



## Haslingden High Sixth Form Internship

### **EMPLOYER CONTACT /H&S DETAILS (TO BE COMPLETED BY THE EMPLOYER)**

Student Name			
Address			
DOB		Form	
Home 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 provide a copy of the Public Liability Insurance Document. A copy can be emailed to [sixthform@haslingdenhigh.com](mailto:sixthform@haslingdenhigh.com) or brought to Sixth Form by the student.



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
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**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
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**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
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<b>Signed by employer/supervisor</b>	
<b>Date</b>	
<b>Signed by student</b>	
<b>Date</b>	

**Please return the completed form to Sixth Form.**

