

Employer Name:	The Great Victoria Hotel
Nature of business:	Hotel/ Hospitality
Telephone:	01274 728706
Email:	dan.kirkham@victoria-hotel.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 ☐ No ☒	No, add details below
Insurance company name:	Travelers Insurance Company Ltd	
Expiry date:	16 April 2015	Policy No.: UC CRK 390521
Any known H & S prosecutions?	Yes ☒ No ☐	

Standard 1: Met ☒ Part met ☐ Not met ☐

2. The employer has a health and safety policy.

Policy in place, on line or hard copy	☒	No policy, in place, legal requirement	☐
Policy in place, but not available	☐	This will be shown to the learner	☒
Policy not a legal requirement, less than 5 employees	☒		☐

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	☒	No RA's in place, legal requirement	☐
RA's in place but not available	☐	These will be shown to the learner	☒
RA's not legal requirement, less than 5 employees	☒		☐

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 ☒ No ☐	First Aid kit[s]	Yes ☒ No ☐
Accident book	Yes ☒ No ☐		
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:	Sade Wilson, Operations Manager
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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 ☒ No ☐
Electrical equipment is new/not due for a safety (PAT) test yet	Yes ☒ No ☐
No evidence of safety (PAT) testing available	Yes ☐ No ☐
Not required for this role	Yes ☐ No ☐

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. R. K. K. K. K. Date: 28/5/15

Assessment carried out for Shipley College by:

Date: 28/05/2015

Staff Name [print] SAIMAN KHAN

Signature 

Assessment completed by:

Email ☒ Telephone ☐
☒ Site visit ☐

Assessment type:

Date for next assessment:

28/05/2018