



# Health and Safety Arrangements for Work Experience Placements

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**[Key: Business Unit means any University faculty, school or department]**

## 1. Aims & objective

The University welcomes and encourages work experience placements and recognises that they are an important part of secondary education. The aim of this policy and guidance is to ensure that the placement is planned and organised in such a way as to provide a safe and interesting learning experience for the student

## 2. Legislative background

### Health & safety

The University has a duty under the Management of Health and Safety at Work Regulations (the "Management Regulations") in relation to the employment of people under 18 including students and schoolchildren on work experience placements.

In essence health and safety legislation places the following requirements on employers in relation to people under 18:

- I. To take particular account of certain specified factors when carrying out or reviewing risk assessments;
- II. That the risk assessment be carried out **before** the young person starts work;
- III. To prohibit young person from certain work if risk assessment identifies a significant risk which cannot be eliminated;

and in cases where the person is under 16:

- IV. to provide specified information to parents/guardians.

The requirement at paragraph III above might give rise to situations where the employer should prohibit people under 18 from certain work even though the risks involved would be considered acceptable for adults.

Students and schoolchildren under 18 years, including those undergoing work experience, are covered by the Management Regulations. This arises since persons undertaking 'relevant training' are considered as employees for the purposes of health and safety law, by virtue of the Health and Safety (Training for Employment) Regulations.

Organisations or individuals that arrange placements for work experience schemes (placement organisers) have duties under Section 3 of the Health and Safety at Work etc. Act.

In order to ensure that the University discharges its duties in respect of health and safety requirements the procedures outlined in this Policy document should be followed.

### **Safeguarding and Child protection**

The University aims to provide a safe environment for children and adults at risk to visit and participate in activities at the University. For the purposes of child protection, the Children Acts 1989 and 2004 define a child as anyone who has not yet reached their 18th birthday.

Staff involved in organising or providing a work experience placement to anyone under 18 must ensure that the guidance issued by the University in relation to these requirements is followed. This can be found in the [University's Safeguarding Policy: Guidance on the Safeguarding of Children and Adults at Risk](#). Questions relating to the application of the safeguarding guidance should be referred to the Campus Life Director. Training is available and must be undertaken ahead of any placement taking place.

### **3. Setting up the placement**

Work experience placements must have the approval of the Head of School or a person with delegated authority of the Head of School. The School Safety Officer must also be consulted and involved in setting up the placement.

Normally placements are unpaid. Any plan to pay an individual during the period of their placement must be discussed with the Human Resources Advisor and may require Finance approval

#### **3.1 Pre-16 placements**

Schools linked to the Local Education Authorities (LEA) in Nottinghamshire, Derbyshire and Leicestershire, work in partnership with the following organisations who co-ordinate work experience placements on behalf of the LEA for children under school leaving age:

|                |   |
|----------------|---|
| Nottingham     | Safety Measures / Education Business Futures (formally NEBA)                |
| Derbyshire     | Derbyshire Education Business partnership [DEBP]                            |
| Leicestershire | Leicestershire Education Business Company – Work Experience Alliance [WEXA] |

Contact details are provided in Appendix I but liaise with the School to ensure the correct contact is made.

Schools that have become academies, operate independently of the LEA and will therefore have their own arrangements for assessment, either through the school itself or with a third party organisation.

The School, or its appointed organisation, will arrange for the placement provider (University Business Unit) to be visited by one of their safety advisors, who will conduct a risk assessment for the type of placement, ensure that all the necessary documentation and insurances are in place and, if appropriate, give approval. The placement approval will be reviewed at frequencies appropriate to the risk: e.g. for higher risk placements such as in research lab this would be annual. The above organisations maintain a database of approved placement opportunities which students have access to.

The system works in either of the following ways:

- In their work experience year students check the database and choose a placement that interests them. The student should then inform the Work Experience Co-ordinator (WEC) at their school of their choice who will then either contact the placement provider directly to request the placement, or will instruct the student to do this themselves.
- Where a student has a specific School/department in the University in mind for their work experience placement they may make a direct approach, often this might be via an individual University employee. In this case, if the Business Unit is interested in offering the placement the student should be advised to inform the WEC at their school. The WEC will then check the relevant database to see if the placement is approved. Where there is no approval in place then the WEC will initiate the inspection and approval process referred to above.

**This latter approach should be adopted by the University Business Unit in the event of any direct approach by a student or their parent for any child under school leaving age.**

### **3.2 Post 16 Placements**

Where requests for work experience placements come for individuals above 16 it is unlikely that the above organisations or the student's school will have been involved, however it is important that formal arrangements and agreements are established between the University and the student seeking the placement. It is also important to establish any particular individual or special needs of the student to both inform the risk assessment and to consider any reasonable adjustments that may be appropriate.

**Appendix II** contains a letter and documentation which should be used for this purpose. It is recommended that this should be sent by, and returned to, the Health and Safety Coordinator.

## **4. Risk assessment**

The Business Unit offering the placement will be responsible for drawing up a suitable work experience programme [WEP] for the student in line with the requirements detailed in section 4 of this policy and for appointing a supervisor for the student. The activities involved in the WEP must have been subject to suitable and sufficient risk assessment that takes account of the age, experience and perceptions of the young person.

