

Employer Risk Assessment Record

Date:		Monitoring review due			
Assessment conducted by:					
Recommendation:	Suitable <input type="checkbox"/>	Suitable with conditional action plan <input type="checkbox"/>	Unsuitable <input type="checkbox"/>		
Occupational Risk Category: <i>Mark as appropriate</i>	HIGH <input type="checkbox"/>	MEDIUM <input type="checkbox"/>	LOW <input type="checkbox"/>		
Placement Type <i>Mark as appropriate</i>	Apprenticeship <input type="checkbox"/>	Work Based Learner <input type="checkbox"/>	WEX <input type="checkbox"/>		


Employer Details	
Company name:	Name of main contact:
Registered address	Health & Safety contact: (if any)
Postcode	Number of employees:
Telephone No.	Mobile No.
E-mail address:	
Nature of work:	

Employers Liability Insurer	Policy number	Expiry date
Information for the provider: Please note that you must provide evidence of current valid Employer Liability Insurance. Not to be confused with Public Liability.		

Name of Supervisor(s)	
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Names of learners against this assessment			
1		8	
2		9	
3		10	
4		11	
5		12	
6		13	
7		14	

Occupational Tasks/Activities to be Undertaken		
Key Tasks, Location & Areas List things that the learner will be doing	Hazards & significant risks Just list significant hazards that could lead to injury	Risk control measures How is this managed?

Basic health and safety requirements		Comments
1	Does the employer display the necessary signs and notices, including Law poster? <i>(Law Poster pocket cards/electronic copies can be issued to employees in small companies or with no fixed base)</i> 	Yes/No
2	Safeguarding/Child protection: What protection issues have been considered and appropriate actions implemented to safeguard the learner? <i>(Discuss safeguarding)</i>	Confirmation that employer has received the safeguarding leaflet: Name: Signature:

Health and safety policy		Comments
Information for the provider: All businesses must have clear processes for managing health, safety and welfare. This must be written if 5 or more persons are employed and must be brought to the attention of all employees		
3	Is a Health and Safety Policy in place?	Yes/No
4	How are employees made aware of health and safety policies and procedures?	

Risk assessment and control			Comments
Information for the provider: The Management of Health and Safety at Work Regulations require all employers to undertake an assessment of risk that should be recorded where there are 5 or more employees			
5	Has an assessment of risk been undertaken and recorded if required?	Yes/No	
6	Will additional control measures be required for the learner taking into account their age, previous experience, maturity and lack of awareness of risks?	Yes/No	

Accidents, incidents and first aid			Comments
Information for the provider: The Reporting of Injuries, Diseases and Dangerous Occurrences 2013 (RIDDOR) impose duties on persons responsible for the activities of people at work to report to the enforcing authority (generally the Health and Safety Executive or the local authority) as specified in the Regulations.			
7	What arrangements have been made?		
8	Do you have a process to record accidents and/or incidents?	Yes/No	
9	Will all RIDDOR reportable events be reported to the enforcing authority and college, and will they be subsequently investigated?	Yes/No	

Fire and emergencies			Comments
Information for the provider: Under the Regulatory Reform (Fire Safety) Order 2005 fire certificates employers are required to carry out a fire risk assessment and that duty holders must manage any fire-risk in the premises. Please note Fire authorities no longer issue fire certificates and those previously in force will have no legal status.			
10	Do you have a means of raising the alarm and fire detection in place?	Yes/No	
11	Is there an effective means of escape in place including unobstructed routes and exits?	Yes/No	

Supervision, information, instruction and training			Comments
Information for the provider: It is the policy of The Development Fund Ltd that learners should always have competent supervision while at work. Employers, must give all the information necessary to ensure the Health and Safety of learners on their premises and the outline of learner induction agreements will be checked at the first Review.			
12	Will an induction be carried out on the first day?	Yes/No	
13	What will be covered in the induction process?		
14	How is the induction and safety training given and recorded?		

Work equipment and machinery			Comments
Information for the provider: It is the responsibility of the employer to check on legal constraints that apply to the use of all items of machinery and equipment. Employers must make clear to learners which items of machinery and equipment they must not use. Where machinery/equipment may be used thorough training must be given and an appropriate level of supervision maintained. Records of training must be kept. The Provision and Use of Work Equipment Regulations 1998 are recommended as guidance in this area. The Electricity at Work Regulations 1989 requires that all electrical systems are examined and maintained so as to prevent danger. Records must also be kept where appropriate.			
15	Does all equipment on site meet appropriate legal standards, including appropriate guards and other control measures?	Yes/No	
16	Is machinery and work equipment adequately maintained?	Yes/No	
17	Are safe electrical systems and electrical equipment provided and maintained?	Yes/No	
18	Have you assessed the risks from the use of work equipment at your site/premises?	Yes/No	

Personal protective equipment and clothing			Comments
Information for the provider: The provider must make available to the learner/Trainer suitable Personal Protective Equipment and clothing (PPE). Under the Personal Protective Equipment Regulations 2018 the employer must do an assessment to determine the need for and type of PPE required. In the majority of simple cases this need not be a recorded assessment: if the results are complex, however, the assessment should be recorded and available. PPE must be provided without charge.			
19	Is PPE provided, free of charge, to employees and replaced as necessary	Yes/No	
20	Will the use of PPE be covered in induction and subsequent training	Yes/No	

Safe and healthy working environment			Comments
Information for the provider: The Workplace (Health, Safety and Welfare) Regulations 1992 give details on what constitutes an acceptable working environment.			
21	Are premises and the working environment safe and healthy	Yes/No	
22	What welfare facilities and arrangements are provided?	Yes/No	
23	Is the temperature, lighting, space, ventilation, and noise satisfactorily controlled?	Yes/No	
24	Will there be the need for the learner to use workplace transport and if so is the appropriate insurance in place?	Yes/No	

Action Plan			
Ref:	Further action required (if necessary)	Target date	Confirmation of completed actions

Signatures

**This meeting does not constitute a full health and safety inspection of the premises.
Checks are carried out as part of a duty of care and due diligence The Development Fund Ltd has to its learners.**

The Employer or their representative - Please sign to agree that the information in this document is up to date and factual to the best of your knowledge.

Signed:

Print name:

Job title:

Date:

Provider - Assessment complete:

Signed:

Name:

Job title:

Date:

For office use only - Quality assured by:

Signed:

Name:

Job title:

Date: