

Work Experience Student Placement Request



PLEASE COMPLETE IN BLOCK CAPITALS

STUDENT INFORMATION

STUDENT NAME: PT: DOB:
WORK EXPERIENCE DATES: **14th – 18th January 2019**

EMPLOYER INFORMATION

COMPANY NAME:
TYPE OF BUSINESS:
MAIN CONTACT NAME FOR PLACEMENT:
POSITION IN COMPANY:
TELEPHONE: MOBILE:
SUPERVISOR OF STUDENT:
POSITION IN COMPANY:
CONTACT NUMBER
EMAIL ADDRESS:
PLACEMENT ADDRESS:
TOWN:
POSTCODE:
WORK EXPERIENCE JOB TITLE:
BRIEF DESCRIPTION OF STUDENT ACTIVITIES :
WORKING HOURS:am topm
DAYS OF WORK: MONDAY / TUESDAY/ WEDNESDAY/THURSDAY/FRIDAY
DRESS CODE: SMART/SMART CASUAL/OTHER:
LUNCH ARRANGEMENTS / BREAKS:

FOR AN EXTENDED WORK EXPERIENCE PLACEMENT:

Does the person responsible for the student agree to complete a DBS check if required by the school? YES /NO
Employers offering Work Experience must agree to undergo a Health & Safety check carried out, on behalf of the school, by Stoke on Trent City Council or an alternative approved agency. The assessment will cover Health & Safety in the workplace, insurance and work content, in accordance with Department of Education & Skills requirements.

INSURANCE—Employers Liability insurance and Public liability insurance cover are legal requirements for Work Experience.

EMPLOYERS LIABILITY INSURANCE:
Insurance Provider: Policy Number: Expiry Date:/...../.....

PUBLIC LIABILITY INSURANCE:
Insurance Provider: Policy Number: Expiry Date:/...../.....

CONFIRMATION OF A WORK EXPERIENCE PLACEMENT OFFER FOR THE ABOVE DATES:

(This section must be completed/authorised by a company manager or supervisor)

AUTHORISED BY: CONTACT'S POSITION:
PRINT NAME: DATE:

Ormiston Horizon Academy

Health, Safety & Welfare: Risk Assessment for Young People

Exchanging the following information is part of the academy's requirements to ensure that the organisations provide a safe, healthy and secure working environment for each student on Experience of Work placement.

Details about the student to be completed by the Parents/Carers

Student name:

Date of Placement:

Type of Placement:

Other information about this students necessary to provide a safe Experience of Work placement.

Does the student have a Special Educational Need?

Medical:

Academy contact number to be used in an emergency: 07886 817119 (this number will not be connected to an answering machine)

Name of Company:

Contact Name:

Contact number:

Address of Company:

This section is to be completed by the Company

Name of the person responsible 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 machinery **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:

Are there suitable welfare facilities for a student of the above age/sex/mobility? Yes/No Please circle

Aspects of the work unsuitable for students with a health problem e.g. Asthma, allergies:

What risks have been identified under the Management of Health and Safety at Work regulations (young persons) that need to be identified to parents/carers by the academy? **(Please specify if any)**

Will this placement involve the student being alone with an individual member of staff for long periods YES/NO **(Please circle)**

I/We confirm that all of the above details are a true and accurate record relating to the Experience of Work placement being offered by us, and that I/We have 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 we have read and endorse "Working with Young People" (enclosed)

Signed:

Position:

Print Name:

Date

Insurance Checklist

The academy needs to establish that the employer has the necessary insurance cover and that their insurers have confirmed their acceptance of the additional risk. The students will be deemed to be an employee for the purpose of insurance. Insurance companies will normally not charge companies for the additional risk of students on a placement.

Please complete the sections below and return to the academy to validate the placement

Name of Company:

Contact Name:

Contact number:

Address of Company:

Approx. No. of employees:

This company carries insurance as detailed below and our insurers have confirmed their acceptance of the additional risk.

