

THE LATYMER SCHOOL

Work Experience Form

Section 1 : To be completed by STUDENT (please print clearly)

Student's name:	Company name and address:
Form:	Contact name:
Date of Work Experience:	Contact's position:
	Telephone No:
	Email:

Section 2 : To be completed by EMPLOYER

The student will be covered by Employers Liability Insurance Cover and Public Liability Insurance Cover (if ticked, please complete section below)	Please tick <input type="checkbox"/>
If the above is not the case, please tick	<input type="checkbox"/>

Name of your **EMPLOYER'S LIABILITY** Insurance provider:
Policy Number Expiry Date:

Do you have valid PUBLIC LIABILITY insurance cover?	YES / NO
Are your premises registered with either of the following: Health & Safety Executive / Local Authority	YES / NO
Do you have 5 or more employees on site (including Work Experience students)?	YES / NO
If yes, do you have written Health & Safety policy arrangements?	YES / NO
Are you a "Sole Trader"?	YES / NO
Does the company participate in a co-ordinated Work Experience programmes e.g. run by a local Education Business Partnership, Careers Service or Trident?	YES / NO

Risk Assessment

Please refer to the guide notes on the reverse of this form

(ref: Health & Safety (Young Persons) Regulations 1997/Management of Health & Safety at Work Regulations 1999)

Work Experience Activities:

Hazards and Risks associated with the work:	Measures to minimise the Risks:

Prohibited Tasks (please list any tasks/machinery / equipment / work Areas which on H & S grounds are not to be Undertaken, used or visited by the student):

Please confirm this offer of a Work Experience placement (a Manager or a supervisor should sign below)

For and on behalf of
(print Company name)

Signed Position:

Print name and date:

PARENT/GUARDIAN UNDERTAKING

- I have discussed work experience with my son/daughter.
- I agree to my son/daughter taking part in the work experience programme.
- I understand that my son/daughter will receive no payment for employment undertaken.
- I understand that all placements are risk assessed by the employer and that the employers are asked to provide details of public liability cover.
- I understand that no pupil can attend a placement unless it has been approved. If it is not they are unauthorised absence and the school cannot be held responsible for their health, safety and security.
- I understand that last minute changes cannot be made as we need to give eight weeks to employers for health and safety checks.
- Any queries should be directed to Mrs Piccirillo or Ms Kay.

Signed (parent/guardian):

Date:

Additional information:

Risk Assessment - for work based placements for students and employees under 18

A risk assessment is a careful examination of what in the Workplace could cause harm to people, so that employers can weigh up whether they have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill.

Young people under the age of 18 within the workplace and students under minimum school leaving age, on work experience, are particularly at risk within the work environment. Due to their immaturity and lack of experience, they may not appreciate the potential hazards or risks in the work place. They may also consider taking on tasks which are beyond their physical and mental capacity. These, together with many other factors, place students at particular risk whilst on work experience. It is for this reason that the employer has been asked to address the significant risk to students during their time in the workplace.

Notes on completing the risk assessment overleaf

1. The work experience task:

List the significant tasks to be completed by the student during his or her time on work experience within the employer's organisation.

2. Hazards:

List any hazards which may cause significant injury or harm.

3. Control measures:

State the precautions in place to minimise the significant hazards/risks associated with the work experience tasks taking account of the lack of knowledge and the inexperience of the student.

4. Prohibited tasks/machinery/equipment/work areas:

List any tasks, machinery, equipment or work areas which, on Health & Safety grounds, are not to be undertaken, used or visited by the student. There are a number of age related restrictions and prohibitions covering both young people at work and students on work experience. The Employment of Women, Young Persons and Children Act (1920) prohibits the employment of children under minimum school leaving age, There are other age related restrictions, covering work within a variety of very specific occupational sector. These are summarised below:

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|---|--|
| a. Explosive industry, including the carriage of explosives by road | e. Work with woodworking machines |
| b. Ionising radiation | f. Work with circular saws |
| c. Any work involving the use of lead, including paid and pottery manufacture | g. Agricultural vehicles and machines |
| d. Work with power presses | h. Work in mines, quarries, docks and shipbuilding |

A comprehensive list of age related restrictions is contained within the H. S. E. Guidance HS (G) 165 - Young People at Work - A Guide for Employers

Source - Health and Safety Executive Five Steps to Risk: Assessment (IND (G) 136L)