

Granville Academy



Burton Road, Woodville, Swadlincote, Derbyshire, DE11 7JR
Phone: (01283) 216765 Fax: (01283) 552934 E-mail: enquiries@granvilleacademy.co.uk
Principal: Mrs J Kingswood, B.Ed.(Hons), MA, NPQH

Provisional Offer of Work Experience – 4th February – 8th February 2019

Pupil Name: _____ Form: _____

Company Name: _____
Contact Name: _____
Telephone No(s): Landline _____ Mobile _____
Email: _____
Company Address: _____
(Please include postcode)
_____ Postcode _____

Type of work to be undertaken: _____
(E.g. clerical, caring, building)

Placement Title e.g. Assistant Office Junior etc. _____

Days and Hours of work: Mon Tues Wed Thurs

We, the company, hold the following H&S items:

Employers' Liability insurance	(ELI)	<input type="checkbox"/>	✓/X	Mandatory Requirement for H&S approval by DEBP
Safety Policy	(SP)	<input type="checkbox"/>	✓/X	Required if five employees or more including student
First Aid Provision	(FA)	<input type="checkbox"/>	✓/X	Mandatory requirement for H&S approval by DEBP
Fire Extinguisher Provision	(FE)	<input type="checkbox"/>	✓/X	Mandatory requirement for H&S approval by DEBP
Accident Book Provision	(AB)	<input type="checkbox"/>	✓/X	Mandatory requirement for H&S approval by DEBP
Health and Safety Poster	(POST)	<input type="checkbox"/>	✓/X	Mandatory requirement for H&S approval by DEBP

Employer's Signature _____

N.B. A Health and Safety visit (if required) and document check is made of all work placements by the Derbyshire Education Authority (DEA). A contract will be forwarded to you once the place has been approved.

I am aware my child has applied to do work experience at the work place named above:-

Parent's Name _____

Parent's Signature _____ Date _____