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INTRODUCTION

Currently, more than 95% of young people undertake a period of task-based work experience in their last two years of compulsory education. The Education (Work Experience) Act 1973 and subsequent amendments brought into statute by the Employment Act 1989 and the Health and Safety (Training for Employment) Regulations 1990 regulate this activity.

The Health and Safety (Young Persons) Regulations 1997 and the Management of Health and Safety at Work Regulations 1999 apply to children and young persons on work experience. A young person is anyone who has not attained the age of 18. Sections of the Management of Health and Safety at Work Regulations 1999 deal with risk assessment, information and the protection of young persons.

Under the regulations an employer must not employ a young person unless risks to the health and safety of young persons have been assessed. The assessment should take account of the inexperience, lack of awareness and immaturity of young persons as well as the work activities, work equipment, workplace, hazardous substances and agents, etc.

Before employing a child (ie: a person not over compulsory school leaving age) the employer must provide the parents with information on the risks identified by the assessment and the preventive and protective measures.

In addition the regulations place restrictions on certain types of work. This is specified in general terms (eg: "beyond their physical or psychological capacity" and "involving harmful exposure to radiation") and will be determined by the assessment.

It should be noted that the regulations place duties on employers rather than the organisers of work experience. Placement organisers may also wish to provide assistance and advice to employers. Guidance for organisers of work experience produced jointly by the Health and Safety Executive (*HSE*) and the Department for Education and Employment (*DfEE*) is available from HSE Books (see further information).

Work experience for students over compulsory school leaving age is not covered by the 1973 Act. However, it is reasonably expected that any arrangements for them will take into account the general considerations set out in the *DfEE Work Experience* guidance documents for schools and employers (see further information).

Risk assessment of work experience requires a management system, which complies with legislation, policy and guidance. The system needs to be workable, easy to communicate and takes into account the education provider's duty of common care to their students and the employer's responsibilities under various health and safety legislation.

The greatest difficulties involve the relationships between the person "vetting" placements and the employers considering whether they are prepared to offer the opportunity. Many education providers contract specialist agencies to undertake this onerous task for them. It remains that many potential good quality work experience placements are lost when employers are faced with a safety audit by someone unqualified and outside their field.

In the case of work experience, effective risk assessment normally involves good communication of the duties of care. The education provider has to take reasonable care to ensure the student will be placed with an employer who understands:

- the principles of risk assessment in relation to their industry
- the health and safety legislation relating to the students they will host
- the sort of programme that will result in a high quality work experience.

Using a non-directive approach, which involves the employer in a self-assessment of health and safety risks and insurance coverage, may most effectively discharge this duty of care.

The school placement organiser then visits to discuss the assessment and to help develop a suitable programme. With this sensitive approach in mind the following sections suggest:

- key responsibilities in health and safety management of work experience
- format for a letter to an employer
- a form to collect placement and suitable task details
- a general workplace health and safety assessment
- a task specific health and safety assessment.

KEY RESPONSIBILITIES

The key safety responsibilities of the partners in work experience provision are set out below.

LEAs and Governors

- to ensure adequate resources is available for safe work experience practices
- to ensure appropriate local guidelines and safety management systems are in place
- to ensure work experience co-ordinators receive appropriate training in legal and safety issues (under South East Berkshire Work Experience [SEBWE])
- to ensure appropriate public liability insurance is in place to cover students and staff
- to ensure appropriate insurance is in place to cover teachers' visits to placements
- to consider personal accident insurance schemes to offer compensation in case of permanent injury that may not be attributed to negligence.

School Management

School management have duties under health and safety law both to their employees, such as teachers, and to other affected by their work activity, such as students. They should ensure, so far as is reasonably practicable, that non-employees, including students on work experience, are not exposed to risks to their health and safety.

School management should have a clear policy on health and safety, including work experience. Their legal health and safety responsibilities cannot be delegated, even where other management responsibilities have been delegated. The employer should also carry out appropriate risk assessments to determine suitable tasks and working situations

'What is reasonably practicable' will depend on the risks faced by the student, but the education employer must take reasonably practicable steps to:

- ensure the suitability of work experience placements taken up by their students, whether identified and arranged by organisers or by the students themselves;
- ensure that the organiser has the competence and will make the necessary arrangements for assessing the suitability of placements.

