

For: Heads of all Establishments/Settings
OCC Managers
Governors/Management Committees
Trade Union Safety Representatives
Employee Notice Boards
Intranet



Work Experience – Young Persons

Applicable Legislation

Health & Safety at Work etc. Act 1974

Training for Employment Regulations 1990

Management of Health and Safety at Work Regulations 1999 (as amended)

Introduction

Oxfordshire County Council aims to promote high quality work experience placements. The Council also has a duty under health & safety legislation to non-employees such as students, to ensure so far as is reasonably practicable, they are not exposed to risks to their health and safety. The duty extends to assessing the **risks** that arise from work experience placements and to **identifying** what control measures are needed to eliminate, or reduce to an acceptable level any risks identified.

Scope

This procedure applies to all managers where work experience placements are arranged.

Purpose

The Management Regulations recognise young people in the workplace as being particularly at risk due to their **inexperience, immaturity and lack of awareness** of risks in the workplace. Employers must take these factors into account when carrying out their risk assessment. They should also consider the extent of the young person's physical and psychological capacity. (See Annex 1 for further details).

Managers Responsibilities

Oxfordshire County Council is required to have suitable and sufficient arrangements to discharge its duties. The responsibility for the effective assessment and monitoring of work placements lies with the Business and Skills Team.

The Business and Skills Team works with schools to check the suitability of placement providers by checking documentation and undertaking health and safety monitoring visits on a risk screening basis. A database of approved placement providers is held and information and advice is provided to schools and placement providers to promote healthy and safe placements.

What do Schools/Colleges/Settings have to do for their students?

Schools/colleges have to:

- work with the Business and Skills Team to ensure placements used are approved
- issue appropriate paperwork to placement providers
- prepare students in basic health and safety issues before placements, i.e. to understand their duties as an employee under Section 7 of the Health & Safety at Work Act
- monitor placements and inform the Business and Skills Team of any health and safety concerns

Vetting Placements for Work Experience

The following requirements have been issued by CEF Directorate (November 2007).

Work experience placements may be vetted only by people who are competent and have the necessary qualifications and experience to undertake such tasks and are covered by the appropriate insurance.

Oxfordshire County Council requires that the placements should be vetted by staff who hold as a minimum either the NEBOSH Health and Safety certificate or, for low-risk placements only, the five-day IOSH Managing Safely qualification and have proven experience of workplace assessments. These standards meet both the County Council's and the LSC's requirements for vetting staff to be competent to a benchmark standard of ENTO Unit D.

OCC Business and Skills Team employees have all been trained to the required standards and are additionally trained in the specific requirements for vetting work placements. They also undertake CPD to ensure competencies are maintained.

N.B. A qualification such as the one-day IOSH Working Safely may be useful for staff who visit students on work experience placement, but is not sufficient for checking health and safety and insurance arrangements for students starting placements.

All Schools/Colleges/Settings involved in work experience, both block, extended placement and post-16 must be aware of these requirements. In the event of an accident/incident where these County Council's procedures have not been followed, liability rests with the head teacher and governing body and costs of any action will be charged accordingly.

Contact the Business and Skills Team for further information, 01865 323474.

What do Heads and OCC Managers need to do if they have a student on a work experience placement?

Placements within Oxfordshire County Council establishments/settings are generally approved by the Business and Skills Team without a visit; however a work experience officer may ask to visit as part of a monitoring process. In any event Heads/OCC Managers should:

- carry out a risk assessment for the student **before** the placement using the Risk Assessment Form [see [Annex 1](#)] - this form is sent out by Oxfordshire schools
- carry out a health and safety induction when the student starts the placement using the Induction Form [see [Annex 2](#)]
- complete an online accident report form if the student suffers an accident whilst on placement [NB students on placements are considered to be employees for the purposes of RIDDOR reporting] and inform the student's school.
- carry out an interview/debrief at the end of the placement
- contact the school or the Business and Skills Team with any concerns that arise from the placement

NB If a student is injured on a work experience placement and inadequate arrangements are identified as a contributory factor, the governors/head of establishment/setting and the county council could be criminally liable and prosecuted by the Health and Safety Executive (HSE).

