

All Hampstead Hill School Policies are always to be read and considered in conjunction with Equal Opportunities, Race Equality and Inclusion Policies. This Policy of Hampstead Hill School applies to all sections of the school including the Early Years Foundation Stage.



Hampstead Hill School

Health and Safety Policy:

Work Experience

Introduction

The DfE defines work experience as ‘a placement on employers’ premises in which a learner carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.’

This would include:

Extended work experience placements i.e. experience or placement occurring frequently over a period of weeks and equivalent to more than 15 days in total;
Block work experience placements i.e. over 5, 10, or 15 days consecutively;

Is part-time work governed by the same legal requirements as school-endorsed activities?

The simple answer to this is ‘no’ you do not have duty of care for part-time work.

- Roles and Responsibilities
- Who is responsible for the health and safety of work experience?

All partners involved in the work experience placement have responsibilities to ensure learners are not exposed to significant risks to their health and safety.

Learners on work experience placements with an employer are regarded in health and safety law as their employees.

The education establishment where the learner is on roll (and thus the Principal) retains a duty of care during the placement. They will also have additional responsibilities where they are the employer or when acting as the placement organiser.

What are the school’s responsibilities with regard to the policy for safe implementation of work experience?

Each education establishment should have:

- A work experience policy (often integrated into the careers education/work-related learning policy) that is part of the development plan and regularly reviewed and updated;
- A committed senior manager who understands the legal and moral duties in relation to work experience;
- Governors who are committed to work experience and understand their liabilities;
- Dedicated resources in terms of staff time and budget allocation;
- Service level agreements with any placement organisers external to the school/college who are providing placements.

Are the requirements different for 14-16 and 16+?

Health and safety law defines all those under 18 as a young person and therefore at potentially increased risk in a workplace environment due to their lack of experience and maturity. Therefore the same protocols should be adopted for all learners as far as Health and Safety is concerned. For learners with learning difficulties and disabilities (LLDD) up to the age of 25 additional safeguards may be identified and thus placements should be considered and risk assessed on an individual basis.

What standards of health and safety should be expected?

The assessment of health and safety for learners should be undertaken using a proportionate approach (depending on the level of risk, type of learning, and the kind of learner) and placement providers should use an informed judgement on what is reasonable for the kind of learning taking place.

What hours can learners work while on work experience?

The number of hours worked and the pattern of work is normally a matter for agreement by the employer, school and students. Students on work experience placements should not be asked to work excessively long hours or unnecessarily unsocial hours. Students should not work for more than five days in any consecutive seven day period and it is strongly recommended that students should not be asked to work more than a standard eight-hour day.

What checks should be in place for private placements e.g. those found by a parent?

A duty of care rests with the school to ensure the placement is appropriate, thus parental placements still need to be subject to the same standard of pre-placement checks as with other employers.

H&S checks must still be carried out by qualified and competent people and supporting documentation completed.

Why is it important to get parents' consent for a specific placement to be undertaken?

Every learner should receive a placement job description from their learning organisation highlighting the tasks to be undertaken and the necessary health and safety information (including the risk assessment for the placement). It will also cover hours of work, dress code and provide contact details and the employers address, this should be passed onto parents for signature as part of the process for gaining consent in order they have full knowledge of what the young person will be doing and where. General consent forms do not replace this requirement.

Why should learners' be visited while they are on their placement?

Again, as part of fulfilling your duty of care, a school, ESC or college needs to demonstrate all reasonable precautions have been taken to ensure that your learners are safe, being appropriately supervised and undertaking tasks as outlined in the job description you have given them. The only way to check this out is to see first-hand.

A phone call is better than nothing and the minimum requirement is that you ring both the young person and the employer independently to check that both parties are happy and that they are benefiting from the experience. The phone call should be during the initial days of the placement.

What should you do in the event of an accident?

Where work experience students are on a school roll, accidents must be reported by the employer to the school. As a school your first priority is the well being of the young person and communicating with parents and carers who should be notified immediately if treatment is required beyond a minor injury.

Schools must report all incidents involving students on work placement activities to the placement organiser and their employer (Governing body or the LA) at the earliest possible opportunity.

When would CRB checks be required?

In the vast majority of cases as there would be no regular unsupervised access there is no need for a CRB check.

Additional safeguards and where applicable CRB checks must be considered on a case by case basis and where one or more of the following conditions are met

- Students identified as vulnerable (for educational, medical, home circumstances or behavioural reasons);
- Students on placement of > 15 days, particularly where these involve
- regular lone working with an employer (anything over half a day at a time)
- placements in isolated environments with 1;1 working
- placements with a high degree of travelling in a 1:1 basis

What are the schools responsibilities for students attending FE colleges?

The school and college must establish clear arrangements for supervision and management of students on college premises. Such arrangements are similar to those outlined above and should cover areas such as:

- Supervision and monitoring (during teaching time and breaks / free periods)
- Reporting attendance
- Arrangements for students with disabilities or specific medical requirements
- Safeguarding
- Travel between school and college
- Name and contact details of school / college representatives
- Parental consent
- Sharing relevant risk assessments with students and parents/guardians
- Arrangements for any visits, work placements or other off site activities forming part of the programme

Date adopted: September 2016

Updated September 2019

Name: Andrea Taylor

A handwritten signature in black ink, appearing to read "Andrea Taylor". The signature is written in a cursive style with a large, looping initial "A".

Signed:

H Date adopted:

Filename: Work Experience.doc
Directory: /Users/lora
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Policies & Procedures\Guidance review toolkit\Approved guidance
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