

## PART 1 – PROVIDER RECORD

(To be completed by Bridgwater &amp; Taunton College staff)

## COLLEGE DETAILS

College address	
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Telephone number	
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## PROVIDER DETAILS

Name of Employer	
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Address	
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Telephone number	
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Email	
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Contact Name	
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H&S Contact (if different)	
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Number of learners (if known)	
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Employer Liability Insurance (ELI)  NOTE: Students must not be placed without a current Employers Liability Insurance policy in place	Insurer's name:	
	Policy Number:	
	Next due:	
	Where displayed:	

Type of work carried out by learner			
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Risk banding (see page 4)	High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>	Unacceptable <input type="checkbox"/>
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Assurance check completed	In person <input type="checkbox"/> Remote communication <input type="checkbox"/>			
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Is a site visit required?	Yes <input type="checkbox"/>	Date of visit		
	No <input type="checkbox"/>	Reason		

Assurance check completed:	(Initials)	Date of check:		Date of next check:	
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## PART 2 – EMPLOYER QUESTIONS

(To be completed by employer)

**Under the health and safety law, work experience students are your employees**

### **HEALTH & SAFETY POLICY**

1.	Do you have a Health & Safety Policy? *Companies with 5 or more employees are required by law to have a written health and safety policy	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	How do you communicate health and safety matters to your employees to ensure health and safety standards are maintained?	

### **RISK ASSESSMENT AND CONTROL**

3.	Do you have a suitable workplace risk assessment in place? *Employers with fewer than 5 employers are not required to have a written risk assessment	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Are you aware of the specific areas of risk that affect young people (under 18), including manual handling, the use of chemicals, radiation and extremes of temperature?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Are you aware of the students physical and psychological capacity and of any particular needs, i.e., health conditions, learning difficulties?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### **ACCIDENTS, INCIDENTS AND FIRST AID**

6.	Do you understand that as an employer, you are responsible for reporting serious injuries, diseases and dangerous occurrences under RIDDOR?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Do you understand that as an employer, you are responsible for reporting all work-related injuries, diseases and dangerous occurrences to Bridgwater & Taunton College?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### **INFORMATION, SUPERVISION, INSTRUCTIONS AND TRAINING**

8.	Are you aware that as an employer, you are responsible for ensuring all students are provided with adequate competent supervision	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Do you, as an employer agree to ensure all students will be given a full safety induction covering all aspects of health and safety relating to the work undertaken by the student (including Covid-19 arrangements)	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Do you, as an employer agree to provide any additional training required in relation to work carried out by the student during the period covered by this assurance/agreement	Yes <input type="checkbox"/> No <input type="checkbox"/>

### **PROVISION AND USE OF WORKPLACE EQUIPMENT REGULATIONS (PUWER)**

11.	Do you understand that as an employer, you are responsible for providing suitable, safe equipment which complies with the legal requirements under PUWER?	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	Are you aware of the legally required age limits on the use of some equipment and machinery i.e., forklift truck, some woodworking machinery?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### **FIRE AND EMERGENCIES**

13.	Does the employer understand their responsibilities under the Regulatory Reform (Fire Safety) Order and confirms that relevant fire safety/emergency instructions will be explained to students as part of their induction process?	Yes <input type="checkbox"/> No <input type="checkbox"/>
14.	Please confirm the details of the last fire safety equipment inspection?	Date of last service: By whom:

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

15.	Do you understand that as an employer, you are responsible for providing appropriate PPE and, where necessary ensuring that all students are appropriately trained in the use of any PPE required and any work carried out by the student during the period of this assessment/agreement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>SAFE AND HEALTHY WORKING ENVIRONMENT</b>		
16.	Do you understand that as an employer, you are responsible for providing suitable health, safety and welfare facilities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
17.	Do you understand that if the company works across multiple and varying sites, you as the employer, must ensure that the same health and safety standards are followed on all sites?	Yes <input type="checkbox"/> No <input type="checkbox"/>
18.	Do you have a process in place to ensure the workplace is free of infectious diseases (i.e. Covid-19)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>SAFEGUARDING</b>		
19.	Is there any reason why you or any other employees are unable to work with young people under 18 e.g., criminal record? If Yes, please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>
20.	Do you, as an employer understand what is meant by Safeguarding and are you aware of what to do if there is a safeguarding concern about a young person working with you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
21.	Do you, as an employer understand what is meant by the Prevent Duty and are you aware of the steps to take if you have concerns that a young person is at risk of becoming radicalised?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### **PART 3 – DECLARATION FORM**

I certify that the information recorded on this assurance check/agreement is accurate, at the time of completion.

I understand where a student being placed is under the age of 18 or considered to be vulnerable, information will be shared with the student on what action can be taken if they feel unsafe.

#### **Bridgwater & Taunton College Representative**

Signed		Date	
Print Name		Position	

#### **Employer Representative**

Signed		Date	
Print Name		Position	

#### **Comments/Agreed Actions**

## Risk Banding for Industry

OCCUPATIONAL RISK BANDING		
High	Medium	Low
Agriculture	Animal Care (including Retail)	Administration
Animal Nursing	Health Care	Education
Catering (Kitchen)	Electronics	Retail Trade
Chemical & Chemical Products	Hairdressing & Beauty	Sales
Construction	Printing	Graphic Design
Engineering	Hotel & Restaurants (non-catering)	Nursery/Child Care
Equestrian	Sport/Recreation/Leisure	IT Software Development/Admin
Fishing	Textiles/Clothing Trade	
Forestry	Wholesale	
Horticulture	Warehousing	
Manufacturing/Craft	Sport/Recreation & Leisure	
IT Engineering/Installation	Media Make-up	
Outdoor Pursuits	Performing Arts	
Repair of Motor Vehicles & Motorcycles		
Security		
Transport		
Nuclear		

ORGANISATION RISK DEFINITIONS FOR PLACEMENTS	
<b>Low Risk</b>	The Employer is fully aware of their responsibilities and no concerns have been identified.
<b>Assurance Check</b>	Remote communication plus onsite follow up visit within 36 months
<b>Medium Risk</b>	The Employer has a reasonable understanding of their responsibilities and/or one or two areas for improvement were identified. The Employer has committed to completing all the agreed action points identified during the assessment/agreement process.
<b>Assurance Check</b>	Remote communication plus onsite follow up visit within 24 months
<b>High Risk</b>	The Employer showed only a basic understanding of their responsibilities and/or there were several areas of improvement identified or a site visit was not possible. The employer is however committed to carrying out all the agreed actions identified as part of this assessment/agreement.
<b>Assurance Check</b>	<b>On site visit only within 12 months</b>
<b>Unacceptable</b>	The Employer shows a poor understanding of their responsibilities and/or a site visit indicated that the workplace was unsafe or a site visit was not possible. All attempts should be made to agree an action plan and time for review.
<i>Learners must not be placed with an employer with a combined risk band of unacceptable. It is important to include a judgement regarding the employer's attitude towards health, safety and welfare being deciding on the organisation risk banding.</i>	

RISK RATING			
(The overall risk rating should be recorded on page 1)			
Circle appropriate occupational and organisation risk level		Highest Occupational Risk Level	
		Low	Medium
Organisational Risk Level	Low	Low	Medium
	Medium	Low	High
	High	High	High
	Unacceptable	Unacceptable	