

# Information For Employers

Cornwall and Isles of Scilly School Work Experience Scheme 2013~2014



## → What is Work Experience?

Work Experience is a Government scheme which is described as “a placement on an employer’s premises in which a pupil carries out a particular task or duty, more or less as would an employee, but with an emphasis on the learning aspects of the experience.” The experience involves taking on the role of a young worker and engaging in work tasks and processes, developing employability skills and experiencing work environments.

It is an important part of ‘being ready for work’ which allows students, of all abilities, to gain knowledge about the world of work through a “real life” situation.

## → Types of Work Experience

Block Work Experience - where students work with an employer for five or ten days consecutively.

Extended Work Experience - where students work with an employer one or two days a week over a period of time. It is intended for those who either wish to follow a particular occupation, and/or the occupational area is relevant to a vocational qualification, and for those who want to improve their general employability skills.

## → Students Eligible to Take Part in Work Experience

Students can take part in work experience if, by their age, they are in the last 2 years of compulsory schooling i.e. 15 years old by the 31st August in the academic year of the placement.

## → Pay, Tax & National Insurance

Students on Work Experience have the status of an “employee” for legal and insurance purposes only and must not receive payment for the work they do. In view of this there are no tax or NI costs involved.

Employers can however assist with travelling expenses or lunch costs if they wish.

## → Insurance Arrangements

Although young people under the age of 16 cannot be “employed” during the school day under normal circumstances this does NOT apply to Work Experience. The Association of British Insurers, The British Insurance & Investment Brokers Association and Lloyds of London have agreed to regard Work Experience students in Years 10 and 11 on a placement as “employees” solely for the purposes of Work Experience.

*All placement providers must have Public Liability and Employer’s Liability Insurance. For “sole-traders” who do not have Employer Liability insurance, the employer will need to either obtain specific cover for the period or contact their Public Liability insurer to see if they will indemnify the student for Employer’s Liability as a volunteer. The employer’s insurance company must be informed of the employer’s intention to take on a Work Experience student. Where a student will be travelling in a vehicle for the purposes of work the vehicle insurance must include cover for “Business Use”.*

Further detail regarding insurance for young people can be obtained from:

- **Gavin Stephens**
- **Cornwall Education Business Partnership**
- **[gstephens@cornwall.gov.uk](mailto:gstephens@cornwall.gov.uk)**



# How Work Experience Placements are Arranged

**1** Through the Work Experience Coordinator the school issue a 'work experience pack' to parents/carers outlining the programme details. Included is an 'approval and consent form', which all the partners (student, parent/carer, school/SSS and employer) must complete.



**2** Students find their own placements, with help from the teachers where needed. Within the approval & consent form parents/carer complete the essential health and medical information relevant to their child.



**3** Once a company is willing to take a student the company will receive the relevant information about work experience, including a letter from the school, an employer's information leaflet, and the approval & consent form. From this the employer assesses the student's suitability and considers the provided medical or health aspects which may affect the safety and welfare whilst on a placement. Within the approval and consent form the employer must outline the main duties and tasks, the type of work and provide a Young Person's Risk Assessment.



**4** Once all parties have completed the approval and consent form the school Work Experience Coordinator confirms the arrangements with Cornwall Education Business Partnership (EBP).



**5** The EBP will arrange with the employer a 'placement suitability visit' to assess the suitability of the work placement for a young person in regard to health, safety and wellbeing. This includes checking for public and employer liability insurance, as while on work experience a young person has the status of an 'employee'.  
The student cannot attend the placement until it is approved by the EBP. If a work placement has been "rejected" or has not been visited then it cannot be used under ANY circumstances. Parents/carers who put their son or daughter in a work place that has been rejected or not visited will be breaking Employment Law as will the owner of the business.



**6** The school, who retain the duty of care during the week, have the final decision and confirm whether the placement goes ahead.



## → The Young Person's Risk Assessment

The Management of Health & Safety at Work Regulations 1999 requires employers to prepare a Young Person's Risk Assessment. Section 3 of the approval and consent form enables employers to do this and must be completed. Employers need to inform students of their main duties and tasks, the type of work, any associated specific significant risks and their control measure. Parents/Carers and the school will view these risks and control measures so that they can judge whether the placement is suitable for the student concerned.

### **The main points to consider in the Young Person's Risk Assessment are:**

- What work are they to do and what are the hazards associated with the work?
- How are these controlled? Are more precautions needed because of the inexperience and immaturity of the young person?
- What hours will they be working?
- What training will they be given? What information will be given? How will the student be given instructions?
- Who will be supervising them?

