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| To completed by the Student  **Please complete this form within 1 month of start of your placement and upload to Blackboard.** |
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| **Student Name:** |  |
| **UB Number:** |  |
| **Placement Tutor:** |  |

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| **Task** | **Covered?** |
| Introduction to key staff members and their roles explained? | **Y / N** |
| Have your own tasks and responsibilities been explained? | **Y / N** |
| Employment Supervisor allocated | **Y / N** |
| Have you been notified of Health & Safety Policy | **Y / N** |
| Have you been notified of Emergency procedures? | **Y / N** |
| Have you been notified of the location of exits and fire assembly points? | **Y / N** |
| Accident reporting and location of accident book? | **Y / N** |
| Have you been notified of First aid arrangements – including names of first aiders | **Y / N** |
| Have you been notified of the location of first aid box? | **Y / N** |
| If Personal Protective Equipment (PPE) Regulations apply have procedures been explained? | **Y / N** |
| If display screens are used: has a Display Screen Equipment (DSE) assessment been conducted? | **Y / N** |
| Have you been notified of manual handling procedures? | **Y / N** |
| Instruction on equipment student will be using | **Y / N** |
| Generic/specific risk assessments (COSHH) | **Y / N** |
| Have you been notified of CDM requirements (civil engineers) | **Y / N / n/a** |

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| Any other comments: |
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