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**Health and Safety Checklist**

By the end of your initial period – typically the first week – your placement provider should have provided you with an understanding of the following aspects.

Make sure that you have covered all of these and that you and your placement provider has signed this off.

**1.HEALTH AND SAFETY RESPONSIBILITIES AND ARRANGEMENTS**

(a) Your health and safety responsibilities whilst on placement. *(Take reasonable care for yourself and others, cooperate with your placement provider, never intentionally misuse anything provided for health and safety, recognising own comptence and reporting any ssues)*

(b) Your placement provider’s responsibilities and arrangements for health and safety. *(Treat you as an employee, access to their health and safety policy, how to report health and safety issues)*

**2. FIRE SAFETY AND EMERGENCY EVACUATION**

(a) Action to take on hearing the fire alarm. *(Evacuation alarm sound, exit and fire exit routes, assembly point locations, when safe to re-enter building)*

(b) Action to take if discovering a fire. *(Trigger fire alarm, location of fire alarm call points, not to take any personal risks, location of fire fighting equipment)*

**3. FIRST AID AND EMERGENCY ASSISTANCE**

(a) How to access first aid asssitance. *(Local first aid personnel, where contact details are posted)*

(b) How to obtain assistance in the event of a general emergency. *(Contact details if placement has own security, when to contact emergency services)*

**4. INCIDENTS AND WORKPLACE HAZARDS**

(a) Reporting accidents and incidents. *(How to report, reporting as soon as possible after the event, importance of reporting no injury incidents)*

(b) Reporting hazards. *(How to report, importance of reporting before hazard causes harm and not ignoring hazards)*

**5. GENERAL WORKPLACE HEALTH AND SAFETY**

(a) Housekeeping, access and egress. *(Maintaing clear routes, aware of vehicle and pedestrian areas, dealing with spillages, properly disposing of waste)*

(b) Welfare facilities. *(Location of toilets, reducing risk of cross-infection or cross-contamination)*

(c) Out of hours and lone working *(Procedures for accessing and vacating facilities, reporting presence)*

(d) Electrical safety and portable appliances. *(Basic visual checks to ensure safety condition of appliances, action to take if appliances defective)*

**6. RISK ASSESSMENT, PREVENTION AND PROTECTION MEASURES**

(a) General risk assessment *(Procedures for carrying out risk assessments, outcomes of risk assessments that relate to activities will be involved with)*

(b) Manual handling *(Not exceeding own capabilities, safe lifting and carrying techniques, use of equipment to assist with manual handling)*

(c) Work equipment and machinery safety *(Types of equipment will be using and associated hazards, controls and procedures for ensuring safe working)*

(d) Display screen equipment and workstation *(Procedures for assessing own workstation, procedures for reporting concerns)*

(e) Hazardous and dangerous substances *(Safe storage, use and disposal of substances, emergency arrangements in the event of spillage or inadvertent release)*

(f) Personal protective equipment and clothing. *(When will be required, how to obtain, checks to ensure condition and proper fit, correct storage, how to obtain replacement)*

**Student:**

**Date:**