

Work Placement – Health and Safety Induction

Please complete this form with the learner on the first day and return either by post or by scan – Many Thanks

	Employer's Initials	Learner's Initials
Tour of work area and welfare/hygiene facilities		
Action on discovering a fire		
Means of escape		
Fire warning system explained		
Location of fire fighting equipment		
Assembly point after evacuation		
Use of telephones & computer permissions		
Keeping gangways/corridors clear of obstruction		
Accident reporting procedures		
First aid facilities and qualified first aider		
Health and Safety precautions e.g. chemical/electrical/mechanical hazards		
Safe systems of work		
Lifting and handling		
Use of personal protective equipment		
Identify supervisor		
'Be Safe' booklet viewed on www.careers.gg read and understood by student		

I (the learner) have received and understood the instruction/training/information as indicated above and initialled the individual items when completed

Name Signature Date

School

Employer Date

Name of Trainer Signature

Job Title

Information on this form will be stored at the GWEx office until the placement has finished.





Work Experience Learners - Supervisor Checklist

We recommend that all supervisors in connection with learners are mature and established members of staff

- On the first day go through green induction form with the learner and any other health and safety issues relevant to your workplace
- Discuss start, finish and lunch times (learner should not exceed 37 hours over the 5 days)
- Give the learner planned, meaningful work for each day
- If you have any problems concerning the learner i.e. behaviour /conduct etc. please contact the school or GWEx immediately
- Always give clear instructions and supervise learners
- Encourage and be positive – they may be nervous
- Enforce the use of protective personal equipment if needed
- Discuss confidentiality for your business
- Discuss conduct with the learner and what you expect (give guidelines on the use of mobile phones, emails etc.)
- If your learner is more than half an hour late please notify the school or GWEx immediately
- Please remind other employees that learners are young, vulnerable and impressionable
- If your learner confides in you with matters of a personal nature and it gives you cause for concern, please contact the relevant school
- During the week a teacher from the learner’s school should arrange a visit to make sure both you and the learner are happy, please allow the learner to speak to the visiting teacher in private

Useful Telephone Numbers

	Telephone	Contact
GWEx	01481 226565	Michèle Clark or Sharon McCarthy
Grammar School	01481 226571	Charlotte Hales or Nicola Papworth
Les Beaucamps High	01481 226040	Richard Sinkinson or Chris Le Noury
La Mare de Carteret High	01481 226160	Emma Hughes
St Sampson’s High	01481 224411	Sarah Brown
Les Voies School	01481 220721	Tim Halden or Kate Gallienne
Le Murier School	01481 226660	Julie Plummer
St Anne’s School, Alderney	01481 822174	Sharon Jenkins
Elizabeth College	01481 726544	Joel Conner
Ladies’ College	01481 721602	Emma Clements
Blanchelande College	01481 237200	Hugh Tabel
Sixth Form Centre	01481 226571	Charlotte Hales
Guernsey College of FE	01481 227500	Request department area when calling