Health, Safety & Welfare: Assessment of Young Persons on Work Experience

This information is required to ensure that organisations can assess the work placement and provide a safe, healthy and secure working environment for pupils on work experience. **This form must be returned to school and a copy retained by employer.**

This section to be completed by the school

Placement for (pupils name): Age of pupil on first day: (years) (months)

From (school): KING EDWARD VI LICHFIELD

Date and type of work experience placement: **w/c 1st July 2019 or w/c 8th July 2019 or BOTH WEEKS**

Information about this pupil necessary for the employer to undertake a suitable risk assessment and ensure the provision of a safe work experience placement (health/physical or psychological capacity):

……

School phone number to be used in an emergency or in the case of an accident: …07814433464 ASK FOR MR M SHAW……
(This number will not be connected to an answer phone whilst pupils are on work experience)

Name of Company:……

Address:……

Post Code: …… Tel No:……

This section to be completed by the company/employer

Name and position of responsible person for organising the continuous competent supervision and protection of the student throughout the placement and for ensuring that appropriate induction and training will be provided:

……
Areas, processes or work equipment **which the student will be prohibited from using or will be restricted from accessing**, which I confirm will be notified to them by the responsible person on induction or commencement:

……

……
I/We confirm that the student will not be required to undertake any of the following activities [work at height, work involving the use of or working close to workplace transport, the use of hazardous substances, unsafe manual handling operations or work involving the use of hazardous work equipment], or that if they are to be undertaken, that a suitable and sufficient risk assessment has/will be undertaken prior to the work placement commencing to identify all significant risks along with the control measures necessary to be put in place to reduce those risks. These will be brought to the parents/carers attention prior to the commencement of the placement. (A copy of the Young Persons risk assessment should be attached if available).

……

……

I/We confirm that there are suitable welfare facilities for a pupil of the above age/sex/mobility.

I/We confirm that there are no aspects of the work unsuitable for students with a health problem: (e.g. Asthma, allergies etc) or that such health issues have been suitably risk assessed.

I/We confirm that this placement does not involve students being alone with individual employees for long periods.

I/We confirm that all of the above details are a true and accurate record relating to the work experience placement being offered by us, and that I/We have all the necessary Public and Employer Liability Insurance required, which will be maintained in place for this and any future placement. (Further information can be found at www.hse.gov.uk)
I/We confirm that I/We have read and endorse 'Working with young people' (details overleaf)

Signed: _____Position: _____Date:_____

Print Name: _____

Working with young people: Endorsement of principles

The Education Act 2002 expects education providers to check that nationally recognised principles of working with young people are endorsed by employers offering work experience.

By endorsing these principles, you are ensuring that the placement is a secure and productive environment for both you and the student.

Environment

Where possible avoid being on your own in an isolated or closed environment with a young person for extended periods.

Travel

Where possible ensure that there is a known destination and check-in times with a third party in situations where a young person will be travelling alone with an adult during placement. It is a good idea to check the student has a mobile phone in such situations.

Mentor

Those placed immediately in charge of young people should be competent in their work-role, mature in their attitudes and yet, at the same time, be at ease with young people.

Personal contact

There may be occasions when physical contact is unavoidable (e.g. when you are guiding them in carrying out a technical operation) but these should be kept to a minimum.

Behaviour

Whilst it is important to reassure a young person who may be nervous in a new placement and reliant on your guidance, avoid being over familiar.

Disclosure

Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to your line manager and share your concern with an appropriate member of staff at the school/college.

Disqualification

You are required by law to protect children from harm and that any employees are required, under the Criminal Justice and Court Services Act, to declare if they are disqualified from working with children.

Internet

We would appreciate organisations offering work experience doing all they practically can to reduce the risk of young people being able to access unsuitable websites.

For our part we undertake to make it clear to students that the same internet access protocol that applies in school/college also applies to placements.

If anyone in the workplace becomes concerned about any inappropriate student communications we would ask you to contact the school/college immediately.