**Appendix III** should be used as template for risk assessment. The assessment should be countersigned by the Health and Safety Coordinator and the Head of Business Unit or the person to whom his/her authority has been delegated.

The parent/guardian of a child under school leaving age has the right to be informed of the results of the risk assessment and the control measures identified to eliminate / control risks and should be provided with a copy of the assessment. It is recommended that this be extended to post 16 placements as well.

## **5. General requirements**

The young person should be assigned to work with a responsible individual who is able to spend time explaining what they are doing and why. In order to minimise the risks Schools/ departments should adopt the following when setting up work experience or similar placements:

The School/department will ensure that the young person/student:

- Is never left alone in the School/ department, will not work alone or out of hours, and will be properly supervised at all.
- Is not exposed to radiation.
- Will not be involved in work with any carcinogenic or toxic substances and will be kept away from areas where such materials are handled.
- Is not allowed to work beyond their physical or psychological capabilities. They will not be involved in lifting or handling of significant loads. Contact with patients will only be considered after thorough assessment has been made of the psychological risks [see below if relevant]
- Is not being exposed to excessive noise, vibration, heat or cold.
- Is not exposed directly to respiratory sensitisers
- Is not involved in the use of workshop machinery with moving parts, automatic/semi-automatic cutting machinery, guillotines, power presses, woodworking machinery, compressed air tools or similar hazardous machinery.

## **6. Suitable Work**

In order to make this a fruitful experience for the student Schools/departments are encouraged to identify work procedures which the young person could carry out under supervision that are either non-hazardous or very low risk.

Where such procedures are identified the line manager, in conjunction with the Business Unit Health and Safety Coordinator, must be consulted and give approval.

Examples of suitable procedures include:

- Making up simple solutions involving only non-hazardous chemicals.
- Performance of any simple assay/test which does not involve the use of harmful substances.
- Tissue culture on well-established cell lines of animal origin.
- Carrying out non-hazardous steps in a procedure such as dispensing buffers.
- Short periods [less than 1hr] working on a computer. The workstation must comply with minimum requirements of DSE Regulations.
- Short periods [less than 1hr] working on a microscope. The microscope must be correctly set up by a competent person.
- Use, under supervision, of small hand held power tools or CNC operated equipment where there is no possible access to moving parts.

The procedure must be covered by a ***suitable and sufficient risk assessment*** and the ***normal training and supervision requirements*** will apply:

- The procedure must be demonstrated to the individual and a written protocol provided. The person can then be allowed to carry out the process under direct supervision of the trainer.
- If the process is simple, the risks are low or effectively zero and the trainer feels the person is competent the degree of supervision can be reduced but cannot be removed entirely.
- Training and competency should be recorded by both the trainee and trainer signing to that effect. A copy of the training document should be given to the student at the end of the placement.

## APPENDIX I

|                 |  |
|-----------------|--|
| Nottinghamshire | <p><b>Education Business Futures</b><br/>Work Experience Team<br/>2A Sherwood Rise<br/>Nottingham<br/>NG7 6JN</p> <p>0115 9601597<br/><a href="mailto:Work.experience@futuresnn.co.uk">Work.experience@futuresnn.co.uk</a></p> <p><b>Safety Measures Ltd</b><br/>Foxhall Lodge<br/>Foxhall Road<br/>Nottingham<br/>NG7 6LH</p> <p>Tel: 0800 074 7382</p> <p>Fax: 0115 911 0590</p> <p>Email: <a href="mailto:info@safety-measures.co.uk">info@safety-measures.co.uk</a></p>  |
| Leicestershire  | <p><b>Leicestershire Education Business Company (LEBC)</b></p> <p><b>Work Experience Alliance (WEXA)</b></p> <p>Ashcroft House, Ervington Court, Meridian Business Park, Leicester,<br/>LE19 1WL</p> <p>Local contact is Jo Sykes on 0116 240 7250<br/><a href="mailto:contactus@leics-ebc.org.uk">contactus@leics-ebc.org.uk</a></p> <p><a href="http://www.leics-ebc.org.uk/partners/introduction/1319vocationaleducationsupportagencyincworkexperienceallianceandyoungapprenticeships/">http://www.leics-ebc.org.uk/partners/introduction/1319vocationaleducationsupportagencyincworkexperienceallianceandyoungapprenticeships/</a></p> |
| Derbyshire      | <p><b>Derbyshire Education Business Partnership</b></p> <p>Godkin House<br/>2 Park Road<br/>Ripley<br/>Derbyshire<br/>DE5 3EF</p> <p>Technical Help Line: 0114 290 1025 (Mon-Fri 9am-4.30pm)</p> <p><a href="http://www.work-experience.co.uk/derby">http://www.work-experience.co.uk/derby</a></p>  |





## APPENDIX II

Dear

**Re Work Experience Placement for** [insert *students name*]

The University of Nottingham School/Department of [*insert name*] has been asked to provide a work experience placement for you/your son/daughter [*delete as appropriate*]. In order to assist us in fulfilling our duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations could you please complete the attached agreement and return to the above address.