School management is also responsible for ensuring that schools provide organisers with relevant information about students, for example about their health. Organisers also need to be informed of any factors, which might be expected to affect their ability to understand and respond to information and instructions about health and safety at work.

Parents

Parents/guardians have no specific responsibilities under health and safety law, except when they provide work experience for members of their own family. In that case they will have the same health and safety responsibilities as other placement providers.

- Parents/guardians can help by providing any relevant information about their child's medical or behavioural conditions. They might also usefully inform education establishments and organisers or any actual or potential health and safety problems in the placement, which their children may tell them about.

Students

- Students participating in work experience have the same duties as other employees in the workplace. Hence they need to fulfil their legal responsibilities for the health and safety of themselves and others in the workplace under the Health and Safety at Work, etc Act 1974.
- They need to receive basic safety awareness training before embarking on work experience.

Further details on the legislation relating to work experience can be found under *Education (Work Experience) Act 1973* in section 1.

PLACEMENT DETAILS

When a work experience placement is being selected the following should be taken into consideration.

- Work experience should be an educational and not a vocational activity.
- Work experience should not be a means for employers to assess individual students for specific forms of employment.
- Preparatory work in school should be integral to a work experience scheme and include not only areas the student might expect to find and look out for, but also an indication of the relevance of the experience to the school curriculum. It should also cover health and safety matters, including the responsibilities of the students themselves.
- Work experience provision should be available to students of all abilities. The abilities of all students should be considered carefully before a placement is selected. There is no point selecting a placement if none of the students who are to be placed have the ability to carry out the work safely.
- Employers should be made aware of the educational aims of the work experience scheme. They should also be involved in planning the placement.
- Before any placement commences, consultation should take place with the careers staff, the parents and the co-ordinators of the scheme.
- Before agreement is reached on a possible placement, SEBWE should visit the premises to appraise their general suitability from a health and safety point of view. Special attention must be paid to safety training and provision.
- Each student's medical condition must be considered when placement is made (see section 3.4 for further information on medical conditions).

- Supervision during placements must be carried out through teacher visits to workplaces.
- There should be no payment from employers to the student, the school or the LEA. Where expenses are incurred there should be an agreement with the school as to how these costs are to be covered.
- The insurance position should be made clear and communicated to parents, students and employers.
- On completion of the scheme an evaluation should take place.
- Parents should be aware of all details of any placement before it occurs.

SOUTH EAST BERKSHIRE WORK EXPERIENCE (SEBWE)

Introduction

South East Berkshire Work Experience (SEBWE) provide a centralised Work Experience Scheme to the LEA Secondary and Special Schools in Bracknell. They liaise with companies and organisations that offer to provide work experience placements for students under 16 years of age. They also visit and vet each new company/organisation to ensure that they comply with health and safety regulations and insurance, and to establish a quality work placement. They provide a central registry of current documentation, booklets, leaflets, videos and general information relating to Work Experience.

School Designated Co-ordinator

The task of liaising with South East Berkshire Work Experience (SEBWE) requires schools to appoint at least one member of staff with designated responsibility for co-ordination of the programme. Most schools find it useful to designate work experience co-ordination to the person with responsibility for career education guidance. The co-ordinators can encourage other staff and monitor, control and evaluate placements.

Training of School Co-ordinators

Schools should take into account the training needs when appointing co-ordinators. The division of responsibilities between the school and SEBWE will influence the nature and extent of the training.

SEBWE liaise with each Schools Work Experience Co-ordinator to provide them with initial training and support leading up to and during the week that their students are out on Work Experience.

In addition SEBWE meet every term with all School Work Experience Co-ordinators to discuss good practice with regard to student preparation for placements, development of the Work Experience Scheme, feedback on work placements and also training needs.

Preparing Students for Work Experience

All students on work experience should be assured of a safe placement. As part of their preparation in school, students should receive a copy of "Be Safe – A Guide to Health and Safety in Training", which tutors or co-ordinators should use to give a general briefing on health and safety. However, this is only an introduction to the subject and does not equip students for working in specific situations. Schools can contact the South East Berkshire Work Experience for the loan of various Health and Safety material, ie: Health and Safety videos, and the Work Experience Health and Safety Survival Kit. Employers will be informed when visited by South East Berkshire Work Experience that it is essential that they provide students with a briefing on health and safety on their first morning before they commence work.

