1

Work Experience Examples of Low, Medium and Higher Risk Placements Workplace factors for Young Persons

RISK	Provider Examples	Potential Risks
LOW	Office environment Nursery Teaching classroom Shops Hotel/Restaurant	Include slips, trips and falls, some lifting and handling, contact with hot surfaces/sharp objects, potential interface with abusive customer etc
MEDIUM	Hairdresser Warehouse Riding Stables Veterinary Practice Hospital Gym/Swimming Pool	As above and potential for contact with small amounts of chemical agents/drug substances, increased manual handling tasks, areas where vehicles/fork lift trucks operating, unpredictable behaviour of animals, over exertion on gym equipment etc
HIGH	Farm Construction Site Working with trade e.g. plumber Engineering workshop Vehicle service or maintenance Chemical/Pharmaceutical manufacturer	As above and potential for contact with dangerous moving parts on machinery, exposure to higher quantities of hazardous chemicals, construction site risks e.g. falls from height, extreme heat from welding operations etc

Notwithstanding the above you will also need to consider and factor in the tasks the student is being expected to carry out whilst on a placement e.g.:

Pupil working in office (potentially LOW risk) but the week of his/her placement is asked to assist with an office move and is involved in moving and handling removal boxes, chairs and tables etc

Will obviously be at a higher risk than

Pupil working on Pharmaceutical Manufacturing Site (potentially HIGH risk) but only working in the procurement office for the duration of the week with no access to other areas.

Suggested Approach

For low risk workplaces use the employer's questionnaire provided. For medium to high risk workplaces consider using your own staff's expertise where necessary to vet suitability e.g. PE teachers could vet gym, swimming pool or equine related placements, D&T teacher could look at light engineering/garage/trade related placements, Science biology teacher could look at veterinary or similar placements. SHE (Safety, Health and Environment) can also provide further guidance and assistance as part of our traded services agreement with the school – note that if this requires SHE to carry out a higher risk vetting visit on behalf of the school then this will be charged appropriately.

Sources of further information

For further advice and guidance:

Tel 01452 425350 or email she@gloucestershire.gov.uk