

**DUNDEE CITY COUNCIL
CHILDREN & FAMILIES SERVICE
WORK PLACEMENT DETAILS**



PUPIL DETAILS (PLEASE PRINT)

School _____

Start Date _____

Pupil's Name _____

Date of Birth _____

Parent's Name _____

Contact Tel. No. _____

Company Name

Company Address
(including Post Code)

Pupil's Job Title

Contact Name & Job
Title

Telephone Number

Contact E-mail

Agreed Times and
Duration of Placement

Personal Protective Equipment can be supplied for Work Experience. Does the Pupil require Personal Protective Equipment – Please circle below

YES / NO If Yes, please tick ✓ pupil's requirements below

Overalls/ Boiler Suit ☐ Small ☐ Medium ☐ Large

Safety Boots ☐ Size _____ **Sizes must be provided or PPE will not be supplied**

Safety Helmet ☐

Safety Gloves ☐

Mask/ Face Protection ☐

Ear Protection ☐

Eye Protection ☐

EMPLOYER LIABILITY INSURANCE DETAILS

Insurer	
Policy Number	
Indemnity Limit	
Expiry Date	

WORKPLACE HAZARDS

Please indicate whether any of the undernoted hazards apply to the above job and if so, what measures are in place to control these. Please use the blank spaces to add any hazards not listed elsewhere.

HAZARD	YES	NO	CONTROL MEASURE
Use of Visual Display Units			
Use of Chemicals			
Use of Machinery			
Working at a Height			
Heavy Lifting			
High Levels of Noise			
Extremes of Temperature			
Slips, Trips and Falls			
Use of Electrical Apparatus			
Vehicle Travel			
Is your Company involved in the rehabilitation of prisoners?			

Data storage and sharing

Your information will be securely stored both in digital form and paper copy, also we will share your information with parents/ carers and from time to time we may be asked to share your information with other local authorities. This should reduce the amount of correspondence you have with different parties. If you consent to your information being shared and stored, as described above, *please initial here* _____

Signature _____

Job Title _____

Print Name _____

Date _____

Staff Signature _____

Date _____

Print Name _____