Health and Safety

South East Berkshire Work Experience will ensure that companies/organisations are visited/vetted with regard to health and safety. Each company/organisation will need to meet the requirements of the Health and Safety at Work Act 1974, the Health and Safety (Young Persons) Regulations 1997, and subsequent legislation which includes reference to the induction of employees into aspects of health and safety. Should a company/organisation not comply, they will not be included in the work experience scheme.

A follow-up visit will take place to companies/organisations, and in the case of a low risk placement a visit will be made every three years, medium risk every two years, and high risk every year.

Insurance

South East Berkshire Work Experience will ensure that the appropriate insurance is in place. The WES5 Placement Employer Profile will be completed during the visit to the employer's premises and will confirm that the company has Employer and Public Liability Insurance in place and extended to cover students on Work Experience.

The Unitary Authority has taken out a personal accident insurance to provide protection for students, who may suffer serious injury through accidents occurring during Work Experience.

Parents will receive a WES3 – Parental Consent Form, which outlines the scheme.

PROHIBITED PLACEMENTS

The following are either prohibited by law for young workers or are prohibited for work experience because the Health and Safety Executive list them as dangerous and requiring special training.

There are a number of age-related restrictions and prohibitions covering both young people at work and students on work experience. These include a blanket prohibition on work in industrial undertakings and local authority bylaws relating to restrictions on types of work which children between the age of 13 and minimum school leaving age may do. There are other age-related restrictions, covering work within a variety of specific occupational sectors, these are summarised below.

- a) Explosive industry, including the carriage of explosives by road.
- b) Ionising radiation.
- c) Any work involving the use of lead, including paint and pottery manufacture.
- d) Work with power processes.
- e) Work with woodworking machine.
- f) Work with circular saws.

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- g) Agricultural vehicles and machines.
- h) Work in mines, quarries, docks and shipbuilding.

In any cases for which doubt exists regarding health and safety, refer initially to the South East Berkshire Work Experience office who will, if necessary, seek guidance from the Health and Safety Officer at the Unitary Authority.

A detailed list of age related restrictions is contained within the HSE. Guidance HS (G) 165 – Young People at Work – A Guide for Employers.

ACCIDENT REPORTING PROCEDURE

Schools must inform the South East Berkshire Work Experience office of any accident that has occurred during the Work Experience placement.

On receiving the message from the school or company that an accident has occurred the South East Berkshire Work Experience office will carry out the following procedure:

1. Send the relevant Unitary Authority Accident/Incident Report Form to the school concerned for completion and return to the South East Berkshire Work Experience office as soon as possible.
2. If the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), telephone the Health and Safety Manager at the Work Experience – Contract Providers Officer, and give them a brief outline of the accident.
3. Telephone the Health and Safety Officer at the relevant Unitary Authority to inform him/her of the accident. On the return of the completed Unitary Authority Accident/Incident Report Form from the school, send this to the Health and Safety Officer at the relevant Unitary Authority with a blank AF1(WE) – DfEE Work Experience Accident Report, in order for him/her to carry out an investigation of the accident.
4. On the completion of the investigation, the relevant Health and Safety Officer from the Authority should then send the South East Berkshire Work Experience Office, the completed AF1(WE), and if possible a copy of the company's completed F2508 – RIDDOR form.

INFORMATION FOR PARENT AND PARENTAL CONSENT (WES3)

Objective

The objective of the following information sheet is to inform parents of students taking part in the work experience scheme of the following information:

- arrangements
- duration
- eligibility
- payment
- hours of work
- health and safety
- insurance

Included in the information is a parental consent form.

**WORK EXPERIENCE FOR STUDENTS AND STUDENTS IN
BRACKNELL FOREST BOROUGH COUNCIL**

INFORMATION FOR PARENTS

The aim of Work Experience is to help prepare older students and students for the change from education to work by giving them the opportunity take part in the work of a local firm or organisation. In contrast to a visit, when it is only possible to observe, the aim is to experience a continuous spell in a working atmosphere and gain first-hand experience of what a particular job involves.

Work Experience is seen as part of the student's educational programme and can help greatly towards easing the social adjustments that come with the change from education to work. It can aid the choice of a suitable career, since some who take part will confirm their choices, and others are helped to make a choice by having the opportunity to sample one or more occupations.

The success of Work Experience, of course, depends very much on the goodwill and co-operation of employers, and the school staff who find themselves involved in extra work in making the arrangements.