For further information and advice:

	email and web addresses	
Specialist:		
OCC Business and Skills Team	workexperience@oxfordshire.gov.uk	01865 323474
H&S Training Learning & Development	email: LandD.sharedservices@oxfordshire.gov.uk	01865 797123
General:		
Health, Safety & Wellbeing Team	email: healthandsafetyhelp@oxfordshire.gov.uk web address: http://intranet.oxfordshire.gov.uk/links/intranet/healthandsafety	Helpdesk 01865 797222

Work Experience – Risk Assessment Form for Young Person To be completed by Employer

The Management of Health and Safety of Work Regulations 1999 (as amended) require employers to carry out a risk assessment for students on work experience. You may use this form to assist compliance. Where a student is of compulsory school age, 'relevant and comprehensible' information about risks to health and safety and the control measures in place must be provided by the employer to the student's parent/guardian [see reverse for details].

RISK ASSESSMENT TO BE COMPLETED BY THE EMPLOYER/PLACEMENT PROVIDER (Please keep a copy for your own reference)

In carrying out this risk assessment consideration must be given to the work experience student's inexperience, lack of awareness and immaturity

COMPANY NAME		DATE OF RISK ASSESSMENT				
WHAT ARE THE HAZARDS FOR THE STUDENT? Spot hazards by: <ul style="list-style-type: none"> ▪ walking around your workplace; ▪ asking your employees what they think; ▪ visiting the <i>Your industry</i> areas of the HSE website or calling HSE Infoline; 	HOW MIGHT THE STUDENT BE HARMED? Remember: <ul style="list-style-type: none"> ▪ some students have particular needs; ▪ students are not in the workplace all the time; ▪ Say how the hazard could cause harm. 	WHAT ARE YOU ALREADY DOING? List what is already in place to reduce the likelihood of harm or make any harm less serious.	WHAT FURTHER ACTION IS NECESSARY? You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	HOW WILL YOU PUT THE ASSESSMENT INTO ACTION? Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.		
				ACTION BY WHOM	ACTION BY WHEN	DONE

REVIEW DATE:

I include details of risks notified to me by other employers for multi-site or where contractors are involved: [delete as appropriate]		Included	Not Applicable
EMPLOYER SIGNATURE		DATE	
NAME Please print		POSITION	

Young people are prohibited from doing certain work if, after control measures have been introduced, a significant risk remains.

This document is intended only as general information and is not as a legal interpretation of the law. It does not discharge your obligation as an employer to comply with the requirements of the health and safety legislation.

STUDENT DETAILS TO BE COMPLETED BY SCHOOL/STUDENT

STUDENT NAME		SCHOOL NAME	
PARENT/GUARDIAN NAME		CONTACT TEL NO	
HOME ADDRESS			
IS THE STUDENT OF COMPULSORY SCHOOL AGE? Circle appropriate	YES	NO	

RISK ASSESSMENT: In carrying out the risk assessment for a work experience student placement the Employer must take account of:

- the inexperience, lack of awareness and immaturity of the young person
- the fitting-out and layout of the workplace and workstation
- the nature, degree and duration of exposure to physical, biological and chemical agents
- the form, range and use of work equipment and the way in which it is handled
- the organisation of processes and activities
- the extent of their health and safety training provided or to be provided to the young person
- the risk from specific agents, processes and work listed in the Annex to the European Directive (94/33/EC)[8]*

The outcomes of this risk assessment should be (a) recorded and a copy kept [if 5 or more people are employed], (b) brought to the attention of the work experience student and (c) brought to the attention of the student's parent/guardian where the student is of compulsory school age.

INFORMATION FOR PARENT/GUARDIAN: The Employer shall, before providing a child with a work experience placement, provide a parent/guardian or guardian of the child with comprehensible and relevant information on:

- (a) the risks to his health and safety identified by the assessment
- (b) the preventative and protective measures
- (c) the risks notified to the child's employer by another employer

NB This means that for **work experience students who are of compulsory school age**, the Employer **must** provide details of the risk assessment to a parent/guardian of that child. HSE guidance for employers* indicates that the information does not have to be in writing and that employers may develop generic risk assessments for work experience student activities

PROTECTION OF YOUNG PERSONS: Every employer must protect young persons at work. In addition to undertaking the risk assessment (see above), the employer must not **employ** young persons for work which:

- is beyond their physical or psychological capacity, involves exposure to agents which are toxic, carcinogenic, cause heritable genetic damage or harm to the unborn child, or which in

any other way chronically affect human health

- involves harmful exposure to radiation
- involves a risk of accidents which it may reasonably be assumed cannot be recognised or avoided owing to their insufficient attention to safety or lack of experience or training
- presents a risk to health from extreme cold or heat, noise or vibration

NB. In determining whether work will involve harm or risk, regard will be taken to the results of the risk assessment.

Nothing in the above paragraph shall prevent the employment of a young person who is no longer a child [i.e. not of compulsory school age] for work:

- where it is necessary for his training
- where the young person will be supervised by a competent person
- where any risk will be reduced to the lowest level that is reasonably practicable
- except where prohibitions or restrictions on the employment of any person already exist.