### **The Young Person's Risk Assessments must take into account the:**

- inexperience, lack of awareness of risks and immaturity of children and young people
- layout of the work area in terms of fixed and movable equipment, etc
- nature, degree and duration of exposure to physical, biological and chemical agents
- form and range of equipment used and the way in which they can handle it safely
- tasks involved and any instruction and training needed
- extent of health and safety training provided, or to be provided to the young person, including the initial Health and Safety induction

If a significant risk remains you must not engage the young person to carry out this task.

To help employers with this there are a number of 'sample' Young Person's Risk Assessments for a range of jobs available from the Cornwall Education Business Partnership. You can request one of these from Gavin Stephens [gstephens@cornwall.gov.uk](mailto:gstephens@cornwall.gov.uk) and amend it to suit your own situation. Please be aware that not ALL the Specific Hazards related to your situation may be covered in the sample.

## → Placement Suitability Visits

Schools have the duty to assess the suitability of a work placement with the employer, for the student's health, safety and welfare whilst on Work Experience. Cornwall Education Business Partnership (EBP) provides this service for schools and a representative of the EBP will make a visit to the employer to discuss their health, safety and welfare procedures and will assess their ability to cater for the health, safety and welfare of a student on Work Experience.

## → Work Experience ~

### **Things Students Cannot Do...**

Employment law and work experience law are not the same. Work experience, or education law, allows students below the minimum school leaving age into work places which employment law would not, such as industrial settings. However, a number of employment laws and guidelines which are age related still apply in a work experience setting.

Certain situations are not allowed for work experience for students under a certain age.

### **For example students in years 10 and 11 cannot work:**

- In a tattoo studio or any other skin piercing environment
- On board a registered boat or ship
- In any gambling context
- In a cinema or night club
- Behind a bar
- In a travelling fair ground or circus

Apart from the shipping rule the above also apply to under 18's.

## → Environments ~

### **A young person under 18 cannot work:**

- above two metres fall height i.e. two metres above ground level outdoors or floor level indoors
- in excessive noise, heat or cold
- in confined spaces: mines, chimneys, storage tanks, tunnels, basements etc

## → List of Prohibited Equipment, Machinery and Environments

No pupil under the age of 18 should be involved in activities using equipment listed. The following are either prohibited by law for young workers or are prohibited for Work Experience because the Health & Safety Executive List them as dangerous and requiring special training. Exceptions to this may be considered where the practices involved form an integral part of training a student receives in the work place as an aspect of a vocational course, and the activity is not prohibited by law.

### **Students on Block Work Experience should not be using equipment listed below:**

- transmission machinery (shafts and belts)
- dough breaks
- bricks and tile presses
- carding machinery
- extruding machines
- industrial laundry machines (including garment presses)
- powered food mincers, mixers, extruding and all chopping and slicing machines
- industrial guillotines, loose knife punches
- powered presses, wire stitching machines, mounting or dressing abrading wheels
- any process involving asbestos, lead or pathogens
- electrical work 'at hazard' i.e. with exposed conductors and voltage exceeding 30V ac or 60V dc and the power ON
- circular saws, band saws, planers, routers, moulding machines or similar power tools
- using portable power tools especially chain saws
- driving any vehicle, including fork lift or pallet trucks, tractors, quad bikes etc (This also applies on farms owned by the student's family)
- industrial solvents (concern about intoxication)
- toxic substances, highly corrosive strong acids and alkalis or chrome, nitro or amino processes
- radioactive products or environments
- operating cranes or hoists or winches or acting as signaller
- any contact with lead, lead paints, glazes, varnishes etc
- the application of pesticides unless qualified to FCPA standards.



## → Hours of Work

Wherever possible, students should work the normal hours of a company. The number and pattern of hours worked is normally agreed with the employer, parents/carers, school and the student. It is recommended there is:

- a limit of eight hours working time a day and 40 hours a week
- not to work between 10pm and 6am (except in certain circumstances)
- not to work more than 5 days in any consecutive 7 day period
- 2 days' weekly rest
- 12 hours' rest between each working day

## → Lunch and Break Periods

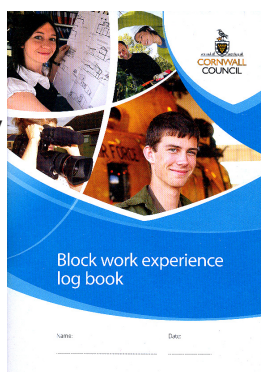
There is a section on the approval and consent form where the employer can record these details. Where a student is to stay on the placement premises then the employer has a duty of care as for any employee. If a student leaves the employer's premises during lunch or break periods, no liability can be accepted by the employer or the school for any incident that may occur.

## → While on the Work Placement....

As far as possible students should undertake real tasks to give them an idea of the work carried out by the employer. They should learn how the company is organised. Some students may observe the more complicated parts of running a company and should gain an understanding of how enterprise, creativity and innovation help business growth. A programme should be organised for the student, and employers should monitor what the student has achieved.