It is hoped, therefore, that parents of those taking part in the Work Experience schemes will co-operate by encouraging their sons or daughters to attend regularly and in the right spirit. Any problems or difficulties should, in the first instance, be referred to the school.

ARRANGEMENTS

Detailed arrangements are made by the school who are responsible for ensuring the suitability of the placements. While the student is with the firm, the school will keep in contact with him (or her) to make sure that the project is progressing satisfactorily from both the student's and the employer's point of view. Any absence from Work Experience must be reported to both the school and the Work Experience employer.

DURATION

The duration of the scheme is flexible, with a minimum of 5 working days, and must not normally exceed 21 working days or an equivalent period (36 days for special schools).

ELIGIBILITY

Young people are eligible for Work Experience in the final twelve months of compulsory schooling, ie: during any of the last three terms including, or after, the summer term of year 10.

In addition, students or students over the statutory school leaving age or attending college may participate.

PAYMENT

Students on Work Experience must not be paid nor can the Education Authority or school accept any payment. Employers may wish to reimburse students for the cost of travel, or provide free transport or canteen facilities, and this is permitted.

HOURS OF WORK

These will be the normal hours worked by young employees of the organisation concerned and in any case no more than 8 hours in a day and 40 hours in the week.

Starting and finishing times may vary depending on the type of work involved. Placements should not start before 6.00 am or finish after 10.00 pm, depending on the availability of transport. Where placements involve on-site work, travelling time is not included in the normal working hours.

HEALTH AND SAFETY

In line with recent legislation, a duty is placed on each employer to complete a risk assessment for each Work Experience placement. Where this has been obtained, a copy will be sent to you for information. As this process is being phased in, formal risk assessments will not be available immediately for all placements. Please note, however, that all companies are strenuously checked for health and safety and general suitability.

Legislation affecting the health and safety of young workers applies. Employers are encouraged to give instructions on safety precautions and the reasons for them, whenever this is necessary.

Special attention is given to young people who have Special Needs and who take part in Work Experience schemes.

The Employment Medical Adviser of the Department of Employment is available to advise if there is doubt on medical grounds whether a student should do a particular job. This applies whether or not the student has Special Needs.

Please remind your son or daughter to take extra care whilst on Work Experience.

INSURANCE

Students undertaking Work Experience are not regarded as employees under the National Insurance (Industrial Injuries) Act 1969.

Although the risk of accident is slight, Bracknell Forest Borough Council has taken out a personal accident insurance to provide protection for students, who may suffer serious injury through accidents occurring during Work Experience:

Death	£7,500
Loss of limb or eyes	£25,000
Permanent total disability	£25,000

Permanent partial disablement and temporary disability are covered to a lesser extent according to the nature of the disablement as agreed with the Insurers.

Please note: this provision does not apply to students of independent and grant-maintained schools.

PLEASE COMPLETE THE PARENTAL CONSENT FORM ATTACHED.

WORK EXPERIENCE FOR SENIOR STUDENTS PARENTAL CONSENT

I agree to my son/daughter

participating in a Work Experience scheme for school students under the Education (Work Experience) Act 1973 at the following firm(s):

Firm(s)

Dates

I have read the leaflet WES3 and understand that:

- my child should not receive any payment
- my child will not be entitled to the benefits of the National Insurance (Industrial Injuries) Act 1969 in the event of an accident while taking part in the scheme
- the provisions of the Personal Accident Insurance taken out by Bracknell Forest Borough Council apply.

I have/have not * received a copy of the risk assessment form for the work experience placement.

* (Please delete as applicable).

Signed

Father/Mother/Guardian

Address:

Date:

Please return this form to the School

*Please see section on previous page on Health & Safety.

PLACEMENT EMPLOYER PROFILE

Key Points

The objective of the following form (WES5) is to provide a profile of the company/organisation offering work experience, to carry out an assessment of the general suitability of a proposed workplace for a work placement and to record the results.

Any areas, which are identified as deficient, should be assessed in order to establish whether they affect the overall placement or whether arrangements have been made to prevent students from being affected.

The employer should discuss with the school's placement organiser the level of supervision and training provided. The level of supervision and training required is not always the same and the placement organiser will need to be assured that the arrangements which are made are suitable for the particular student.

Welfare facilities include the suitability of toilet and hand-washing facilities.

Copies of the completed WES5 are retained along with the *Risk Assessment Details* form by SEBWE for use in future reviews.

Documentation

Employers will be expected to give assurances that they have a fire certificate and employers' liability insurance. Where applicable, companies should identify that they are registered with an enforcement agency.

If the employer has more than five employees, written health and safety risk assessments should have been developed.

Further Information

Further details on general risk assessments can be found in section 3(11) of this publication and section 1 (4) of the Council's Health, Safety and Welfare Manual of Guidance. Further details on adequate arrangements for fire safety can be found in Section 3(4) of this manual.

Section 3(9): Work Experience

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Employer No:
SOC Category:

WORK EXPERIENCE SCHEME FOR SOUTH EAST BERKSHIRE STUDENTS

PLACEMENT EMPLOYER PROFILE

Placement Employer Details

Name of Company/Organisation:

Address:

Post Code:

E-Mail address:

Telephone:

Fax:

Contact Name:

Job Title:

Work Experience Details

Work Experience Type:

Work Experience Duties/Tasks:

	Yes	No
Has a formal work programme been devised:	<input type="checkbox"/>	<input type="checkbox"/>
Employer interview required?	<input type="checkbox"/>	<input type="checkbox"/>

Employer specific requirements: (dress, safety wear, etc)

Travel Arrangements:

Student Welfare

Named Supervisor within the Company/Organisation:

If delegated, please ensure that the acting supervisor is made aware of their safety responsibilities towards the student.

Hours of work: **Start:** **Finish:**

Lunch Arrangements: Canteen Student to provide Other

Name of Work Experience Co-ordinator: _____

Signature: _____ Date of visit _____

School: _____

RISK BAND ALLOCATION

HIGH

MEDIUM

LOW

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1. Safety Policy

- a) State number of company employees: _____
- b) Does the company have a written Safety Policy document?
(Where there are 5 or more employees, this must be written) Yes No Comments
- c) How will the relevant aspects of the Safety Policy be brought to the Student/Students attention?
_____ When will this take place? _____
- d) Who will be responsible for completing the Student/Students safety induction?
_____ When will this take place? _____
- e) Is the company registered with the relevant Enforcing Authority? Yes No
- f) Is the Health and Safety Law Poster displayed?

2. Accident/First Aid Arrangements

- a) Does the company have an Accident Book? Yes No Comments
- b) Is the company aware of RIDDOR (1995)?
- c) Is there a First Aid box within the workplace?
- d) Is there a qualified First Aider or appointed person?
- e) Who is responsible within the company/organisation for informing the South East Berkshire Work experience of all accidents to students/students whilst on placement?

Name: _____

THE SOUTH BERKSHIRE WORK EXPERIENCE OFFICE MUST BE INFORMED OF ALL STUDENT/STUDENT ACCIDENTS, INCLUDING THOSE REPORTED TO THE ENFORCING AUTHORITY BY THE PLACEMENT EMPLOYER UNDER RIDDOR.

3. Fire Safety Arrangements

- a) Has a Fire Certificate been issued for the premises? Yes No Comments
- b) In addition, has the employer completed a Fire Safety Risk Assessment?
- c) Are fire evacuation procedures displayed?
- d) Are fire drills completed frequently?
- e) Are means of escape clearly marked and unobstructed?
- f) Does the workplace contain fire-fighting equipment?
- g) When was this equipment last tested for serviceability? _____
- h) In the event of a fire, is there a procedure for raising the alarm?

