



The
University
Of
Sheffield.

Workplace Inspection Guide for Student Placement Co-ordinators & Placement Tutors

Name of Placement Organisation:

Location:

Name of Placement Co-ordinator / Tutor:

Name of Student:

Date:

This is a generic checklist for the sort of items to be confirmed whilst at the Placement Provider's premises. It is not an exhaustive list and it may be appropriate to add specific additional items for certain types of employment.

Section 1: Understanding the University of Sheffield's requirements

1. Students will receive safety induction and job-specific health and safety training appropriate supervision, including means to raise safety concerns.
2. The Student will be responsible for reporting accidents in line with the Placement Provider's requirements but also is required to report all accidents, however minor, to their contact at the University of Sheffield.

| 1. STUDENT INDUCTION – check that the following has been covered for the student: - | Y | N |
|---|----------|----------|
| FIRE AND EMERGENCY PROCEDURES <ul style="list-style-type: none"> • Awareness of standard fire evacuation procedures • Location of alarm call points and fire extinguishers • Information about emergency exits and assembly points | | |
| FIRST AID PROVISION <ul style="list-style-type: none"> • Identification of First Aiders and location of First Aid boxes within the organisation • Procedures for dealing with and reporting accidents, and to who they should be reported. | | |
| USE OF EQUIPMENT <ul style="list-style-type: none"> • Information about the activities and/or equipment they will be using during the placement • Demonstrating how the activities can be done safely and/or equipment used safely, including DSE equipment • Information about any necessary safety precautions • Pointing out any potential dangers or risks associated with the misuse of equipment | | |
| SAFE CONDUCT <ul style="list-style-type: none"> • Information about any foreseeable risks to health and safety during their work or in any location they are likely to visit | | |

| | | | |
|---|----------|----------|------------|
| <ul style="list-style-type: none"> • Awareness of anything they are prohibited from doing during the placement • Indicating any areas that they may not enter without permission • Knowing who their Supervisor will be while on the placement for training or contact for issues or concerns. | | | |
| 2. WORKPLACE INSPECTION CHECKLIST - check the following: - | | | |
| a) Are the following on display, or present, in the workplace: - | Y | N | |
| Adequate safety signs to warn of safety hazards, PPE to be worn, or actions in event of fire or other circumstances. etc. | | | |
| Health and Safety Law poster displayed or leaflet distributed. | | | |
| Employers Liability Insurance Certificate displayed. | | | |
| Do employees have access to health & safety policy and procedures. | | | |
| A professional health and safety officer | | | |
| a) Risk Assessments - | Y | N | N/A |
| Have assessments been carried out for all activities, locations and use of substances and equipment the student will undertake, use or have access to? <i>(view risk assessments)</i> | | | |
| Are control measures confirmed to be effective e.g. local exhaust ventilation is tested, PPE is worn as required etc? <i>(see records where appropriate)</i> | | | |
| Has the student received adequate training to enable him or her to be able to carry out the activity safely? <i>(view records)</i> | | | |
| Has any particular disability or medical condition suffered by the student been taken into consideration in the assessments? | | | |
| Clear procedures/work instructions are available to enable tasks to be carried out safely? <i>(view procedures / instructions)</i> | | | |
| Has machinery adequate control measures to prevent trapping or crushing or other injuries etc? <i>(ask to be shown how)</i> | | | |
| Does Display Screen Equipment meets legislative requirements (adjustability etc) and is the workstation assessed and set up to minimise risks to the user? <i>(view assessment)</i> | | | |
| Are manual handling activities controlled to reduce the need, and restricted to trained individuals only? | | | |
| Are there are areas of excessive noise, and if so, are appropriate controls are in place e.g. relevant signage, ear defenders? | | | |
| Is the working environment at a suitable temperature? | | | |

| | | | |
|---|---|---|-----|
| Has the student been free-issued with all necessary PPE for his work, and have they had instructions for maintaining it? | | | |
| Are there any circumstances where the student may be required to work in or around vehicles where a risk of injury from collision with vehicles is not sufficiently controlled? | | | |
| Is electrical equipment PAT tested and labels affixed to indicate equipment is tested routinely (<i>view records and have a look at some items in the workplace</i>) | | | |
| b) Emergency Procedures | Y | N | N/A |
| Has the Placement Provider adequate procedures to deal with accidents and emergencies that may arise? (<i>view procedures</i>) | | | |
| Has the Placement Provider sufficient First Aiders & First Aid boxes (<i>check No. First Aiders and F/A box contents - look OK?</i>) | | | |
| Has the building sufficient Fire Exits, Fire Evacuation Notices, Fire Alarm points and fire fighting equipment? | | | |
| Does the Placement Provider undertake regular testing of the fire detection and alarm system and stage regular evacuation drills? | | | |
| Are Accident Reporting Books used? (<i>view book</i>) | | | |
| Do their procedures cover what to do in the event of Major injuries or “over 3-day” accidents? (<i>view procedures</i>) | | | |
| Do their procedures cover what to do in the event of an accident or injury to the student? (<i>view procedures</i>) | | | |
| c) Housekeeping | Y | N | N/A |
| Are aisles / corridors kept clear of obstructions and at least 750mm wide? | | | |
| Are fire escape routes and exits clearly indicated and kept clear? | | | |
| Are stairs clean, dry and free of obstructions with adequate handrails? | | | |
| Are stairwells properly lit and not used for storage? | | | |
| Is flooring in good condition with no loose edges, and kept clean and dry? | | | |
| Is General lighting is adequate and task lighting is provided where required? | | | |
| Are electrical sockets overloaded or a lot of extension cables used? | | | |

| | | | |
|--|---|---|-----|
| Are cables in good condition and located so as to avoid trip hazards? | | | |
| Are stocks of goods or filing stacked or stored tidily and safely? | | | |
| Are substances and other hazardous materials kept to a minimum, used, handled and stored safely? (see CoSHH assessments) | | | |
| Is the workplace generally tidy and in good condition? | | | |
| d) Welfare Facilities | Y | N | N/A |
| Are there adequate, clean toilet and washing facilities? | | | |
| Are there suitable areas for taking breaks, eating and drinking which are maintained in a hygienic condition? | | | |
| Are secure clothes storage facilities provided where necessary? | | | |
| Is there a source of safe drinking water? | | | |
| e) General impressions | Y | N | N/A |
| Does the employer display a "Positive safety culture" where workplace standards, documents and records are generally good? | | | |
| Does the student appear generally happy with the work and work environment? | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Additional comments: - | | | |

Signed by :

Date: