

## Work Experience First Day Checklist

Name:..... Start Dates.....

School/College/agency .....

Home address .....

Contact name and telephone .....

Out of office hours contact details .....

### RISK ASSESSMENT

*This is essential. Please keep a copy on file in work place*

#### Manager

I confirm that a risk assessment has been carried out to ensure the health, safety and welfare of the person carrying out the agreed tasks. Any additional risks that may occur during the placement will be highlighted to them, along with any control measures.

I have taken into account:

*(For under 18's)* Parental consent as confirmed to; work.experience@midcounties.coop; the young person's inexperience, lack of awareness and immaturity; the need to ensure safeguarding against abuse.

They will not be allowed in any circumstances to carry out the following activities:

- Operating or cleaning of dangerous machinery
- Driving or assisting with forklift trucks or other vehicles requiring special skills
- Working at heights
- Handling or using hazardous material
- Handling of any cash or involvement in any cash operations
- Any activity which involves an imposed work rate.

*(For all people on placement):* their experience, abilities and levels of understanding and any particular requirements for safeguarding against abuse.

Hazards to which the person may be exposed during the course of their placement such as

- Manual handling tasks
- Cleaning duties
- General warehouse and housekeeping tasks
- Customer service
- Office duties inc. use of Display Screen Equipment
- General workplace duties

have been assessed and risks reduced to an acceptable level through control measures such as:

- Elimination of hazards
- Recording of any residual risk
- Investigation of residual risks
- Training
- Supervision
- Personal Protective Equipment (PPE).

Signature ..... Branch Name and No .....

Print Name ..... Job Title .....Date .....

Topic	Done?	Initials Individual and manager
How the Midcounties Cooperative is different to other businesses		
Workplace structure		
Tour of premises including:		
- Toilets		
- Refreshment arrangements and Kitchen area		
- Notice boards		
-Parking facilities		
- Smoking area		
<b>What's expected</b>		
Who will help me on a day to day basis		
Appearance		
Time-keeping		
Communication		
Paperwork		
Workplace security		
No smoking policy		
Absence and who to tell		
How colleagues should treat each other and customers		
What to do if I have a problem at work		
The Society steering wheel		
<b>Health and Safety Procedures</b>		
<b>I have been told about the employer's responsibilities for myself and other staff:</b>		
- To provide a safe work place		
- To provide a safe means of access to the workplace		
- To provide a safe system of work		
-To protect staff from unnecessary risk of injury		
<b>I have been told about my health and safety responsibilities while at work</b>		
- To take reasonable care of my own health and safety		
- To take reasonable care towards others in my workplace		
-To co-operate with the employer in any health and safety measures put in place		

### Student's Own notes

<b>General</b>		
I have been told about any risk assessments which will affect me in the workplace		
I am clear about what I may and may not do		
I know who to talk to if I am asked to do something I feel I should not do		
(for young people) My parents/guardians are aware of what I am doing during my work experience placement		
The Society's health and safety policy has been explained to me and I have seen a copy of the policy		
I know the name of the person responsible for health and safety in my workplace		
I know how to get away from my workplace in the event of a fire or other emergency		
The fire exits and escape routes are marked and have been pointed out to me		
<b>Restrictions</b>		
I know the activities where I must always be supervised		
I am clear about any protective equipment or clothing I must use and who will provide it		
I know which machines and equipment I must not use		
I know which substances I must not use		
I know the activities I must not take part in		
I know what work areas I must not enter		
<b>Accidents and First Aid</b>		
I know how to report any accidents in my workplace		
I know where the accident book is kept		
I know who to tell if I have an accident or injury in my workplace		
I know about the First Aid arrangements in my workplace		
I know where the First Aid boxes are kept		
I can recognise the First Aider(s) in my workplace		

### **Student's Own notes**

A copy of this checklist should be given to the individual and a copy retained on file during the period of the placement.