

LLISWERRY HIGH SCHOOL



WORK EXPERIENCE POLICY

Owner:	Mr S Thomas
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Next Review Date:	
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Governor Approval Date:	December 2017

LLISWERRY HIGH SCHOOL

Work Experience Policy

Llswerry High School / 10/12/17

This policy recognises the importance of respectful relationships whatever the gender, religion and belief, age, sexual orientation, ability, race or social status of the individual.

1. INTRODUCTION

- 1.1 Extended work experience is designed for students in their last two years of compulsory education who require an alternative and individualised learning pathway
- 1.2 As a result of the The Health & Safety at Work etc Act 1974 the primary responsibility for the health and safety of pupils undertaking work experience lies with the placement provider (the employer)
- 1.3 This document is intended to guide schools in the arrangement of extended work experience, both of which fall to the school to consider and arrange, to ensure that schools take reasonable steps to be satisfied that the placement providers are complying with their health and safety and other relevant responsibilities.

The secondary schools' learning coaches will facilitate work-based learning opportunities for school pupils and all paperwork relating to the extended placements **MUST** be completed and passed to the coaches for approval **PRIOR** to any placement commencing. A Health and Safety assessment of the suitability of the placement will be carried out by a competent member of staff within a school establishment. No pupil should commence work experience unless this has taken place and been approved by senior Local Authority and school leaders. All documents should be passed on no later than 2 weeks before the proposed start date.

1.4 All arrangements for extended work experience must be approved by the Council and must, therefore be submitted for approval to Vanessa Griffin, Assistant Head of Education (Inclusion), Newport City Council, Civic Centre, Newport, NP19 4UR, Tel: 01633 851433. No placement shall commence until approval has been obtained.

1.5 Annex H is a letter of understanding that confirms the Local Authority position.

2. USE OF EXTENDED WORK EXPERIENCE

The term 'Extended Placements' currently refers to placements that take place within school hours but outside the premises of the pupil's own school. Such placements may vary from a few hours a week over a given period of time, through to full-time placements within a set period (mutually agreed between all parties)

- 2.1 Placements of more than 2 weeks duration will normally be reserved for pupils who have been identified by the Head Teacher as likely to benefit more from Extended Work Experience than from the standard curriculum.
- 2.2 Placements must be selected or agreed after consideration of the health and safety and welfare of the pupil by the school and only after the completion of a satisfactory written risk assessment by the placement provider (see 3.2 and 5.1)
- 2.3 The pupil's job description, hours of work and entitlement to breaks must form part of a school's written agreement with the placement provider (see 6). The name of

the pupil's supervisor in the workplace and details of how the initial training will be delivered must be included.

2.4 The pupil's health and safety awareness must be raised by the school through use of advance briefings and on-going support, and his or her responsibilities for health and safety in the workplace must be fully explained.

2.5 Sufficient time must be given by the school each week to contact the provider and the pupil for the purpose of monitoring progress and providing support throughout the duration of the placement. Continuation of the placement must be conditional upon its success. The outcome of the experience will be an important factor in the arrangement of future placements.

2.6 It is expected that an extended work placement is arranged in conjunction with an education provider which will usually be a maximum of 3 days with the provider and a minimum of 2 days education provision within the school each week.

3. ACTIONS TO REDUCE OR ELIMINATE RISKS TO CHILDREN (Annex E)

3.1 The School must do all that it reasonably can to ensure that pupils are not placed in a working environment where there are significant risks to their health and safety and to assess the suitability of the work placement provider as a competent employer (Annex D).

3.2 In particular, the school is required to ensure that the placement provider:

3.2.1 has workplace risk assessments in place; (see 4.3)

3.2.2 has assessed the risk to which young people of the age, experience and ability (or lack of them) of the pupil concerned are exposed, before they commence;

3.2.3 has taken action to reduce or eliminate risks identified in the assessment

3.2.4 will equip the pupil with any necessary personal protective equipment and train him/her in its use;

3.3 The school should also ensure that parents/carers are informed in writing of significant findings of the risk assessment and that suitable measures are in place to reduce or eliminate risks. This may include the wearing; of personal protective clothing, restrictive access to specific areas, and limitations on equipment to be used.

