

PRE-WORK PLACEMENT RISK ASSESSMENT CHECKLIST

The checklist below should be completed by the school contact person for each placement. The checklist assists in ensuring that all relevant procedures are in place before a placement proceeds. A placement should not proceed until the school contact person is satisfied that all requirements are in place.

Requirement	Y	N
- A work placement summary sheet (Appendix B) outlining details of the student, parent/guardian, school, host employer and placement has been completed and signed off.		
- Based on the tasks outlined on the placement summary sheet, the work placement is suitable for the student in question.		
- The host employer has been informed of any relevant medical conditions which may affect the safety and health of the student while on work placement.		
- The student has been briefed on the following: <ul style="list-style-type: none"> o the aims of the work placement; o his/her responsibilities while on work placement; o the types of activities he/she is not to partake in; o the procedures to follow should he/she have any difficulties while on work placement. 		
- The host employer has been provided with: <ul style="list-style-type: none"> o the work placement summary sheet; o 'Host Employers Guidance Leaflet'; o 'State indemnity Confirmation Statement'. 		
- The host employer has adequate employer's liability and public liability insurance in place.		

All of the above requirements set out are in place and the placement can proceed: Yes No

Signed: _____

On behalf of the School

Date