**Work Placement or Work Trial**

**Initial Assessment and Health and Safety Check**

Most recent update: 09 September 2025

|  |
| --- |
| **Employer information** |
| Employer name |  |
| Employer address |  |
| Nature of business |  |
| Main contact | Name: Telephone number: Email address:  |
| Does the organisation have 5 or more employees? | YES/NO |
| If yes, please locate and view the Health and Safety policy noting signatory and date | Location: Signatory: Date:  |
| Health and Safety contact covering this work placement | Name: Telephone number:  |
| Information relating to Employer Liability insurance | Location of certificate: Insurer name: Policy number: Expiry date:  |
| Is there a Health and Safety at Work poster on view (if more than 5 employees)? | YES/NO |

|  |
| --- |
| **Work Placement role** |
| Title of work placement/trial role |  |
| Workplace supervisor | Name: Telephone number: Email address:  |
| Is there a job description covering the role to be undertaken and available to the trainee? | YES/NO |

|  |  |
| --- | --- |
| Duration of the work placement/trial | Length of placement/trial: Hours per week:  |
| Will the role holder undertake any hazardous duties as part of the placement/trial? Please list | YES/NO1.2. 3.  |
| Will the role holder be required to wear/use any safety clothing/equipment? Please provide details | YES/NO |
| Training and supervision arrangements | Employer workplace arrangements:Access to Work job coaching arrangements: |
| Lunch break arrangements |  |
| Frequency of visits from CW&C Employment Support Officer |  |

|  |
| --- |
| **Workplace adjustments** |
| Provide details of any workplace adjustments required to facilitate this work placement/trial |  |

|  |
| --- |
| **Safeguarding** |
| Does the employer have a policy on harassment and bullying? | YES/NO |
| Does the employer have a policy on safeguarding? | YES/NO |
| Do employees receive safeguarding awareness training? | YES/NO |
| Who should concerns be reported to within the organisation? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed (CW&C ESO) |  | Date |  |
| Signed (Organisation rep) |  | Date |  |
| Role within organisation |  |