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**Confirmation of Student Briefing**

The following details the list of the matters that have been discussed as part of the health and safety briefing provided on [DATE]. This briefing uses information provided by the Placement Provider to ensure students are sufficiently informed regarding the health and safety arrangements that should be in place from the commencement of their placement.

**[Placement Details – Company Name]**

|  |  |
| --- | --- |
| **Matters Discussed** | **Featured within Briefing** |
| General information regarding student’s health and safety responsibilities. |  |
| General Health and safety responsibilities of the Placement Provider |  |
| The importance of receiving a Health and Safety Induction at Placement |  |
| Any work factors that may exacerbate or increase risk of harm, such as working with machinery, prolonged periods of outdoor work, lone working. |  |
| Placement contact information |  |
| University contact information |  |
| Reporting arrangements for any health and safety concerns during the placement |  |

The Placement Risk Management Action Plan will help identify if any particular or specific guidance should be added to the standard briefing information above.

I confirm that I have attended the above briefing as described and understand my responsibilities with regards to health and safety within this placement setting.

Name:………………………………………………………………………………….

Signature:………………………………………………………………………………

Date:……………………………………………………………………………………