

Dear Sir/Madam

Thank you for offering a Woking College student a work placement with your company.

To enable us to meet Health and Safety requirements, we will need the attached form to be completed (and returned to us via the student or to hta@woking.ac.uk) for assessment prior to any work placement being undertaken:

- Health and Safety Questionnaire and Declaration
- Work Experience Information Sheet

In addition to the return of these completed forms, we also will need:

- A copy of your Employers Liability Insurance document (including the indemnity amount)
- A copy of your Public Liability Insurance document (including the indemnity amount)

On receipt of this information, we will then review the information and if necessary, contact you to arrange a Health and Safety visit.

If you have any questions, please do not hesitate to contact either Laura Cook or myself on 01483 761036 or email hta@woking.ac.uk .

Yours faithfully

Helen Taylor
Work Experience Co-ordinator