3.4 The provider is responsible for ensuring the health and safety of all employees and a pupil on work experience is regarded as an employee for this purpose. It is the legal responsibility of the provider to carry out the risk assessment and to ensure safety in the workplace. The school is not expected to ensure the providers compliance with the law but simply to satisfy itself regarding the matters described at 3.2 above.

3.5 The school, with permission of the parent/carer must advise the provider of any learning or communication difficulties experienced by the pupil and of any health factors, which may have a bearing on his/her health and safety.

3.6 A site visit by a designated member of staff and completion of the pre-placement checklist should always be completed before the start of an extended work experience placement.

3.7 All of the above applies equally to placements identified by the pupil and placements with the pupils' family business.

3.8 The Council is conscious and vigilant about its child protection duties. As an additional safeguard which the Council considers to be required for the safety and best interest of pupils, no "one-to-one" placements will be approved unless the individual concerned has been subject of a Disclosure and Barring Service check by their employer (to the satisfaction of the council). The only exceptions to this will be where the individual concerned is closely related to the pupil (subject to the required insurances being in place).

3.9 Schools should remind Providers of (a) the duties which they will be taking on regarding pupils, and in particular the legislation which requires Disclosure and Barring Service checks where persons are to be employed in a childcare position and (b) the rules of the placement which relate to pupils working in one-to-one arrangements with either the provider or one of the providers' employees (see section 3.8). In the same way as compliance with health & safety requirements is the responsibility of the provider, it is the responsibility of each provider to ensure compliance with any such statutory or other legal duty.

4. SITE VISIT

4.1 A visit to the premises where the placement is to take place is important in order to satisfy the school that;

4.1.1 The health & safety and welfare of the pupil will not be at risk

4.1.2 The employment exists and is genuine

4.1.3 The workplace is a suitable environment

4.1.4 The nature of the experience to be gained by the pupil is an appropriate alternative to school attendance.

4.2 The school must make an arrangement to visit the workplace to meet the individual who will be responsible for the placement and (if different) the individual responsible for training and supervising the pupil and the visit(s) must take place prior to any approval of the placement

4.3 Things to look for on the premises are detailed in Annex I — Pre placement Arrangement Checklist.

4.4 If anything is plainly unsatisfactory or if the key staff are not fully aware of their responsibilities towards the work experience pupil, the placement should not proceed.

5. ESSENTIAL CHECKS

5.1 Before the placement commences the school must also be satisfied that the placement provider has:

5.1.1 Employers' liability and public liability insurance covering work placement pupils;

5.1.2 A work-plan for the pupil, which includes a schedule of initial health and safety training with, if appropriate, training on the use of personal protective equipment;

5.1.3 Assessed the risks to which young people of the age, experience and ability (or lack of them) of the pupil concerned are exposed, before they commence, and informed the pupils parent/carer (in writing) of the assessment and of any actions taken specifically to minimise or remove these risks;

5.1.4 Registered with any trade or professional bodies associated with the business and been licensed by the appropriate authority, if necessary

5.1.5 An accident/incident record book which records accidents/incidents at work and any action to be taken. This is indicative of remedial action preventing an avoidable pattern of incidents.

5.2 The placement should only proceed if everything is in order.

6. WRITTEN AGREEMENT

6.1 It is essential that the school comes to a written understanding; with the placement provider (Annex A) and the pupil's parent/carer (Annex B) Regarding;

6.1.1 the pupil's job description, hours of work and entitlement to breaks;

6.1.2 the provision of personal protective clothing;

6.1.3 the pupil's work-plan, schedule of initial health and safety training and (if appropriate) training on the use of personal protective clothing;

6.1.4 supervision in the workplace and the name of the individual(s) responsible for supervision;

6.1.5 the pupil's health, disability or learning difficulty;

6.1.6 contact at the school for attendance, illness or accident;

6.1.7 emergency procedures in place and emergency contact arrangements

6.1.8 timetable of attendance at college or school

6.2 If the pupil is under 16, a section of the written agreement must include the parent/carers consent to the arrangement and confirmation of the pupil's health and fitness. The agreement must make it clear to the parent/carer that all relevant information regarding the pupil's health must be disclosed to the school and that the information given will be shared with the employer. Correspondingly any information shared by the employer, about the pupil, should also be made available to the parent/carer.

6.3 A copy of the written agreement signed by the provider and the school must be submitted to Vanessa Griffin, Assistant Head of Education (Inclusion), Newport City Council, Civic Centre, Newport, NP19 4UR, Tel: 01633 851433.

7. BRIEFING AND SUPPORTING PUPILS

7.1 The school must ensure that the pupil knows and understands, in general terms, the need for health and safety and the importance of the specific health and safety instruction which he or she will be given by the work experience provider (see also 2.4)

7.2 The pupil needs to understand that he or she will have a responsibility to take care of their own health and safety as well as a duty of care to others and therefore must listen carefully to and follow the provider's health and safety instructions and must undertake any relevant training offered and use any protective clothing or other safety equipment provided

7.3 The pupil should be aware of the content of the written agreement between the school and the provider and of the action he or she should take to bring any breach of its terms to the schools attention. The pupil must be informed of the

relevant contact at the school so that he/she can raise any concerns with that person and obtain any support which may be necessary or appropriate.

8. MONITORING

8.1 Contact must be maintained with the provider/employer on a weekly basis through a phone-call or a site visit (Annex C).

8.2 Contact must be maintained with each pupil within the school establishment or placement.

8.3 The outcome of the experience will be an important factor in the arrangement of future placements. Feedback from the pupil and the provider must be collected at regular intervals. This should include completed copies of the Employers Report and the Pupil' Report attached (see Annex F and G). These will record the progress, of the pupil in core areas such as punctuality, compliance with health and safety, appropriate behaviour and ability to follow instructions. See Annex C On Site Placement Monitoring Pro-Forma.

9. SCHOOL STAFF TRAINING

9.1 It is essential that members of school staff who have responsibility for arranging work placements:

9.1.1 Fully comply with the requirements set out in this document and in the NCC Work Experience Policy;

9.1.2 Have a working knowledge of health and safety law and guidance;

9.1.3 Receive training in workplace risk assessment;

9.1.4 Record the outcome of their findings on the appropriate paperwork

9.1.5 Newport City Council will provide training to all Secondary school learning coaches.

9.2 The council's Health & Safety Business Partner for People & Business Change is available for advice on:

- Health & Safety Law
- Risk Assessment
- General advice on Health & Safety matters.

To access this information contact the NCC H&S Department, Newport City Council, Civic Centre, Newport, NP19 4UR.

Annex A. Written agreement between the school and the work Experience provider

PAGE 1 OF 3	This page to be completed by the school contact after negotiation with the provider
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SCHOOL: Lliswerry High School		Start date:	
		End date:	
SCHOOL CONTACT: POSITION: E-MAIL:			
STUDENTS NAME:		DOB: Year group: Sex:	
HOME ADDRESS:			
POST CODE:			
HOME TEL:			
NAME OF PROVIDER:			
REGISTERED ADDRESS:			
POST CODE:			
TYPE OF BUSINESS:			
NUMBER OF EMPLOYEES:			
PLACEMENT ADDRESS:			
POST CODE:			
PLACEMENT CONTACT PERSON: E-MAIL:			
DESCRIPTION OF STUDENT'S MAIN WORK ACTIVITIES:			
Hours of Work	Start	Finish	Break-time(s)
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			
PROTECTIVE CLOTHING / EQUIPMENT REQUIREMENTS			
To be provided, maintained and replaced by the provider <input type="checkbox"/> by the student <input type="checkbox"/> tick appropriate box <input type="checkbox"/>			

PAGE 2 OF 3	The 1 st part of this page is to be completed by the school contact; the 2 nd part by the student (if over 16 years of age) or the student's parent/ carer	
SCHOOL'S PROCEDURE FOR MONITORING THE PLACEMENT		
The student is to attend school / college at the following times: school to enter places and times of attendance		
Mon		
Tue		
Wed		
Thu		
Fri		
and/ the nominated member of staff to make regular site visits.....(school contact) for review at intervals ofdays / weeks* (* delete as appropriate)		
Signature of School Contact.....Position.....Date.....		

As the *student (who is over 16 years of age) parent/ carer named overleaf, I have read and understood the contents of this document and agree to the work experience program described herein; I know of the following medical condition, physical or learning difficulty which should be taken into account by the provider in assessing the risk to the health and safety document and agree to the work experience program described of the student or others in the workplace:

	no	yes	additional comment
restrictions of normal physical activity or games			
learning difficulty which may affect ability to understand or act on instructions			
hearing impairment			
asthma, bronchitis or other chest complaint			
heart disease or condition			
allergy, eczema or other skin complaint			
visual impairment			
colour blindness			
Fits or fainting			
diabetes			
regular medication			
other			

I agree that no information confidential to the provider will be disclosed without the provider's prior approval; I agree that all health and safety, security and other appropriate instructions given by the provider shall be obeyed I am aware that elements of formal education will be missed as the result of this placement and I understand the implications for future career opportunities and further education.

Signedstudent/ parent/ carer Date.

NAME AND ADDRESS OF PARENT/ CARER (if the student is under 16 years of age)

POST CODE

EMAIL

PERSON TO BE CONTACTED IN CASE OF EMERGENCY

PAGE 3 OF 3	This page to be completed by the provider, 2 nd part by the headteacher.
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PROVIDER'S STATEMENT OF RESPONSIBILITY

I certify for and on behalf of (the provider) that full responsibility for the health, safety and welfare of (the student) is accepted by the provider during the period of the student's work experience. The provider:

- agrees to comply with the provisions of the Health and Safety at Work etc Act 1974 and its relevant statutory provisions, including the Management of Health and Safety at Work Regulations 1999 and any other legal obligations
- has undertaken a suitable and sufficient risk assessment in relation to the health and safety of the student while at the work placement, taking into account their inexperience, immaturity and lack of awareness of risks
- has instituted measures to eliminate or control risks identified by that risk assessment
- certifies that the student is covered for the period of the work placement by the provider's Employer's Liability, Public Liability and (delete if inappropriate) motor vehicle insurance and that the insurer/s have been notified
- has taken account of information on page 2 of this form relating to medical conditions, physical and learning difficulties so as not to create a hazard either to the student or employees.
- will not permit the student to do work prohibited by law, operate dangerous machinery, carry out manual handling tasks (identified as being a risk to the student's health and safety in the risk assessment) or be exposed to dangerous substances, radiation, extreme hot or cold, noise or vibration that may endanger their health and safety.

Signed Position Date

SUPERVISION /TRAINING	INDIVIDUAL RESPONSIBLE
General welfare and supervision of student throughout the work placement	
Planning and content of placement	
Health and Safety induction into the workplace, including hazards and control measures, fire, emergencies, first aid, accident reporting and security measures	
Instruction on correct use of personal protective clothing and enforcement of use	
Instruction before and supervision during operation of machinery or equipment	
Reporting to the school without delay, any case of sickness or accident to the student	

INFORMATION TO PARENT/ GUARDIAN OR GUARDIAN REGARDING THE RISK ASSESSMENT *If the student is under 16, the provider should attach here a copy of*

- *the risk assessment carried out in relation to the health and safety of the student while at the work placement, taking into account their inexperience, immaturity and lack of awareness of risks; and*
- *information on the control measures introduced in respect of each risk identified in the assessment*

HEAD TEACHER'S AUTHORISATION

I have given authority for the named pupil to undertake the extended period of work experience described in this document and it is my view that the pupil will benefit more from the arrangement than from formal education. The arrangement is subject to ongoing review and curtailment if the pupil's progress or attendance is unsatisfactory or if I consider that the placement is no longer appropriate.

Signed.....Head Teacher Date	SCHOOL STAMP
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The school must forward copies of this form, when fully completed, to (1) the student, (2) the student's parent / guardian, (3) the provider's contact; and must retain the original in school for a period of at least five years.

Annex B

Parental Consent for my child to attend an educational excursion. Please complete and return sections A, B, C, & D in full.

Date(s).....Venue.....

Activity.....

Childs forename Surname
--

Section A Childs Personal Details

Address:					
Emergency contact names, telephone number and relationship to named child:					
Initial Contact Name		*1 st Choice Contact No. <u>and</u>		Relationship To Child	
		*2 nd Choice Contact No.			
Alternative Contact Name		*Alternative Contact No		Relationship To Child	
* It is vital that we hold this information.					
Name of Family Doctor		Address		Phone No.	

Section B Child's Medical Information

Please

tick *delete as appropriate

1. Does your child suffer from any allergies? If yes please give details.	Yes	No
2. Is your child taking any medication at present? If yes please give details. (NB If required any medication must be available during activity)	Yes	No
3. Does your child have special needs or suffer from any condition that may affect participation in the activity/activities booked? If yes, please give details.	Yes	No
4. Do they require additional help / support? (We may contact you for further information.)	Yes	No
	Yes	No

5. Has your child been in contact with any contagious or infectious disease or suffered from anything in the past four weeks that may become contagious or infectious? If yes, please give details.		
6. Can your child swim unaided? If yes, how far (in metres)	Yes	No
7. When did your child last have a tetanus injection? Date:		

Section C Consent to Medical Treatment**(Please read statements 1 and 2 below, and tick only one box as appropriate.)**

1. **I give permission** for my child to receive emergency medical treatment/anesthetic, **including blood transfusion**, as considered necessary by the medical authorities present.

OR

2. **I give permission** for my child to receive emergency medical treatment/anesthetic as considered necessary by the medical authorities present, **with the exception of the administration of blood or blood products**. I accept full legal responsibility for this decision and release Newport City Council and its staff from any liability for any consequences resulting from this decision .

Section D Parent/Legal Guardian Signature

Name of Parent / Legal Guardian (<i>please print in full</i>)	
Signature of Parent / Legal Guardian	Date:
Head of establishment	Date:

On site Placement Monitoring Proforma.

Annex C

(One sheet for each on site visit)

Name of Pupil:

School:

Placement Provider:
(Including address
and contact details)

Date of Visit:

Feedback information

Pupil	
Placement Provider	
Visiting Member of Staff	
Additional Comments And Action Required	

Work experience placement health and safety monitoring form – Annex D

Name of school:
Name of provider:

(Required if any short comings am found when monitoring)

In accordance with the organisation's operating procedures, we are required to confirm that suitable Health and Safety arrangements are in place.
The comments detailed below have been discussed with you and relate to matters where we deem require improvements are necessary. Please rectify the listed items and notify the organisation when appropriate action has been taken

Section	Description

Issued by:

Date:

Comments:

Signed for education establishment:

Signed for company:

Date:

Work Placement Assessor Task Profile - Annex E

- Organise visits to employers for the purpose of carrying out standard work experience placement assessments. In the case of an extended work experience placement an onsite visit should take place at least once per month. This should be supplemented by phone calls to the employer on a more frequent basis (mutually agreed depending on the levels of risk and individual involved).
- Carry out placement suitability visits for the above using the standard health and safety checklist.
- Make assessments of suitability for standard work experience placements on the basis of these visits.
- Record the above assessments on a pro-forma and return them to the designated senior officer for inspection before the placement commences.
- It is intended to store a central record of these extended work experience placements within the Local Authority..
- To provide a range of information and support (beyond the formal health and safety assessment) to employers on good practice in providing work experience placements.(if required the provider will be referred to other agencies for further support).
- To work with placement providers to identify and resolve health and safety risks arising from a long term placement or challenging learner.
- To develop an expertise on one or more occupational areas in order to provide more complex and specialist support to work placement providers.
- Pro-actively improve efficiency and development of service.

Date of next visit :

Work Experience — Pupil's Report

Annex F

Work week:

Name of pupil:

Name of company:

Work tasks:

Date:

Working with others — how well am I doing?

	Very good	Good	Satisfactory	In need of improvement	Comments
Attendance					
Timekeeping					
Appearance					
Self confidence					
Enthusiasm					
Initiative					
Willingness to learn					
Attitude to work					
Ability to communicate					
Ability to mix with others					
Reliability					
Ability to follow instructions					
Compliance with Health & Safety Regulations					

Your signature: _____ Date: _____

Keep this safe, someone from your school will ask to see this.

Work Experience — Employer's Report

Annex G

Work week:

Name of pupil:

Name of company:

Nature of work:

Date:

Please indicate your assessment of the pupil.

	Very good	Good	Satisfactory	In need of improvement	Comments
Attendance					
Timekeeping					
Appearance					
Self confidence					
Enthusiasm					
Initiative					
Willingness to learn					
Attitude to Work					
Ability to communicate					
Ability to mix with others					
Reliability					
Ability to follow instructions					
Compliance with Health & Safety Regulations					

Signature of employer: _____ Date: _____

Thank you very much for your help.

Annex H



Newport City
Council Civic
Centre Godfrey
Road Newport
NP20 4UR

LETTER OF UNDERSTANDING FOR ALL EXTENDED WORK EXPERIENCE

To ensure that the implications of the work experience programme and arrangements between the firm/organisation providing Work Experience (hereafter known as "the Provider") and Newport City Council are fully understood, please read the following essential points below:

1. The pupil will be carrying out meaningful work in tasks approved by the Health and Safety Assessor during the work experience placement. The work will be planned by a responsible person and the pupil will be given appropriate instruction before, and supervision whilst participating in any activity. Under no circumstances will a pupil operate prohibited machinery as defined in local byelaws and Health and Safety Legislation.
2. The Provider is aware of all relevant Health and Safety Legislation and, in particular, the Management of Health and Safety at Work Regulations 1999 and notably the requirement to conduct risk assessment for young persons' work activities. The Provider will identify any special or protective clothing required by the pupil whilst on placement.
3. The Provider will be contacted by designated school officer to ensure that appropriate standards of health, safety and welfare are being met in relation to pupils and the outcome of any risk identified will be made available. You will be asked to provide a copy of an up to date Employer's Liability Insurance Certificate.
4. The Council is conscious and vigilant about its child protection duties. As an additional safeguard which the council considers to be required for the safety and best interests of pupils, no "one-to-one" placements will be considered unless the Individual concerned; is a close family member, or if doing Regulated Work, has been the subject of a Disclosure & Barring Service check by their employer (to the satisfaction of the council).
5. The pupil will not receive payment for this work but if the Provider can, where possible, supply a mid-day meal, this would be acceptable.
6. The pupil will not be allowed to work outside of the hours stipulated in the job description.
7. The pupil and their parent/carer will be required to sign an agreement stating that
 - a) they will obey safety, security and other instructions given by the Provider.
 - b) they will not disclose any information confidential to the Provider (including via social media)
 - c) the pupils' parents/carer will undertake to ensure that the pupil carries out these obligations.
8. The pupils' parents/ carers will confirm that the pupil is not suffering from any complaint/conditions/medical conditions which could create a hazard either to the pupil or those working with the pupil.
9. The Provider will ensure that their Employer's Liability Insurance will cover the pupil for the period of the work experience placement. It should be noted that an agreement has been reached by most insurance companies who are parties to the Association of British Insurers/Accident Offices Association that they will provide automatic indemnity to Providers of work experience. The Provider must be prepared to accept pupils on this basis and should advise their insurers accordingly, before pupils are taken into their premises for work experience. (see Pre-Placement checklist for levels of cover required)
10. The pupil on work experience is on an extension of school attendance. Accordingly, *where* a pupil fails to attend, has an accident or feels unwell on the premises, the Provider will notify by telephone and without delay, the Head Teacher of the pupil's school and the pupils home if a telephone number is given.

Yours sincerely

James Harris
Prif Swyddog Addysg /Chief Education Officer

Appendix I Pre Placement Checklist

**Where you answer NO to any categories then action must be taken as appropriate prior to the placement.*

Workplace:

Person Completing Checklist:

Date:

1	The premises	Guidance	Yes	No	Action required/comments	Action by date
a	Are the premises in generally good condition?	Basic structure; lighting, ventilation, steps/stairs, floors, passageways, electricity etc. Office environment; adequate space to move around, suitable seating/furniture, no trailing leads etc.				
b	Work Equipment Further information from: http://www.hse.gov.uk/youngpeople/lawprohibition	<ul style="list-style-type: none"> • Is work suitable and safe? — including all work equipment the pupil is likely to use. Remember some equipment prohibits 'young persons' operating e.g. circular saw etc. • Are emergency stops easily accessible? • Are there recorded evidence of regular maintenance and testing of machinery? • Is dust/fume/local exhaust ventilation evident? 				
c	Work Environment	Do the following meet the standard required under the above regulations? <ul style="list-style-type: none"> • Toilet Facilities • Washing Facilities • Rest/Eating Facilities • Walkways clear? • Lighting • Heating? • Noise levels • Housekeeping 				
d	Welfare Facilities — wc, washing facilities, staff room	Are toilets and washing facilities provided and in good condition (ventilated, clean, soap, towels etc.) is a supply of wholesome drinking water provided?				

	Premises	Guidance	Yes	No	Action required/Comments	Action Date by
e	Emergency Procedures	<ul style="list-style-type: none"> • Are emergency exits and routes clear and signs displayed? • Are fire extinguishers available and tested annually? Note date. • Are all staff informed of action to take in event of emergency? • Has a fire assessment been carried out on the premises? • Are there adequate means to detect fire and raise the alarm? • Do the premises have a fire log? • Is there adequate fire-fighting equipment? • Are exits clearly marked? • Are fire evacuation procedures displayed? • Have Personal Emergency Evacuation Plans been prepared for pupils with physical or sensory difficulties? 				
f	Signs and Notices	<ul style="list-style-type: none"> • Is the current Health and Safety Law Poster displayed? • Or have employees received the appropriate leaflet? • Is there evidence of relevant safety signs displayed e.g. fire exit; high voltage electricity. 				
g	First Aid (The nature of the business and hazard and risk may not have identified a need for trained 'first aiders' Staff should however be aware of action to take in the event of emergency)	<ul style="list-style-type: none"> • Are there trained/ authorised persons available in the unit (including — holiday/shift cover)? • Is there adequate first aid equipment available? • Is an up-to-date poster showing the names of first aiders displayed? (where relevant) 				

2	The Procedures	Guidance	Yes	No	Action required/Comments	Action Date by
a	Have 'suitable and sufficient' Risk Assessments been undertaken? (employers may wish to use the HSE document '5 Steps to Risk Assessment' document)	<ul style="list-style-type: none"> Do the assessments cover tasks the pupil will be carrying out? Have the 'controls' been communicated to employees who will supervise the pupil. (*Remember 'Young Persons' require specific <i>consideration</i> in Risk Assessment. due to their age and inexperience, see guidance provided 'The Right Start'). 				
b	Induction (There should be a checklist sheet signed by the student and the employer held on record)	<p>Inductions as a minimum should cover the following:</p> <ul style="list-style-type: none"> Safety Policy, prohibitions/restrictions, supervision arrangements, Personal Protective Equipment, fire and other emergency, first aid, accident procedure, risk assessment , safe working practices, COSHH, fault reporting procedures, employer and employee responsibilities 				
c	<p>Is a procedure in place for</p> <ul style="list-style-type: none"> incident reporting defect/hazard reporting 	Do staff know who to report hazards and accidents to and is an accident form available/accessible in the workplace?				
d	<p>Safety Policy</p> <ul style="list-style-type: none"> for companies with 5 or more employees. 	Is there a safety policy which includes a statement, organisational responsibilities and arrangements?				

e	<p>Has a person been designated to supervise the pupil?</p>	<ul style="list-style-type: none"> • Is this person familiar with his/her responsibilities in respect of the pupil including the 'induction' / health and safety 'rules' and arrangements on day one. • Does the employer sub contract work experience? (In the case of an extended workplace the school should make on site visits at least once per month. This should be recorded on the Placement Monitoring Pro-forma). This should be supplemented by phone calls to the employer on a more frequent basis (mutually agreed depending on the levels of risk and individual involved) 				
f	<p>Does the company have the required insurance cover:</p> <ul style="list-style-type: none"> • A minimum of £5 million Employers Liability Insurance • Also desirable to have 'adequate' Public Liability Insurance • Vehicle Insurance 	<p>This is the minimum standard the Council will accept (nb the policy may read 'no less than £5 million')</p>			Record details in (g)	
g	<p>EMPLOYER'S LIABILITY INSURANCE/PUBLIC LIABILITY INSURANCE DETAILS</p> <p><i>Insurance Company (Name & Address):</i></p> <p><i>Policy number:</i></p> <p><i>Expiry date:</i></p> <p><i>Cover amount:</i></p> <p>EMPLOYER'S PUBLIC LIABILITY INSURANCE DETAILS</p>					