4. <u>Machinery / Equipment / Chemicals</u>		Yes	No	Comments
a)	Will the student/student be using any machinery, equipment or chemicals? If "yes", please list relevant items : _____	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Will the student/student be prohibited from using any equipment? or be prohibited from working within any area of the workplace? If "yes", please list relevant equipment/work areas: _____	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Are dangerous parts of the machinery/equipment guarded?	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Are there safety signs to indicate prohibited equipment and areas?	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Is the work equipment (electrical/mechanical) maintained and tested periodically by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Will personal protective equipment be required?	<input type="checkbox"/>	<input type="checkbox"/>	
g)	If "yes", list the equipment required. _____			
h)	Who will supply and maintain the equipment? _____			
5. <u>Workplace Welfare Facilities</u>		Yes	No	Comments
a)	Are there toilet/washing facilities available?	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Are there rest room amenities and kitchen facilities?	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Is there satisfactory lighting, heating and ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Are standards of housekeeping and storage well managed?	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Are there facilities to cater for students with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	
	If "yes", please outline: _____			
6. <u>Risk Assessment</u>				
a)	Have Statutory Risk Assessments been completed?			
	General Workplace Assessment	<input type="checkbox"/>	<input type="checkbox"/>	Display Screen Equipment <input type="checkbox"/> <input type="checkbox"/>
	COSHH	<input type="checkbox"/>	<input type="checkbox"/>	Occupational Specific Assessment <input type="checkbox"/> <input type="checkbox"/>
	Manual Handling	<input type="checkbox"/>	<input type="checkbox"/>	Work Experience Students <input type="checkbox"/> <input type="checkbox"/>
b)	If yes, in the light of the new current health and safety guidance, does the employer consider the specific risk assessment for work experience students takes into account:	Yes	No	
	the specific work to be completed by the student/students?	<input type="checkbox"/>	<input type="checkbox"/>	
	the student's inexperience and immaturity in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
	significant risks to the student?	<input type="checkbox"/>	<input type="checkbox"/>	
	appropriate control measures to protect the student?	<input type="checkbox"/>	<input type="checkbox"/>	
	the provision of information and training to the student on the risks identified?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>If "no", advise the employer of the requirement to complete a risk assessment. This should be completed by the employer for students/students prior to them starting the work experience placement and take account of the student's inexperience and immaturity in the placement.</i>				
c)	If "yes" will the employer provide the SEBWE with a copy of the assessment to be forwarded to the student/student's parent?	<input type="checkbox"/>	<input type="checkbox"/>	

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EMPLOYMENT AGREEMENT

1.	Name of Company/Organisation: Address: Contact Name:
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2. As a representative of the company named in section 1 of this agreement, I agree to participate in the Work Experience scheme from the date of this agreement. The scheme being set out in the Employers Leaflet – A Guide for Employers.

3.	I confirm that the company named in section one of this document, agrees that its insurances have been extended to include student/students on work experience. I confirm that the company holds the insurances detailed below which will remain in force for the period of the work experience placement.
3(a)	Employer's Liability Insurance or All Risks Insurance (Sole Traders) Policy Number: _____ Expiry Date: _____ Insurance Company: _____
3(b)	Public Liability Insurance (or part of Contents Insurance if a householder) Policy Number: _____ Expiry Date: _____ Insurance Company: _____
3(c)	Motor Vehicle Insurance: The company will ensure that if a student is taken off-site in a motor vehicle the appropriate insurance for the student is in place.

4. I confirm that the company acknowledges its responsibilities under the Health and Safety at Work etc Act 1974 and all delegated legislation to ensure, so far as is reasonably practicable, the health, safety and welfare of student/students for the duration of the work experience placements. The company agrees to report all accidents involving the student/students to South East Berkshire Work Experience.

5. I confirm that if, following a suitable risk assessment, a significant risk remains within the workplace, the student/students will not be asked to undertake any of the following tasks:

- a) work that is beyond their physical or psychological capacity
- b) work involving harmful exposure to agents which are toxic or carcinogenic
- c) work involving harmful exposure to radiation
- d) work exposing them to extreme cold, heat, noise or vibration
- e) work involving the risk of an accident which cannot be recognised, owing to their lack of attention to safety, lack of experience or training.

6. Conditional on the placement of student/students is that they abide by the rules, regulation and procedures of the company and respect the confidentiality of the company at all times. The right to request immediate removal of any student/students who proves to be incompatible, is reserved.

This Employer Agreement is signed as part of the Placement Employer Profile and based upon the evidence contained within that document.

Signed on behalf of the Company/Organisation

Name: _____ Signature: _____

Job Title: _____

RISK ASSESSMENT FOR STUDENTS/PUPILS ON WORK EXPERIENCE

Name of Company/Organisation: _____ Date of Assessment: _____

Address: _____ Name of Assessor: _____

Telephone Number: _____ Signature: _____

When completing this Risk Assessment you must take into account the student's inexperience and immaturity in the workplace.

SPECIFIC WORK EXPERIENCE TASK	ASSOCIATED HAZARDS/ RISKS	APPROPRIATE CONTROL MEASURES	PROHIBITED TASKS/ EQUIPMENT	ADDITIONAL CONTROLS INFORMATION TRAINING

This assessment is based on the information available within the organisation on the date shown above. The risk assessment information will address the risks to students for the duration of the work experience placement. The content of the risk assessment will remain under review and will be amended if and when there is any significant change in the operation of the business. (THE EXACT WORDS IN COLUMNS 1-4 MAY BE TRANSPOSED TO THE STUDENT INFORMATION FORM WHICH WILL GO TO PARENTS/GUARDIANS VIA THEIR SON/DAUGHTER.)

