



Work Experience Information Pack



“Providing great
schools at the
heart of the local
community”



Introduction

Firstly, on behalf of Ormskirk School, we would like to extend our sincere thanks for agreeing to provide an Ormskirk School student with valuable work experience.

We have developed this information pack to provide the employer with information relating to the legal requirements when hosting a work experience student.

Responsibilities of a Work Experience Provider

As placement provider (employer) you have the primary responsibility for the health and safety of the student attending for work experience. The below information, taken from the Health and Safety Executive work experience advice for placement providers, will support you in making the appropriate arrangements for a successful and safe work experience placement.

Managing risk to students

- Simply use your existing arrangements for assessments and management of risks to young people
- If you have fewer than five employees you are not required to have a written risk assessment
- Avoid repeating your assessment of the risks if a new student is of a broadly similar level of maturity and understanding, and has no particular or additional needs (the organiser or parent should tell you if they have)
- If you do not currently employ a young person, have not done so in the last few years or are taking on a work experience student for the first time, or one with particular needs, review your risk assessment before they start
- Discuss the placement in advance with organisers and take account of what they and the parents or carers tell you of the student's physical and psychological capacity and of any particular needs, for example due to any health conditions or learning difficulties
- Keep any additional work in proportion to the environment:
- For placements in low-risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the student, your existing arrangements for other employees should suffice
- For environments with risks less familiar to the student (e.g. in light assembly or packing facilities), you will need to make arrangements to manage the risks. This

will need to include induction, supervision, site familiarisation, and any protective equipment needed

- For a placement in a higher-risk environment such as construction, agriculture and manufacturing you will need to:
 - consider what work the student will be doing or observing, the risks involved and how these are managed
 - satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice
- You may, in particular for higher-risk environments, need to consider specific factors that must be managed for young people, including exposure to radiation, noise and vibration, toxic substances, or extreme temperatures. Where these specific factors exist in your workplace, you should already have control measures in place. This will also apply to legally required age limits on the use of some equipment and machinery (e.g. forklift trucks and some woodworking machinery). Consider whether you need to do anything further to control the risks to young people
- Explain to parents/carers of children what the significant risks are and what has been done to control them. This can be done in whatever way is simplest and suitable, including verbally, and is very often done via the school or college
- When you induct students, explain the risks and how they are controlled, checking that they understand what they have been told
- Check that students know how to raise health and safety concerns

<https://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm>

Insurance

Your existing employers' liability insurance policy will cover work placements provided your insurer is a member of the Association of British Insurers, or Lloyds, so there is no need for you to obtain any additional employer's liability insurance if you take on work experience students. This can be confirmed by visiting the Association of British Insurers website:

<https://www.abi.org.uk/products-and-issues/choosing-the-right-insurance/business-insurance/liability-insurance/employers-liability-insurance/work-experience-students/>

If you are a sole trader, and currently do not hold a valid Employee Liability Certificate, you are required by law to ensure the appropriate cover is in place when taking on a work experience student.