

<u>HEALTH AND SAFETY CHECK-LIST</u>	Please Tick		
	Yes	No	N/A
1. Are there any particular hazards identified in your business?			
Please provide details of hazards and potential dangers, if any:			
2. Are there any machines or processes which are prohibited for young or inexperienced persons? If yes, please give details:			
4. Do your premises meet the minimum Health and Safety standards required by local legislation?			
5. Is there a Fire Risk Assessment in place, and are emergency evacuation instructions communicated to young or inexperienced people in your employ?			
6. Do you have a written Health and Safety Policy that is communicated to young or inexperienced people in your employ during a Health and Safety induction?			
7. Have you undertaken a Risk Assessment that is communicated to young or inexperienced people in your employ? If so, please send a copy			
8. Are there arrangements for protective clothing, if necessary?			
9. Are there arrangements for First Aid?			
10. Who will be responsible for the Health and Safety and welfare of the work experience student(s)?			
11. Are there any other factors which might affect the Health and Safety of work experience student(s)?			
12. Will the student(s) be required to work alone at any time, or travel off-site as part of their work experience with you? If so, please provide details			

Employers Liability Insurance Policy No:

Expiry Date:

I confirm that all the above details will be communicated to the work experience student(s), the student(s) will be offered a Health and Safety induction, appropriately trained and supervised:

Signed:

Name of Organisation:

Position:

Date: