



Haslingden High School and Sixth Form

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SIXTH FORM INTERNSHIP

EMPLOYER DETAILS & H&S

(TO BE COMPLETED BY THE EMPLOYER)

Student Name			
Address			
DOB		Form	
Tel Number			
Mobile Number			

SELF- PLACEMENT

Please complete ALL sections

Company/Organisation Name	
Contact Name	
Contact email address	
Full Address and Postcode	
Tel Number	
Public Liability Insurer Name	
Public Liability Insurance Number	
Public Liability Insurance Expiry Date	
Details of work to be undertaken	

IMPORTANT NOTE: Please either include a copy of the Public Liability Insurance Document with your application or alternatively email a copy to sixthform@haslingdenhigh.com



A Health & Safety (H&S) induction is essential for a work experience student. It ensures that the student is aware of any risks & hazards, how to deal with them appropriately & how to use specialist equipment. Please delete YES/NO (as applicable) for the items below that will be covered during induction. Any of the statements below which are applicable **must** be covered as part of the induction process.

Introduction to the company

Introduction to person responsible for supervision & training & Heads of departments/named supervisor YES NO
YES NO

Explanation of the company, its workings, history, structure & brief explanation of various sectors/department & tour of premises YES NO
YES NO

Rules & Regulations

Prohibited machinery, equipment, areas, substances etc. YES NO

Explain expectation of student adhering to current company rules & general Behaviour expected in the workplace YES NO
YES NO

Working hours / lunch breaks

Safety / Company Health & Safety Policy

Location of policy/H&S poster / employee's responsibilities YES NO

Hazards & Control of Substances Hazardous to Health Regulations (COSHH)

Loose clothing/long hair/jewellery/substances etc YES NO

Hazardous substances on site/used i.e. liquids, fumes, gases, dust, vapours YES NO

Personal Protective Equipment

Types available / areas of mandatory use / reasons for use YES NO

First Aid

Accident procedure / where to report an accident /use of accident book YES NO

Qualified first aider/s / first aid point YES NO

Fire Prevention & Procedures

Cause of industrial fires / flammable substances / fire drill procedure YES NO

Fire alarm testing / assembly point / location of fire exits YES NO

Housekeeping

Canteen facilities / cloakroom / toilets/ security /abuse of facilities YES NO

Signed by employer/supervisor	
Date	
Signed by student	
Date	

Please return to Ann Hodgkiss at Haslingden High Sixth Form once completed.

'Achievement for All'

