

Norton Knatchbull Grammar School

WORK EXPERIENCE CHECKLIST

Please could all the following sections be completed and the relevant information sent to hvernon@nks.kent.sch.uk as requested.

Please note, electronic signatures are accepted.

Part 1	Company details
Name of company:	
Name of principal contact:	
Full postal address:	
Nature of the business:	
E-mail address:	
Phone number:	
Who is responsible for the young person on placement:	
What dress code is required including type of footwear:	
Normal working hours for student	
What facilities are there for taking a break:	
Is a pre-placement interview required?	

Part 2	Health and safety information		
	Yes	No	
Do you have a formal health and safety policy?			
Do you have risk assessment documents that identify any significant risks that are associated with your business activities?			
Do you have suitable and sufficient arrangements for dealing with incidents, which may require first aid treatment?			
Do you have suitable and sufficient welfare facilities available, as defined by the Workplace (Health, Safety and Welfare) Regulations?			
Do you provide staff with any Personal Protective Equipment (PPE) that may be necessary to complete tasks safely?			
Do you have Employers' Liability Insurance to cover young people?			
Do you have Public Liability Insurance to cover young people?			

Employers Liability Insurance detail:
Insurance Company Name:
Policy Number:
Expiry Date:
Is the insurer informed of the placement?

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Part 2	Health and safety information		
	Yes	No	
Will the student receive an Induction on Day one which will include a Health & Safety Briefing?			
Will the student be supervised at all times whilst working?			
Will the student be trained to use all relevant equipment?			
Will the placement involve personal or hygienic care of others?			
Will the student be using dangerous machinery?			
Will the student be expected to lift or carry heavy loads?			
Will the student be near a water hazard?			
Will the student be working near a road hazard?			
Do you undertake a COSHH assessment for hazardous substances?			
If yes to above what training is offered to the student?			

Part 3	Company Authorisation		
Name:			
Position:			
Signature:		Date:	

Thank you for offering our student a placement, and for taking the time to complete this form.

Please email form to hvernon@nks.kent.sch.uk, or post to Heather Vernon, Norton Knatchbull School, Hythe Road, Ashford, Kent TN24 0QJ

If you need any further information please call Heather Vernon on 01233 620045 ext 231.