

School Pack

Introduction

[INSERT SCHOOL NAME] believes that work experience is a valuable opportunity for many of our students, it reinforces their career choices, even if only to confirm what they do not want to do. For others, it can be a turning point in making them realise what they need to do in their school work to make sure they secure the best possible career path.

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

Please complete the information within the information pack and return to the student you are accepting on work experience.

**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 (eg 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 in in place when taking on a work experience student.

Employer Placement Provider Details

**Student Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Surname |  |

**Employer Contact Details**

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Main Contact |  |
| Contact Role |  |
| Contact Number |  |
| Email |  |
| Employers Liability Certificate Details | Insurer:  Policy Number:  Expiry Date: |

**Work Experience Role**

|  |  |
| --- | --- |
| Job Title |  |
| Overview of work experience to be gained |  |
| Work Risk Level | Low Medium High |
| Working hours | From To |
| Dress Code |  |

**Confirmation of Arrangements**

Please sign below to confirm you have, or will put, the appropriate arrangements in place for managing the safety of a student on work experience.

|  |  |
| --- | --- |
| **Description** | **Signature** |
| Received the student information sheet containing contact details for the student, parents and school. |  |
| Discussed the work experience placement with the student and parents to communicate what work the student will be undertaking. |  |
| Reviewed (If applicable) any appropriate risk assessments to include young workers. |  |
| Induction, training, supervision, site familiarisation to be completed in advance of any work taking place. |  |
| Provide any protective equipment or clothing needed. |  |
| Have appropriate Employers Liability Insurance in place |  |

Name: …………………………………………………..

Job Title: …………………………………………………..

Date: …………………………………………………..

**WORK EXPERIENCE AGREEMENT**

Please complete the relevant information below and return to [INSERT CONTACT].

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Work Experience Agreement** | | | |
| I agree to take part in the placement as described throughout this form and will adhere to the standards expected of me while at the place of work. I will follow the workplace’s health and safety procedures and any training that I am required to take. I will also report any concerns I have regarding the placement and/or health and safety to a senior member of staff. I will carry out the tasks required of me during the placement to the best of my abilities. | | | |
| **Name** |  | **Date** |  |
| **Signature** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Parent Agreement** | | | |
| As the parent/carer/guardian of the named student, I consent to them taking part in a work experience placement with the named employer as described throughout this form. I have advised on any medical conditions, learning differences, or other vulnerabilities the student has that may impact their ability to carry out certain duties and/or affect their health and safety. | | | |
| **Name** |  | **Date** |  |
| **Signature** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Agreement** | | | |
| Our organisation agrees to provide the named student with a work experience placement. We also agree to provide the student with the necessary information, induction, instruction, and training so they know how to fulfil their role properly and do so safely. | | | |
| **Name** |  | **Date** |  |
| **Signature** |  | | |