Additionally we would ask that you notify us if your son/daughter [*delete as appropriate*] has any of the conditions shown on the agreement form as this may affect the type of placement we can offer. If this should be the case you will be put in contact with our Occupational Health Department who will treat any information as confidential but will then advise us accordingly as to the suitability of the placement and any measures that could be taken to facilitate a placement.

In addition if your son/daughter has any physical disability not covered on the pre-placement agreement that could have implications for their safety you should state this as an additional risk assessment will be required. It would be helpful to indicate any reasonable adjustments in place as part of their school education.

Once in receipt of these we will be able to set up the placement and issue you with details of the nature of work involved and a copy of the risk assessment.

Yours sincerely

Health and Safety Coordinator

WORK EXPERIENCE PRE-PLACEMENT AGREEMENT For completion by UoN

|   |  |
|---|--|
| <b>NAME OF STUDENT</b>                              |  |
| <b>UNIVERSITY BUSINESS UNIT PROVIDING PLACEMENT</b> |  |
| <b>PERSON(S) SUPERVISING STUDENT</b>                |  |

**CONDITIONS WHICH REQUIRE FURTHER DISCUSSION WITH UNIVERSITY OCCUPATIONAL HEALTH DEPARTMENT OR ADDITIONAL RISK ASSESSMENT DUE TO DISABILITY**

|   |   |
|---|---|
| <p><b>Any condition</b></p> <ul style="list-style-type: none"> <li>likely to impair consciousness</li> <li>limiting use of limbs,</li> <li>limiting breathing,</li> <li>affecting vision, or hearing,</li> <li>affecting mental health</li> <li>walking on flat, using stairs,</li> </ul> | <ul style="list-style-type: none"> <li>bending or lifting</li> <li>affecting exposed parts of the skin (face &amp; hands)</li> <li>limiting exercise tolerance</li> <li>requiring regular medication</li> </ul> |
|---|---|

**The following section to be completed by student and/or parents**

**1. HEALTH DECLARATION**

- I confirm that none of the listed medical conditions apply.*
- Some of the above conditions do apply and I understand that the placement will be subject to confidential referral to the University Occupational Health Department*

**Signature of student**

**Date**

**Signature of parent/guardian**

**Date**

[If student is under school leaving age]

**2. RESPONSIBILITIES**

The University will fully discharge its duties in managing health and safety under the Health and Safety at Work Act 1974 and its relevant statutory provisions. However it is important that you/ your son/daughter understands your/ his/her responsibility and signs up to the following declaration.

**I agree to:**

- Participate in the work experience placement.
- Comply and co-operate with any safety security and other rules laid down by the University either through written documentation or instruction and training.
- Take reasonable care for my own health, safety and welfare and for that of anyone else who may be affected by my actions or omissions
- Hold in confidence any information about the University's business which I may obtain during the placement and not to disclose such information to another person without permission.

**Signature of student**

**Date**

**Signature of parent/guardian**

**Date**

[If student is under school leaving age]



### Appendix III

#### RISK ASSESSMENT FOR WORK EXPERIENCE/ SHORT TERM INEXPERIENCED WORKERS.

|   |  |
|---|--|
| <b>Business Unit</b>                              |  |
| <b>Division/Section</b>                           |  |
| <b>PERSON RESPONSIBLE [Head of Business Unit]</b> |  |
| <b>Name of assessor</b>                           |  |
| <b>Date of assessment</b>                         |  |

The following **standard precautions** are adopted by Business Units offering work experience or similar placements:

#### The Business Unit will ensure that the young person/student

- Is never left alone in the School/ department, will not work alone or out of hours, and will be properly supervised at all times by [INSERT NAME(s)]
- Is not exposed to radiation.
- Will not be involved in work with any carcinogens or toxic substances and will be kept away from areas where such materials are handled.
- Is not allowed to work beyond their physical or psychological capabilities. They will not be involved in lifting or handling of significant loads. Contact with patients will only be considered after thorough assessment has been made of the psychological risks [see below if relevant]
- Is not being exposed to excessive noise, vibration, heat or cold.
- Is not exposed directly to respiratory sensitises
- Is not involved in the use of workshop machinery with moving parts, automatic/semi-automatic cutting machinery, guillotines, power presses, woodworking machinery, compressed air tools or similar hazardous machinery.

#### Specific procedures and activities

The placement will involve the following procedures and activities which have undergone risk assessment and control measures to reduce risk to very low levels have been identified.

| <b>Process /activity</b> | <b>Control measures to reduce risk to low/effectively zero</b> |
|--------------------------|--|
|                          |  |
|                          |  |
|                          |  |
|                          |  |
|                          |  |

#### Signatures

#### Date

|                             |  |  |
|-----------------------------|--|--|
| Assessor                    |  |  |
| Health & Safety Coordinator |  |  |

|                          |  |  |
|--------------------------|--|--|
| Head of Business<br>Unit |  |  |
|--------------------------|--|--|