

APPENDIX 1 TO CAREERS, EDUCATION AND GUIDANCE POLICY

WORK RELATED LEARNING

Work experience is provided to all students in Year 10 for one week. Extended work experience placements are available to students on the Increased Flexibility programme or for those students who would benefit from undertaking it.

Roles and Responsibilities

The School will:

- provide student preparation, including Health and Safety before the placement and debriefing afterwards;
- provide monitoring of placements – termly for extended placements;
- provide contact number for employers so that school can be contacted at any time while students are on work experience (including outside school hours);
- have a system in place to ensure that parents provide information to the school about a young person's health or other factors which may have an impact on their own or others Health and Safety whilst on placement;
- in consultation with the young person and their parents, pass on this important information and any other relevant information of which they are aware of to employers. Discuss with the employer whether the risk assessment will need amending in light of this information;
- consider the need for DBS checks or other additional arrangements for individual students;
 - provide information for employers on hosting work experience – HSE Guide Work Experience: A guide for employers
- check that the employer has the relevant insurance in place and that the employer checks with insurer that the student will be covered by this insurance;
- ensure that a work experience agreement form is completed before the student starts their work experience;
- ensure that any personal protective equipment necessary for the placement, such as safety footwear, will be provided either by parent/carers or school;
- feedback concerns from monitoring staff about specific placements to placement organisers;

- report incidents to the placement organisers and report accidents to WSCC H&S Team through the online accident and reporting system; and
- provide monitoring staff with training for carrying out visits and provide a copy of the placement information and any PPE required to do the monitoring

The Health and Safety Assessor will:

- identify situations where a DBS check might need to be considered and communicate this to schools;
- provide schools with all practical information required for the placement such as equipment to be provided by the student, dress code etc;
- inform schools when a placement is not approved and pass this information on to other organisers;
- communicate with other organisers and West Sussex Health and Safety team with regard to concerns reported about particular placements;
- assist school staff where the risk assessment may require modification for students with special/additional needs;
- will ensure that the employer has considered the health and safety of the student and will be managing any significant risks.
- work with the school to ensure employers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so they can take these properly into account;
- keep checks in proportion to the environment:
 - for a low-risk environment, such as an office or shop, with everyday risks that will mostly be familiar to the student, simply speaking with any new employer to confirm this should be enough;
 - for environments with less familiar risks (for example, in light assembly or packing facilities), talk to the employer and confirm they have arrangements for managing risks. This will need to include induction, supervision, site familiarisation, and any protective equipment that might be needed; and
 - for a placement in a higher-risk environment such as construction, agriculture and manufacturing: discuss with the employer what work the student will be doing or observing, the risks involved and how these are managed.

- Will ensure that the instruction, training and supervisory arrangements have been properly thought through;
- check that the employer understands about the specific factors relevant to employing young people;

The employer will:

Under health and safety law, every employer must ensure, so far as reasonably practicable, the health and safety of all their employees, irrespective of age. As part of this, there are certain considerations that need to be made for young people.

This section outlines the legal requirements. Putting these requirements into practice should be straightforward and in most cases an employer should already have the necessary risk management arrangements in place.

Definitions of young people and children by age:

- A **young person** is anyone under 18.
- A **child** is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience;
- being unaware of existing or potential risks; and/or
- lack of maturity

An employer must consider:

- the layout of the workplace;
- the physical, biological and chemical agents they will be exposed to;
- how they will handle work equipment;
- how the work and processes are organised;
- the extent of health and safety training needed; and
- risks from particular agents, processes and work.

These considerations should be straightforward in a low-risk workplace, for example an office.

In higher- risk workplaces the risks are likely to be greater and will need more attention to ensure they're properly controlled.

Employers need to consider whether the work the young person will do:

- is beyond their physical or psychological capacity;
- involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way;
- involves harmful exposure to radiation;
- involves risk of accidents that cannot reasonably be recognised or avoided by young people due to their insufficient attention to safety or lack of experience or training; and
- has a risk to health from extreme cold, heat, noise or vibration

A child must never carry out such work involving these risks, whether they are permanently employed or under training such as work experience. A young person, who is not a child, can carry out work involving these risks if:

- the work is necessary for their training;
- the work is properly supervised by a competent person; and
- the risks are reduced to the lowest level, so far as reasonably practicable.

Providing supervision for young workers and monitoring their progress will help employers identify where additional adjustments may be needed.

Employers must let the parents or guardians of any child know the possible risks and the measures put in place to control them. This can be done in whatever way is simplest and suitable, including verbally.

An employer will already be familiar with the risks associated with their workplace and should be in a position to consider what is or is not appropriate.

High Risk workplaces

There are legally required age limits on the use of high risk work equipment such as some woodworking machinery, power presses, cranes, construction site hoists, forklift trucks, some catering equipment and a range of agricultural machinery. These may only be used by young people in a strictly controlled training environment and never by children.

For work in environments, such as construction, agriculture or manufacturing or work involving exposure to toxic substances or extreme temperatures, the risks are likely to be greater and will need more careful attention to ensure they are properly controlled. If a workplace contains these hazards, employers should already have control measures in place.

Employers need to make arrangements to manage the risks. These will need to include induction, supervision, site familiarisation and provision of any protective equipment needed.

There are other agents, processes and work that should be considered specifically when employing a young person. This is a non-exhaustive list but provides a guide. More information or advice can be obtained from the HSE website or from the Health and Safety Service.

- Biological agents
- Working with chemicals
- Working with lead and lead processes
- Asbestos
- Working with explosives, including fireworks
- Working with compressed air
- Construction, including demolition
- Electrical safety
- Agriculture
- Flammable liquids, gas cylinders or fireworks

Insurance

Employers hosting work experience students should have as a minimum £5 million employer's liability insurance and £2 million public liability insurance. Any vehicle a student may travel in, as part of the work experience placement must be covered for business use, for example, peripatetic teachers, builders, solicitors etc. Further information can be obtained from the WSCC Legal Services Unit.

Hosting work experience in school

It is recognised that schools provide work experience placements both for their own students and students from other schools. When organising this, the Headteacher/Work Experience Co-Ordinator must ensure that the student has:

- A young person's risk assessment;
- A health and safety induction;
- Training, instruction and supervision appropriate to their tasks

Contact information

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