



**UNIVERSITY  
OF HULL**

**Placement Control Assessment Form (UK Employer)**

[INSERT FACULTY]

Name of Company:	
Company Address:	
Company Tel. No.	
Name of student:	
Duration of placement:	<b>FROM:</b> <span style="float: right;"><b>TO:</b></span>

Dear Partner,

Once again thank you for offering a University of Hull student a placement within your organisation.

Before we can approve you as a placement provider, we require some additional information from you in relation to health and safety. Please complete and return this form to .....as soon as possible. Please note that before any placement is approved we must be satisfied that where reasonably practicable that the placement is safe and complies with health and safety regulations.

1) *Who is your nominated contact for ensuring compliance with the requirements of health and safety legislation?*

Name:	
Position:	

2) *Health and Safety Checklist:*

	Yes/No (N/A)
Is the workplace Covid Secure compliant to current Government requirements?	
Do you have a written health and safety policy (required by companies of 5 or more employees) ?	
Do you have a policy regarding H&S training for employees, which covers placement students? This should include use of vehicles, plant and equipment.  <i>Please confirm that safety precautions will be taken and that training, protective clothing and first aid facilities will be provided.</i>	
Will you provide all necessary health and safety and work specific inductions?	
Will the student be expected to work with machinery, equipment or substances hazardous to health?  <i>Please confirm that safety precautions will be taken and that training, protective clothing and first aid facilities will be provided.</i>	

<p><u>Is your organisation registered with:</u></p> <p>Health and Safety Executive (HSE)? Local Authority Environmental Health Department?</p>	
<p><u>Risk Assessment</u></p> <p>Have you carried out risk assessments of your work practices to identify possible risks, whether to your own employees or those affected by your undertaking? Are the risk assessments kept under regular review? Are the results of your risk assessments implemented and communicated to the student? Are your premises fully accessible for wheelchair users or visitors with mobility impairments? Do you have a procedure for carrying out Personal Emergency Evacuation Plans (PEEPs)?</p>	
<p><u>Accidents and Incidents</u></p> <p>Is there a formal procedure for reporting accidents and incidents in accordance with RIDDOR? Are there written procedures to be followed in the event of a serious and imminent danger to people at work in your undertaking? Will you report all accidents/incidents involving the student to the University? Will you report all sickness possibly attributable to the work experience and involving the student to the University?</p>	
<p>Would the student ever be required to work alone? Would the student be required to open or close the workplace at the start or end of the day? Does your premises have a fire risk assessment? Do you have emergency procedures in place for fire, first aid and any other emergency situations and will the student be informed of these?</p>	

3) *Insurance Details:*

Name of Policy Provider	
Policy Number:	
Policy Expiry Date:	

4) *Declaration:*

I am aware that any student on a placement within my organisation is by law categorised as an employee. As such they will be treated with the same rights and care as all employees. I can confirm that the statements above are true to the best of my knowledge.

**Name:**

**Position:**

**Signature:**

**Date:**

**Please return your completed form to: .....**

We greatly appreciate your time and consideration. Thank you.