

|                     |                                    |
|---------------------|------------------------------------|
| Employer Name:      | The Great Victoria Hotel           |
| Nature of business: | Hotel/ Hospitality                 |
| Telephone:          | 01274 728706                       |
| Email:              | dan.kirkham@victoriabradford.co.uk |
| Workplace address:  | Bridge Street, BRADFORD, BD1 1JX   |
| Initial contact:    | Dan Kirkham                        |
| Interviewee's name: | Saimah Khan                        |
| Learner[s] name:    | Matthew                            |

### ShIPLEY College Health & Safety Standards 1 to 10

#### 1. The employer has current employers' liability insurance.

|                               |                                                                                           |
|-------------------------------|-------------------------------------------------------------------------------------------|
| Insured by Bradford Council?  | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No, add details below |
| Insurance company name:       | Travelers Insurance Company Ltd                                                           |
| Expiry date:                  | 16 April 2015                                                                             |
| Policy No.:                   | VC CMR 3948521                                                                            |
| Any known H & S prosecutions? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                       |

**Standard 1:** Met ☒ Part met ☐ Not met ☐

#### 2. The employer has a health and safety policy.

|                                                       |                                                                            |                                     |
|-------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------|
| Policy in place, on line or hard copy                 | <input checked="" type="checkbox"/> No policy, in place, legal requirement | <input type="checkbox"/>            |
| Policy in place, but not available                    | <input type="checkbox"/> This will be shown to the learner                 | <input checked="" type="checkbox"/> |
| Policy not a legal requirement, less than 5 employees |                                                                            | <input type="checkbox"/>            |

**Standard 2:** Met ☒ Part met ☐ Not met ☐

#### 3. The employer has assessed risks and put in place control measures to prevent or reduce risks.

|                                                   |                                                                         |                                     |
|---------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------|
| Risk assessments in place                         | <input checked="" type="checkbox"/> No RA's in place, legal requirement | <input type="checkbox"/>            |
| RA's in place but not available                   | <input type="checkbox"/> These will be shown to the learner             | <input checked="" type="checkbox"/> |
| RA's not legal requirement, less than 5 employees |                                                                         | <input type="checkbox"/>            |

**Standard 3:** Met ☒ Part met ☐ Not met ☐

#### 4. The employer has made adequate arrangements for dealing with accidents and incidents. Available on site:

|                |                                                                     |                  |                                                                     |
|----------------|---------------------------------------------------------------------|------------------|---------------------------------------------------------------------|
| First Aider[s] | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | First Aid kit[s] | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Accident book  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |                  |                                                                     |
| Comments:      |                                                                     |                  |                                                                     |

**Standard 4:** Met ☒ Part met ☐ Not met ☐

#### 5. The employer will provide the learner with effective supervision, training, information and instruction.

|                                                |                                 |
|------------------------------------------------|---------------------------------|
| The learner will be trained and supervised by: | Jade Wilson, Operations Manager |
|------------------------------------------------|---------------------------------|

**Standard 5:** Met ☒ Part met ☐ Not met ☐

#### 6. The employer provides and maintains suitable, appropriate equipment and machinery which is safe and without risks to health.

|                                                                 |                                                                     |
|-----------------------------------------------------------------|---------------------------------------------------------------------|
| Electrical equipment is safety (PAT) tested                     | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Electrical equipment is new/not due for a safety (PAT) test yet | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| No evidence of safety (PAT) testing available                   | Yes <input type="checkbox"/> No <input type="checkbox"/>            |
| Not required for this role                                      | Yes <input type="checkbox"/> No <input type="checkbox"/>            |

**Standard 6:** Met ☒ Part met ☐ Not met ☐

**7. The employer has made arrangements for the provision and use of necessary personal protective equipment and clothing.**

Yes ☐ No ☐ Not required for this role ☒  
**Standard 7:** Met ☒ Part met ☐ Not met ☐

**8. The employer has made arrangements for fires and emergencies.**

Fire alarm installed ☒ Fire fighting equipment available ☒  
 Fire alarm tested periodically ☒ Practice evacuations carried out ☒  
 Comments:  
**Standard 8:** Met ☒ Part met ☐ Not met ☐

**9. The employer provides a safe and healthy working environment.**

The following will be available to the student:

Drinking water Yes ☒ No ☐ WC & WHB Yes ☒ No ☐  
 Eating/rest area Yes ☒ No ☐  
 Comments:  
**Standard 9:** Met ☒ Part met ☐ Not met ☐

**10. The employer manages health and safety.**

A) By having a:

Health and safety committee? ☐ Safety representation? ☒

B) By giving and receiving health & safety information via:

Email ☐ Notice boards ☐  
 Staff meetings ☒ 1 2 1 meetings ☐  
 Other:  
**Standard 10:** Met ☒ Part met ☐ Not met ☐

| Action required to meet standard[s] | Target date | Completed Date | Signed |
|-------------------------------------|-------------|----------------|--------|
| None                                |             |                |        |

**I agree this is an accurate assessment of my workplace in respect of taking a learner on placement from Shipley College:**

Signed:  Print name: D. KIRKHAM Date: 28/5/15

**Assessment carried out for Shipley College by:** Date: 28/05/2015  
 Staff Name [print] SAIMAN KHAN Signature 

**Assessment completed by:** Telephone ☐  
 Email ☒ Site visit ☐

Assessment type: Date for next assessment: 28/05/2018