

**MT91 H&S HASWEL**  
**Health, Safety & Welfare Placement Assessment Record**

**Assessment type:**

Please tick relevant box:

Initial Assessment:		Reassessment		Review due to accident, incident, dangerous occurrence, near miss, or change of legislation	
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This document is to be uploaded to the College CRM system with 3 working days.

*\* Required*

<b>*Date HASWEL Completed</b> (e.g., 23-Dec-2024)		<b>*Due Date Review</b> (2nd Year from original date e.g., 23-Dec-2026)		<b>*Date next full HASWEL due</b> (4 Years from original date e.g., 23-Dec-2028)	
<b>*Company/Venue Name</b>				<b>Number of Employees</b>	
<b>Full Address Inc Postcode</b>					
<b>Nature of business</b>				<b>Enforcement Actions from HSE?</b>	
				<b>Health &amp; Safety Contact</b>	
<b>Contact(s) Name(s)</b>				<b>Contact Job Title</b>	
<b>Contact(s) Numbers</b>	<b>Landline</b>			<b>Mobile</b>	
<b>Contact Email</b>					

**Health and Safety Procurement Standard:**

1	Health and Safety Policy	YES	NO	Evidence/Comments			
A	Is there a Health and Safety Policy, which is signed, dated and shared with employees?	<input type="checkbox"/>	<input type="checkbox"/>				
B	Does the Employer/Venue have a current Employer's and/or Public Liability insurance policy and other appropriate insurance in place?	<input type="checkbox"/>	<input type="checkbox"/>	<b>*Insurer's name:</b>			
				<b>*Policy number:</b>			
				<b>*Expiry Date:</b>			
				Has insurer been informed that learning will take place on the premises?			
<b>Assessment of Standard 1</b>		<b>Met</b>	<input type="checkbox"/>	<b>Part Met</b>	<input type="checkbox"/>	<b>Not Met</b>	<input type="checkbox"/>

2	Risk Assessment and control	YES	NO	Evidence/Comments
A	Do they have risk assessments and are they in date, reviewed regularly and shared with employees?			
B	Do they cover significant risks relating to the activities undertaken and include fire and lone working if relevant?			
C	Safeguarding Has the Employer/Venue carried out risk assessments of workplace situations with regard to the Safeguarding of under 18's and vulnerable adults and are they shared with all employees? If 'NO' what steps have been taken to raise the issue and secure safeguarding in the workplace?			
D	Are there policies/procedures for safeguarding of young/vulnerable persons, including abuse, neglect and/or involvement in extremism? (The apprentice/student will be informed that there is 24 help line number 07889 754287 and/or assistance through <a href="#">The Core</a> at the College.)  Is the Employer/Nominated Person aware of the the importance of safeguarding learners, including preventing learners from becoming radicalised, as part of the <a href="#">PREVENT</a> strategy? Also, that any allegations or concerns raised should be reported to the college immediately as well as to the appropriate authorities. (All employers/ Nominated Persons should receive a copy of Myerscough College's 'Safeguarding and PREVENT' leaflet.)			
Assessment of Standard 2		Met <input type="checkbox"/>	Part Met <input type="checkbox"/>	Not Met <input type="checkbox"/>

3	Supervision, training, information and instruction	YES	NO	Evidence/Comments
A	Are employees provided with adequate competent supervision?			
B	Is initial health and safety information, instruction and training given to all new employees on recruitment and is this recorded? (If Yes please explain how)		<input type="checkbox"/>	
Assessment of Standard 3		Met <input type="checkbox"/>	Part Met <input type="checkbox"/>	Not Met <input type="checkbox"/>



4	Work equipment and machinery	YES	NO	Evidence/Comments
A	The Employer/Nominated Person confirms that all equipment and machinery that the learner will use are maintained to the manufacturer's requirements and are compliant with PUWER (PUWER = the Provision and Use of Work Equipment Regulations)			
B	The Employer/Nominated Person confirms that all equipment and machinery learners will use have the appropriate guards and safety switches in place.			
C	The Employer/Nominated Person confirms that safe electrical systems and equipment are provided and properly maintained?			
Assessment of Standard 4		Met	<input type="checkbox"/>	Part Met <input type="checkbox"/> Not Met <input type="checkbox"/>

