



PLACEMENT HEALTH AND SAFETY CHECKLIST

	Yes	No
1 Do you have a written Health and Safety policy?	✓	
2 Do you have a policy regarding health and safety training for people working in your undertaking, including use of vehicles, plant and equipment, and will you provide all necessary health and safety training for the placement student?	✓	
3 Is the organisation registered with: a - the Health and Safety Executive or <input type="checkbox"/> b - the Local Authority Environmental Health Department? <input checked="" type="checkbox"/>	✓	
4 Insurance a - Is Employer and Public Liability Insurance held?	✓	
b - Will your insurances cover any liability incurred by a placement student as a result of his/her duties as an employee?	✓	
5 Risk Assessment a - Have you carried out risk assessment of your work practices to identify possible risks whether to your own employees or to others within your undertaking?	✓	
b - Are risk assessments kept under regular review?	✓	
c - Are the results of risk assessment implemented?	✓	
6 Accidents and Incidents a - Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR?	✓	
b - Have you procedures to be followed in the event of serious and imminent danger to people at work in your undertaking?	✓	
c - Will you report to the university all recorded accidents involving placement students?	✓	
d - Will you report to the university any sickness involving placement students that may be attributable to the work?	✓	

Contact Personnel

Who is your nominated contact for compliance with the requirements of health and safety legislation?

Name and position: **NICK MONNERY**
H&S MANAGER

Tel: **020 7 743 5893**

The above statements are true to the best of my knowledge and belief.

Employer signature: 
Position: **H&S MANAGER**

Date: **18/09/2018.**

Thank you for completing this form. Please return it to: Placement Coordinator, School of Computing, Edinburgh Napier University, Merchiston Campus, Edinburgh, EH10 5DT or to SOCPlacement@napier.ac.uk.

LEARNING CONTRACT

Student/Placement Title: Petru Burlacu Software Engineer

Employer: BlackRock

Start Date: 09/07/2018

Employer's Address: 1 Sempole Street, Edinburgh EH3 8BL

PERSONAL OBJECTIVES	APPLICABLE
P1 Communicate effectively in a range of working contexts (oral and written)	✓
P2 Work as a productive member of a team	✓
P3 Manage working time showing an ability to prioritise, plan and keep deadlines	✓
P4 Demonstrate commitment and initiative in a range of working situations	✓

Please select four (only) of the following tasks:

EMPLOYMENT-RELATED OBJECTIVES	APPLICABLE
E1 Install/ configure hardware or software systems	
E2 Use standard software packages	
E3 Identify user needs and develop requirements specifications	
E4 Design computing solutions according to requirements	
E5 Implement/ maintain computing solutions according to requirements	
E6 Test software or hardware systems	
E7 Create appropriate digital media assets	
E8 Assist in the implementation of an organisation's digital/ social media output	
E9 Analyse the management and leadership skills and styles observed in the workplace	
E10 Identify and analyse an area within the organisation where a more proactive or alternative approach to information management might bring business benefits	
E11 Apply knowledge in supporting and training users/ customers	
E12 Apply knowledge in the production of user/ system documentation	
E13 A task unique to the work placement to be agreed with the academic supervisor (Please note this objective should be employed under exceptional circumstances) Further details:	