



WORK EXPERIENCE
Employer's Health & Safety Form
 (Please return to the student)

JFS SCHOOL, THE MALL, KENTON, HARROW, MIDDLESEX HA3 9TE. marx@jfs.brent.sch.uk

Work experience organisers are required to ensure, as far as is possible, that the health, safety and legal requirements of the work placements used by their students are in order. We would appreciate it if you would please tick the relevant boxes:

1. If you have more than five employees, you have a Health and Safety Policy statement.

YES		NO		N/A	
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2. You hold a current fire certificate (if over 20 employees).

YES		NO		N/A	
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3. The student will be under the day-to-day supervision of a member of staff and that the supervision will cover induction of the student in the health and safety issues in the workplace, including 'out of bounds' areas and any other hazards.

YES		NO		N/A	
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4. The student will not be using prohibited machinery or processes which require training or which the employer considers dangerous.

YES		NO		N/A	
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5. If protective clothing is required, it will be provided.

YES		NO		N/A	
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6. There are first-aid facilities on hand at the workplace (in the event of an accident or emergency, the School must be informed).

YES		NO		N/A	
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7. You hold Employer's Liability Insurance.

YES		NO		N/A	
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8. You hold Public Liability Insurance.

YES		NO		N/A	
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9. You will inform your insurers that work experience students will be with you for the period specified.

YES		NO		N/A	
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Name of contact to whom correspondence should be sent):	Name and Address of Organisation:
Signature:	
Contact Telephone Number:	Contact Email:
Date:	Student Name:

1. THE EMPLOYER SHOULD COMPLETE THIS FORM AND RETURN IT TO THE STUDENT

2. THE STUDENT MUST THEN RETURN THIS FORM TO MRS MARX

This form is vital for insurance purposes. Thank you for your time and co-operation.