5	Accidents, Incidents and First Aid	YES	NO	Evidence/Comments
A	Are there any trained first aiders?			
B	Is there an appropriate accident book, first aid kits and are the contents in date?			
C	The Employer/Nominated Person is aware of the requirement record ALL accidents and to investigate, report accidents and ill health under RIDDOR (F2508), and that ALL accidents/near misses, including safeguarding concerns must be reported to Myerscough College, and details may be forwarded to the Skills Funding Agency.			
Assessment of Standard 5		Met	<input type="checkbox"/>	Part Met <input type="checkbox"/> Not Met <input type="checkbox"/>

6	Personal protective equipment and clothing	YES	NO	Evidence/Comments
A	Is PPE provided, free of charge to employees/learners as determined through risk assessment? This is replaced FOC when necessary e.g. use by dates, damaged or worn.			
B	Is the proper use of PPE enforced?			
C	Is appropriate storage available			
Assessment of Standard 6		Met	<input type="checkbox"/>	Part Met <input type="checkbox"/> Not Met <input type="checkbox"/>

<b>7</b>	<b>Fire and emergencies</b>	<b>YES</b>	<b>NO</b>	
<b>A</b>	Is there a Nominated Person to deal with emergencies?			
<b>B</b>	Has the employer/Nominated Person confirmed that there are appropriate means of fighting fire in place, and they are regularly			
<b>C</b>	Where appropriate, is there a means of raising the alarm and fire detection in place?			
<b>D</b>	Are effective means of escape in place, including unobstructed routes and exits?			
<b>Assessment of Standard 7</b>		<b>Met</b>	<input type="checkbox"/>	<b>Part Met</b> <input type="checkbox"/> <b>Not Met</b> <input type="checkbox"/>

<b>8</b>	<b>Safe and healthy working environment</b>	<b>YES</b>	<b>NO</b>	<b>Evidence/Comments</b>
<b>A</b>	Are premises (structure, fabric, fixtures and fittings) visibly safe and healthy (suitable, maintained and kept clean)?			
<b>B</b>	Is the working environment (temperature, lighting, space, ventilation, noise) appropriate safe and healthy?			
<b>C</b>	Are welfare facilities (toilets, washing, drinking, eating, changing) provided as appropriate and maintained?			
<b>Assessment of Standard 8</b>		<b>Met</b>	<input type="checkbox"/>	<b>Part Met</b> <input type="checkbox"/> <b>Not Met</b> <input type="checkbox"/>

<b>9</b>	<b>General health and safety management</b>	<b>YES</b>	<b>NO</b>	
<b>A</b>	Does the Employer/Nominated Person have access to competent health and safety advice and assistance?			<b>Who</b> <input type="checkbox"/>
<b>B</b>	Are necessary necessary signs and notices clearly displayed?			
<b>C</b>	How does the employer manage employees' work when it is away from the employer's own premises or when employees are placed with another employer/site?			
<b>Assessment of Standard 9</b>		<b>Met</b>	<input type="checkbox"/>	<b>Part Met</b> <input type="checkbox"/> <b>Not Met</b> <input type="checkbox"/>

# Assessment Outcome:

Recommendation:	Accept	Accept with Action Plan	Reject

## To be signed by the Employer or Nominated Person

By signing this document, the Employer or Nominated Person confirms that all statements are accurate, and agrees to ensure that their Employer's and/or Public Liability Insurance will remain in date and valid throughout the duration of the Work Placement/Apprenticeship/Student(s) presence on these premises, and that any actions (listed below) will be completed by the target date.

Print Name		Job Title	
Signed		Date	

Completed by Myerscough College Assessor

Name & Job Title		Signed	
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Quality Assured By:

Name	Job Title	Date

# Action Plan

Ref	Action Required	By whom	Target Date	Completed (Signed Off)
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Notes/Additional Information

## Data Protection

Myerscough College and University Centre is the Data Controller and committed to protecting the rights of individuals in line with current data protection legislation. We are registered with the Information Commissioner's Office (ICO) and our registration number is Z8917574. Our full Privacy Notice can be found on our [website](#).

December 2023 (v2)