



8-34 Health and Safety Procedure for Work Experience

Policy Statement

The Facilities Manager is responsible for Health and Safety in the school and is advised by The United Learning Company Health and Safety Manager.

Guildford High School seeks to implement this policy through adherence to the procedures outlined below. The policy applies to all members of the school community, including those in our EYFS setting. Guildford High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

In line with our Provision of Information policy, this document is available to all interested parties on our website, and on request from the main school office.

The Health and Safety Policy is reviewed annually by the Facilities Manager or as legislation changes or events require. The next scheduled date for review is January 2018.

This policy should be read in conjunction with:

- The Health & Safety Policy
- The Child Protection Policy
- The Careers Guidance Policy
- United Learning Health & Safety Policy

Policy

Work experience is an important part of the curriculum and sees girls spending time with an employer to gain an insight into the working world and hopefully their future profession.

Whilst girls only spend a relatively short period of time with a company, sometimes as little as 1 or 2 days, it is essential that health and safety procedures are put in place from both a legal and moral perspective.

As most girls sort out the work experience themselves it is essential that they provide the school with as much information in advance as possible, so that the suitability of the placement can be assessed, and to give the Careers Advisor and Facilities Manager enough time to gather the necessary information and pass it on to parents.

Legal Obligations

In addition to the normal health and safety requirements for a workplace, the addition of children and young people add various other requirements to normal procedures.

In law students are counted as employees whilst on work experience, and therefore are subject to the same regulations as normal employees, plus additional regulations specifically laid down for children and young people.

A child is a person not over compulsory school age (i.e up to the last Friday in June in the academic year of his/her 16th birthday). A young person is a person who has ceased to be a child but is under 18.

Legislation governing work experience includes:



Management of Health and Safety at Work Regulations 1999
Children and Young Persons Act 1933
Children and Young Persons Act 1963
Education Act 1996 (as amended)
Children (Protection at Work Regulations) 1999

Any student on work experience still considered by law to be a child must have a completed risk assessment approved by a parent/guardian prior to the work experience starting. Where Guildford High School 'sources' the work experience placement for such a pupil, a DBS Enhanced Disclosure must be carried out on the child's work experience supervisor. If the parent or pupil 'sources' the placement, it is at the parents' discretion and the Director of HE and Careers will make them aware of this.

Employers are required by law to carry out a risk assessment for a child or young person working on their premises, which must take into account the differences in age, and both mental and physical experience between them and an adult employee.

Information Required

- In order to avoid any confusion about which documents are required for a 'child' and a 'young person' any GHS girl on work experience must have the same documentation approved by a parent prior to the work experience starting, regardless of her age. The only exception is that DBS checks are not required for employers supervising pupils aged 16 or over, only those under 16 who are still legally considered to be a 'child'.
- Once girls have organised their work experience they must advise the Careers Advisor of the details as soon as possible to enable her to send the employer the necessary questionnaire, with enough time for it to be returned, and forwarded to parents for approval.
- The Careers Advisors will need to know the correct person to contact at the employer to ensure that the correct information is returned. The questionnaire is attached to this procedure as appendix 1. Employers should be reminded that they have a legal obligation to provide us with a suitable risk assessment, and details of the tasks the girls will be asked to perform.

High Risk Areas

Should it become apparent that a girl will be in a high risk environment the Facilities Manager may make the decision to meet with the employer to discuss the health and safety procedures in place, and the tasks that the girls will be carrying out.

There are specific tasks which children and young people are legally prohibited from carrying out, even under supervision, but high risk areas may include (but are not limited to)

Building sites (working on or visiting)

Veterinary work involving farm visits, large livestock, or exposure to infectious disease

Warehouses (working in or visiting)

Work involving contact with the public, if that public are likely to pose a risk e.g. of physical or verbal abuse

Working at height, using ladders or other physical work

Long periods of time in a vehicle

Locations where the person is likely to come in contact with moving vehicles e.g. garages, racetracks

An environment where manual handling is required

Environments where the student is likely to be working on her own or with only one other person for long periods



Parental Consent

- GHS is legally obliged to provide parents of a 'child' with details of the work experience, together with the risk assessment.
- Parents of all girls, no matter what their age, will be sent a copy of the questionnaire, together with any other relevant documents provided by the employer.
- If there are any concerns from the Careers Advisor and/or Facilities Manager about the suitability of the placement these should be conveyed to the parents when sending the relevant documentation.
- In the case of high risk environments, or where concern over the suitability of the placement has been raised, parents must confirm that they have accepted the advice provided by the school, but are still happy for their daughter to attend the placement.

Protection During the Placement

It is very important that girls feel that they have the support of the school, and have not been left to cope on their own whilst on their work placement.

- Girls will be provided with contact cards which will have a phone number which will be available 24 hours a day.
- Girls should be briefed before the work experience starts that they should have no hesitation in contacting the school if they have any concerns about things at their placement. This could range from safety concerns, issues with the tasks they have been asked to carry out, bullying or harassment.
- They should also be told that they must let the Careers Advisor know if they have an accident during their time on the placement, no matter how small, or if they are ill and unable to attend that day.
- The Careers Adviser or another member of GHS staff will also make contact with a small number of girls during their placement. The purpose is to carry out a spot-check for quality assurance but also to have the opportunity to find out a bit more about what pupils are getting out of the experience and any reflections from employers, especially those who may be able to provide placements in future years for other GHS girls.

After The Placement

Feedback from both the student and the employer once the placement has finished is very important to assess the success or failure of the girls time in a workplace.

If the placement has been successful it could lead to a relationship between the school and the employer which could benefit future generations of girls who could find a placement with that firm beneficial.

The girls should be asked their thoughts on the following:

- Relevance of the work experience
- Were the tasks they were given what they expected and relevant to the job
- Concerns
- Were they given adequate information about safety, and the premises themselves e.g. location of toilets
- Would they recommend their employer to be used as a work experience location in the future



Appendix 1



Guildford High School sees work experience as a vital part of the education process, and is committed to working with employers to ensure that our students gain the most out of this valuable time, whilst also ensuring that the working environment that the students are introduced to is maintained to the highest possible health and safety standards.

We would therefore appreciate your co-operation by completing this form and returning it to us prior to the student starting her work experience. **Highlighted on this form are relevant documents that should be returned to us.**

Name of Organisation	
Address	
Nature of Business	
Contact Name and Position	
Student Supervisor and Position	
Contact Telephone number	
Department Where Student Will Be Working	



Do You Have A Current Health and Safety Policy?	
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Please Provide a Copy of Your Employers Liability Insurance Certificate

Have you informed your insurers that you will have a work experience student on your site?	
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Have you carried out a risk assessment of the tasks the student will be carrying out whilst with your organisation? Please provide a copy of this risk assessment.	
Please briefly outline the tasks the student will be undertaking.	
Will the student's tasks involve manual handling, or expose them to hazardous or harmful substances?	
How will the student be supervised?	