

INSTRUCTION 26

WORK EXPERIENCE

References:

- A. Health and Safety at Work Act 1974.
- B. Management of Health and Safety at Work Regulations (as amended).
- C. Young Persons at Work Regulations (as amended).
- D. Work Experience Risk Assessment (to be completed with student at least 4 weeks before placement, with student)
- E. Work Experience Induction Safety Check List Annex P to this policy.

Introduction

26.1 Work experience is an important part of the preparation a young person should make before entering the world of work. It enables students to participate in the practical aspects of working life which are usually very different from school or college.

26.2 Work experience students may be exposed to additional risks at work due to their lack of knowledge, experience and possible immaturity. The following procedures should be implemented to ensure their safety:

- Risk assessments undertaken on any process or procedure when performed by experienced adults should be reassessed in the light of the lack of experience of the young person.
- Additional training, instruction and supervision should be provided until the young person has demonstrated a satisfactory degree of competence.
- Careful attention should be made by both the young person and supervision to any restrictions placed on the type of work which may be undertaken.

Definitions and Responsibilities

At least 4 weeks prior to placement

26.3 Managers and supervisors employing work experience students are to follow the guidelines below depending on age of student, to ensure compliance with current legislation.

26.4 **A young person** (16 – 18 years of age) is defined as any person who has not attained the age of 18 years:

- Assess risks by using current risk assessment as the basis;
- Address any specific factors in the risk assessment;
- Take into account their inexperience, lack of awareness of existing or potential risks and immaturity;
- Determine whether the young person should be prohibited from certain work activities. However, if the activities are necessary for their training sure that;
 - The risks are reduced so far as is reasonably practicable;
 - Proper supervision is provided by a competent person.
- Give a copy of the completed risk assessment to the student;
- Tell the young person about the risks and control measures in place;
- Retain the risk assessment for future reference.

26.5 **A child** (under 16 years of age) is defined as someone who has not yet attained school leaving age.

- Assess risks by using current risk assessment as the basis;
- Address any specific factors in the risk assessment;
- Take into account their inexperience, lack of awareness of existing or potential risks and immaturity;
- Determine whether the child should be prohibited from certain work activities. However, if the activities are necessary for their training sure that;
 - The risks are reduced so far as is reasonably practicable;
 - Proper supervision is provided by a competent person.
- Tell the child about the risks and control measures in place;
- Give a copy of the completed risk assessment to the student and send a copy to the Human Resources (HR) so that it can be passed onto parents either directly or via the educational establishment.
- Retain a copy of the risk assessment for future reference.

26.6 If the placement involves travel ensure the vehicle has the appropriate insurance to cover the student in the event of an accident.

First day of placement

26.7 Arrange appropriate relevant training including any special instructions as identified in your risk assessment

26.8 Complete the Work Experience Induction Safety Check List, Annex P to this policy, ensuring student and manager/supervisor sign on completion. The manager/supervisor is to retain this document for 6 months after the work experience placement has ended.

26.9 Give the student the induction pack containing a copy of the confidentiality agreement, Disciplinary Rules and Safety Policy, ensuring the student completes the confidentiality agreement for you to return to HR.

26.10 It is likely that the student's teacher/tutor may contact you with a view to arranging a visit during the placement, if you have any queries about the placement contact HR department.

Working Time Regulations

26.11 Ensure the student is given appropriate breaks in accordance with Working Time Regulations.

26.12 If you are in doubt about the suitability of any work activity for young people or have any queries relating to health and safety, please contact the Health and Safety Team for advice.

Safeguarding Children

26.13 If the supervisor has concerns regarding a child/young person's welfare, reference should be made to the guidance contained in the Council's Safeguarding Children and Young People Policy.