STUDENT INFORMATION FORM

School Designated Co-ordinators will be provided with student information forms along with copies of any risk assessments. School Co-ordinators must ensure that the forms and risk assessments are passed on to the students and parents of students participating in the scheme. An example of a completed information form along with a completed risk assessment example follows.

South East Berkshire
WORK EXPERIENCE

STUDENT INFORMATION FORM

School Name:

Student Name:

Placement Code: 26

Placement Dates: to:

A N Other Ltd
Town Centre
Bracknell
Berkshire

Business:

Garage

Contact:

Mr A N Other

Telephone: 01344 ?????

Type of placement:

Mechanic's Assistant

Hours of work:

8.30 - 17.30

Canteen facilities on site? No

Is lunch provided? No

Appearance/clothing:

Casual – overalls provided – see below

Is clothing provided?

No

Transport:

Bus – near Bracknell Bus Station

DUTIES:

Observation of trained mechanics and help with tasks as appropriate, eg: changing oil filters, and draining water tanks.

Additional Informaton

STUDENT MUST CONTACT MR OTHER TO ARRANGE A PRE-INTERVIEW 2 WEEKS PRIOR TO THE PLACEMENT ** STUDENT MUST WEAR A STOUT BOOT – NO TRAINERS ALLOWED ** 1 HOUR FOR LUNCH – PLEASE BRING PACKED LUNCH – OR THERE ARE SHOPS NEARBY **

Under the Health and Safety (Young Persons) Regulations 1997, please find below details regarding the above Company/Organisation's Risk Assessment.

THE RISK ASSESSMENT IS ATTACHED

9 October 2000

**South East Berkshire
WORK EXPERIENCE**

RISK ASSESSMENT FOR STUDENTS/PUPILS ON WORK EXPERIENCE

Name of Company/Organisation: A N Other Ltd Date of Assessment: 09/10/00
 Address: Town Centre Bracknell Name of Assessor: A N Other
 Telephone Number: 01344 ?????? Reference: 000026

SPECIFIC WORK EXPERIENCE TASK	ASSOCIATED HAZARDS/ RISKS	APPROPRIATE CONTROL MEASURES	PROHIBITED TASKS/ EQUIPMENT	ADDITIONAL CONTROLS INFORMATION TRAINING
Assisting with routine servicing and vehicle repairs	Old engine oil, brake fluid and various oils Dust from brake and clutch linings Use of grindstones and rotating brushes Compressed air MOT test brake tester Lifting vehicle components Contact with petrol	Disposable rubber gloves and barrier cream supplied Use of brake cleaner Goggles provided Used with supervision Used with supervision With supervision No smoking in workshops	<p>Not to be used by Work Experience staff – training required.</p>	

This assessment is based on the information available within the organisation on the date shown above. The risk assessment information will address the risks to students for the duration of the work experience placement. The content of the risk assessment will remain under review and will be amended if and when there is any significant change in the operation of the business. (THE EXACT WORDS IN COLUMNS 1-4 MAY BE TRANSPOSED TO THE STUDENT INFORMATION FORM WHICH WILL GO TO PARENTS/GUARDIANS VIA THEIR SON/DAUGHTER.)

FURTHER INFORMATION

Information on work experience for schools is available from:

- Sharon Chaieb, Work Related Activities Co-ordinator) both of whom
- Wendy Hillman, Work Experience Assistant) are located at:

South East Berkshire Work Experience
Education Department
Bracknell Forest Borough Council
Edward Elgar House
Skimped Hill Lane
Bracknell
RG12 1LY

Telephone: 01344 354071
Fax: 01344 354005

Publications which may be useful include:

- *Work experience – A Guide for Organisers (HSG 199)*, HSE, 2000
- *Work Experience - A Guide to Employers*, DfEE, 1999
- *Work Experience - A Guide to Schools*, DfEE, 1999
- *Work Experience and the Law*, School Curriculum Industry Partnership, 1997

Document Control Information	
Author:	Andy Anderson
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Review Date:	25.10.02