3	Other considerations		Yes	No		
a	<p>Will the pupil be working in other locations than that covered in section 1?</p> <p>(Where the answer is yes then risk assessments must take this into account and suitable controls, arrangements and facilities must be identified)</p>	<ul style="list-style-type: none"> • e.g. on various sites, including construction sites. (Where this is the case have the risk assessments covered the tasks/locations as necessary?) • Will the young person be supervised at all times when away from the 'base unit'? • Are co-workers aware of the 'controls' in respect of 'young workers'? <p>Remember if the pupil is travelling in company vehicles they must wear a seat belt</p>				
b	<p>Will the young person be exposed to 'hazardous' substances? Remember the pupil must be protected from tobacco smoke</p>	<p>Young persons are less aware of the harmful effects of hazardous substances.</p> <ul style="list-style-type: none"> • Do you store and or use substances, which are covered by the COSHH Regulations? if yes there must be adequate controls in place • Will the Young Person be in an environment where fume, dust or vapours may present hazards to health? If yes, they must be protected from exposure which will be likely to harm them 				
c	<p>Physical agents</p> <p>Will the pupil be permitted to use tools/equip which will expose them to risk form vibration</p> <p>e.g. hand held power tools</p>	<p>Has a vibration assessment been undertaken and will the use of the equipment be limited to safe levels of exposure?</p>				

d	<p>PPE (personal protective equipment) Will the pupil be required to wear any personal protective equipment? E.g. safety footwear, coveralls, hard hat, high visual wear etc</p>	<p>The employer must provide all necessary Personal Protective Equipment. Please make the pupil / employer aware of this requirement</p> <p>The following Personal Protective Equipment is appropriate (circle the item)</p> <p>Safety footwear, Overalls, Face Mask, Eye Protection, Helmet, Gloves, Ear Protection, Other (please note the items or items)</p> <p>Discuss what kind of PPE is required with the employer</p>				
e	<p>Moving and Handling Young persons are more susceptible to injury due to their immature muscle and skeletal structure, in addition they are less risk aware and may attempt or lift/move items out with their capability</p>	<ul style="list-style-type: none"> • Will the handling of equipment and/or materials be limited for the pupil? • Have the relevant assessments been carried out? • Have co-workers been advised of the safe limits for pupil? • Weill the employer provide relevant training for the pupil 				
f	<p>Machinery and Equipment Remember young persons are prohibited from using certain equipment http://hse.gov.uk/youngpeople/law/prohibitions</p>	<p>Does the risk assessment include the equipment to be used by the pupil in terms of risk/capabilities/supervision?</p> <p>List major/high risk equipment to be used</p>				
g	<p>Work at height</p>	<p>·Have you taken measures to ensure that the pupil will not be at risk of 'falls from height '? Pupils should not be permitted to work on scaffolds or to use stepladders greater than 3 steps high. Also not permitted to work on mezzanines that are not accessed via 'fixed and fully guarded stairs'. The mezzanine must also be fully guarded.</p>				

4 Recommendation

Is the placement considered to be appropriate? Yes

No

List conditions/ limitations

Is PPE required?

Yes

No

Details

Where you are recommending that the placement is NOT appropriate, please give reasons:

I accept the information recorded in this form and confirm that i have received and read the provider's statement of responsibility (in the 'Letter of Understanding') *between Newport City Council and this firm/organisation, that all points are acceptable to me and that I have taken the appropriate action.*

I acknowledge that this company's Public and Employers Liability Insurance will cover a pupil for the period of Work Experience.

PRINT NAME of placement provider _____ date:

Signature of placement provider

Signature of assessor:

Date:

5. Work Experience Hazard and Control Summary — Admin Sheet

HAZARD IDENTIFICATION

CONTROL MEASURES

NOTES

Insurance expiry:

RISK RATING:

HIGH

MEDIUM

LOW