



Calday Grange Grammar School  
**WORK EXPERIENCE – HEALTH AND SAFETY CHECKLIST**

Placement:	Date:
Completed by:	Frequency:

Action No.	Item	Yes	No	Comments
	Insurance certificate			Exp Date:
	Contact name & number			
	Location of placement			
	Placement (duties Involved)			
	Hours of work			
	Dress code			
	Any restrictions the student should know about?			
<b>RISKS</b>				
	Does the work involved take into account the age and lack of experience of the student?			
	Will the student be supervised at all times?			
	Is PPE required, if so is it provided and will the student be trained in the correct use?			
	Are there any restrictions the student should know about?			
<b>RISK ASSESSMENTS</b>				
	Have risk assessments been carried out for all work activities taking into account their age, inexperience, immaturity and lack of awareness of risks?			
	Has the employer put into place control measures as a result of the assessments and will they inform the student and their supervisor?			
<b>TRAINING</b>				
	Have the safety training needs of the student been identified?			
	If so does the employer provide the information, instruction and training to the student reflecting the findings of the risk assessment, working environment, activities, age, experience, any special needs?			

**PLEASE TURN OVER**



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Action No.	Item	Yes	No	Comments
<b>ACCIDENTS</b>				
	Is there a system in place for the reporting of accidents?			
<b>FIRST AID</b>				
	Will the student be made aware of the first aid arrangements?			
<b>FIRE</b>				
	Is there a fire policy in place and will it be covered in the induction?			
<b>WORK EQUIPMENT</b>				
	Are systems in place to ensure that only work equipment that is suitable for use and adequately maintained is used?			
<b>ELECTRICAL SAFETY</b>				
	Is there a system in place to ensure that the fixed electrical installation and portable electrical equipment are tested and maintained?			
<b>SAFETY POLICY</b>				
	Must be written for 5 or more employees, assessing the risks to health and safety of employees, (including young people).			
<b>WORKPLACE ENVIRONMENT</b>				
	Are arrangements in place to maintain the premises and facilities in a safe condition?			
<b>INFORMATION FOR PLACEMENT PROVIDERS</b>				
	Ensure the provider is given any relevant information about the student (for example about their health, learning disabilities) so job description/risk assessments/supervision etc can be adjusted accordingly.			
<b>ACTIONS REQUIRED IF ANY?</b>				
<b>EMPLOYER NAME</b>				
<b>EMPLOYER SIGNATURE</b>				
<b>DATE</b>				