Child Protection: *Safeguarding of Children in Education (DfES Guidance September 2004)*, requires that employers have due regard for the welfare of young people in the work place. For some placements it may be necessary to carry out a Criminal Record Bureau check with an employer or placement supervisor. Further child protection guidance for work experience placements is available from the Oxfordshire Education Business Partnership.

References: Management of Health and Safety at Work Regulations 1999 (as amended), *The Health & Safety (Training for Employment) Regulations 1990*

* *Young people at work - A guide for employers* [Health & Safety Executive HS(G) 165 2000].

Definitions: "parent/guardian" is given in the *Children's Act 1989*

"young person" is one who has not attained the age of eighteen

"child" is one who is of compulsory school age

"compulsory school age" – a child is of compulsory school age until the last Friday in June in the school year in which they reach age 16.

Contact OCC on 01865 323478 for further information

General		Key: ✓ point covered; n/a not applicable; comment
Safety policy*		
Safety literature		
Key safety people		
Prohibited areas		
Young Person's Risk Assessment		

Work Place Hazards	
Machinery	
Dangerous substances	
Lifting heavy and awkward objects	
Housekeeping	

Safety Precautions	
Safe systems of work	
Protective clothing	
Safety equipment	
Hygiene	

Emergency Procedures	
First aid	
Accident procedures	
Fire alarm	
Emergency evacuation	

Anything else	
Mobile phones	
Company Computer Usage Policy	
Confidentiality	
Other:	

Employer:	Student:
Signature:	Signature:
Date:	Date:

***Safety Policy is required where 5 or more persons are employed.**

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This checklist contains some of the most common points. It may need to be modified or expanded for individual programmes and sorts of work or to suit the age range of the students involved. Briefing is often best done while students are being conducted around the areas they will be visiting, or in which they will be working.

GENERAL

Line manager: Explain who will be in immediate charge of the student in the workplace and ensure that the managers are aware of their responsibilities under health and safety legislation.

Safety policy: Explain the policy and point out any aspects that apply to students in particular. Emphasise the students' personal responsibilities.

Safety literature: Distribute and explain any relevant safety literature, taking into account the student' ages, the length of their stay and their likely exposure to hazards. Key safety people. Introduce them to students or give them their names, locations and responsibilities.

Prohibited areas: Describe any areas which students must not visit for safety reasons and why.

WORKPLACE HAZARDS

Machinery: Explain to students that they must never operate any machinery without the permission of the supervisor. Stress that they must not attempt to repair any machine on their own and that all faults must be reported to the supervisor.

Dangerous substances: Explain the importance of complying with the rules on the handling of chemicals and the advice given on the container labels as detailed in the Control of Substance Hazardous to Health Regulations (COSHH). Stress that students must ask the supervisor if they are unsure of precautions to be taken.

Lifting heavy and awkward objects: Such work should have been assessed under the Manual Handling Operations Regulations. Where appropriate, arrange for students to be shown the correct way to lift objects and explain why it is important. Correct posture, automation and lifting appliances are ways of avoiding injury.

Housekeeping: Explain the importance of, for example, keeping drawers and cupboards shut; safe positioning of loose telephone, computer cables etc; safe storage of material; keeping the work area clean and tidy.

SAFETY PRECAUTIONS

Safe systems of work: Briefly describe any hazards associated with the work the students are to do or watch and explain the importance of safe working practices. Make sure students get any necessary further briefing they need before they move on to something new.

Protective clothing: Where applicable, describe what is provided, when and why it must be used and how to make any necessary adjustments.

Safety equipment: Explain when and why it must be used, where it is kept and how to use it.

Hygiene: Tell students where the lavatories and washing facilities are. Where applicable, explain the use of barrier creams and tell students where they can be found.

EMERGENCY PROCEDURES

First aid: Explain the first aid facilities.

Accident procedure: Explain that all accidents must be reported; that all injuries must be entered in the accident book, where the accident book is kept and to whom students should report in the event of any accident.

Fire alarm: Explain what students should do if they discover a fire. Describe how they will know if the alarm has been raised.

Emergency evacuation: Explain the procedure for emergency evacuation, including the route to be taken, the use of emergency exits, assembly points and reporting procedures. Stress that there should be no running during the evacuation.

Finally: check that students understand the importance of following the health and safety rules and the possible consequences of disobeying them. Stress that students who are unsure about any aspect should ask the supervisor. Tell them who else should be contacted if the supervisor is not readily available.