- Injury to the student will be covered by your Employers Liability Policy

Employers Liability Insurance Company:

Policy Number:

Renewal date:

Limit of Indemnity:

- **Injury and damage to others caused by the student will be covered by your Public Liability Insurance Policy**

Public Liability Insurance Company:

Policy Number:

Renewal date:

Limit of Indemnity:

Signed:

Position:

Date:

Ormiston Horizon Academy
Turnhurst Road
Tunstall
Stoke-on-Trent
ST6 6JZ

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.

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 the concern with the Work Experience Co-ordinator within the academy.

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 the students before the start of the placement that the same protocol that applies in the academy also applies to placements.

If anyone in the work place becomes concerned about any inappropriate student communication we would ask you to contact the Work Experience Co-Ordinator at the academy immediately.

I endorse these principles in the context of Experience of Work on behalf of our company:

Signed:

Position:

Print Name:

Date

Health & Safety

There is a legal requirement for Health & Safety and Welfare to be well managed by the employer. When students are out on Work Experience, tasks that are asked of them should have been risk assessed and any high risks should be brought to the attention of the school who in turn will contact the parents.

All student should be prepared on Health, Safety and Welfare matters before they go out on placement by the academy before they commence their placement.

Adequate levels of supervision should be looked at when taking students bearing in mind the age and the inexperience of the students.

The Work Experience Diary

All students must keep a diary of their activities during their time out on placement. This is a daily requirement. At the end of the week both students and employers are requested to complete a brief evaluation form.

Working Time

Students should carry out: no more than 8 hours a day. A total of 40 hours a week. *Night work is prohibited between the hours of 10pm and 6am.*

Paperwork from the academy

There are two essential items of paperwork which **MUST** be completed and returned to the academy before Experience of Work can commence. These are:

- Insurance Checklist
- Health, Safety & Welfare: Risk Assessment for Young Persons

What the students will gain from a Work Experience placement?

- To further develop their skills and knowledge
- To build their confidence and to understand the world of work
- To learn the disciplines, routines and relationships in the workplace

The benefits for the employer and their workforce

- To raise company profile
- To raise motivation and commitment to staff
- To develop Health & Safety practices

Planning for students placed on Experience of Work placement

The employer can:

- Ask students to apply in writing and also send in a copy of their CV.
- Ask students to attend an interview
- Plan an induction process which could cover what the company does and what they can offer in the line of the placement.

Insurance

Students who are on placement should be treated the same as the employees for the purpose of the placement.

- **Injury to the student** – will be covered by the employer Liability Policy
- **Injury to the public** – will be covered by your Public Liability Policy
- **Damage to employer's property** – will be covered by your Material Damage Policy
- **Damage to other property** - will be covered by your Public Liability Policy

List of prohibited Equipment, Machinery & Environments

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

Exceptions to this may be considered where the practices involved form an integral part of training a student receives as an aspect of a vocational course and the activity is not prohibited by law.

Working on or with:-

- Transmission machinery (shafts and belts)
- Dough breaks
- Bricks and tile presses
- Carding machinery
- Extruding machines
- Industrial laundry machines (including garment presses)
- Powered food mincers, mixers, extruding and all chopping and slicing machines
- Industrial guillotines, loose knife pouches
- Powered presses, wire stitching machines, mounting and dressing abrading wheels
- Any process involving asbestos, lead or pathogens
- Electrical work "at hazard" i.e. with exposed conductors and voltage exceeding 30V ac or 60V dc and the power ON.
- Circular saws, hand saws, planers, routers, moulding machines or similar powered tools.
- Using portable power tools including chain saws
- Driving any vehicle (including fork lift or pallet trucks, tractors etc.)
- Industrial solvents (concerns of intoxication)
- Highly corrosive strong acids and alkalis or chrome, nitro or amino processes
- Radioactive products or environments
- Operation cranes, hoists or winches or acting as a signaller
- Any contact with lead, lead paints, glazers or varnishes etc.
- The application of pesticides.

In addition to the above are the restrictions and prohibitions on young people under the age of 18 selling alcohol in public houses and working in a betting office under the age of 21.