## → The Work Experience Logbook

Every student will be provided a work experience logbook in which they complete their skills assessment, 'target setting at work' action plan and can record their progress in a daily diary. Also included is 'health and safety at work' to record their induction at the start of the placement and the "Employers Report on the Student" at the end of the placement.



## → The Employer's Health & Safety Induction

Before a student starts their work placement they will have completed a Health and Safety Preparation **Programme at school which will cover:**

- Health & Safety Law – Rights & Responsibilities
- Risk and Hazard and Safe Systems of Work, including high risk placements;
- Signs and Signage and Manual Handling;

However, the main responsibility for the Health, Safety and Welfare of the student whilst on Work Experience lies with the employer. Therefore, the employer must provide the student with a health & safety induction at the very start of their placement. To support this the employer and the student can complete the Health and Safety at Work section of the student's logbook.

## → Teacher Visit

The school is required to make a "teacher visit" to the employer during the placement in order to talk to both the student and their supervisor to monitor and review the progress of the student. Where a placement is an "out of county" placement, the school will contact the employer and student by telephone.

All teacher visits are reported on by the school and there is a space in the students Logbook to record the details of the visit.

## → Who to contact at the School if there is a problem

Each School has a Work Experience Co-ordinator who can be contacted at any time during the work placement. You should be given the name of the Work Experience Co-ordinator and their contact telephone number prior to the work placement taking place.

This information, including emergency contact for the parents/carers will also appear in the approval and consent form and in the students work experience logbook.

## → Supervising a Student on Work Experience

Good supervision is an effective way of enabling the placement to be successful and reduces the risk of problems arising. Therefore, it is essential that a main work placement supervisor is identified for the student to go to if potential problems arise. The student will have some understanding of the world of work in general but may not have been in a working environment and taken responsibility for their own actions in terms of working with other adults. Therefore, the main work placement supervisor will have agreed with the student the sort of tasks they can work on and these can be written in their logbook in the Occupational Tasks and Skills Action Plan section. They should also make sure the student knows what they are NOT allowed to do in terms of tasks and equipment.

### Using Another Employee as a Supervisor

If you are going to put the student with another person who will be responsible for supervising them you need to make sure that this person:

- knows what you have agreed the student can do and what they should NOT be allowed to do
- has the ability to work with the student and understands the health, safety and welfare aspects of what they will be doing
- knows what action to take if the student has a problem or needs help
- has not been disqualified from working with young people
- is old enough to adopt a professional working rapport with the student





## Child Protection Issues

Schools will have prepared students to deal with and report incidents that they feel uncomfortable with during their work placement. They will also make sure that the provisions for child protection are suitable and conform to the guidance provided by the Department for Education.

Employers should take account of child protection issues and will be asked to agree to accept the Child Protection "Statement of Principles" including:

<b>Physical contact</b>	There may be occasions when you need to touch a young person (i.e. guiding a hand or arm) during a task or whilst training but this should be kept to a minimum.
<b>Disqualification</b>	Employers are required by law to protect children from harm and employees are required under the Criminal Justice and Court Services Act to declare that they are disqualified from working with children.
<b>Supervision</b>	Those placed immediately in charge of a young person should be confident in dealing with young people, be mature, yet capable of putting them at ease.
<b>Behaviour and relationships</b>	It is important that young people are reassured and helped to feel comfortable and confident in their new surroundings. However, relationships should remain professional and avoid becoming too familiar. Never permit 'horseplay' which may cause embarrassment or fear. Be aware that younger employees may not understand the boundaries between professional and social conduct.
<b>Environment</b>	Where possible, avoid being alone in an isolated or closed environment with a young person. If one to one contact is used either do this in a public area or in a room with the door open so you are visible from outside
<b>Travel</b>	Ensure that there is a known destination and check in time with a third party when a young person is travelling alone with an adult during the placement. It is a good idea to make available a mobile phone in such a situation.
<b>Disclosure</b>	Young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. If this arises, the employee should speak to the student's Supervisor, a Manager or a Senior Colleague who must contact the Work Experience Co-ordinator or Head teacher at the school.



## Data Protection Act

The information provided on the Approval and Consent Form may be stored manually or electronically and will be used for the purposes of education particularly for the Work Experience Scheme and used by employers, parents/guardians and the Cornwall Education Business Partnership for Health and Safety reasons. Employers and parents/carers will be asked to give consent for this to happen.



## Reporting of Injuries, Diseases and Dangerous Occurrences

It is the responsibility of the employer to report any accidents, diseases or dangerous occurrences that happen in the workplace, following their normal procedures for such reporting covered by the RIDDOR 1995 Regulations.

The employer must report any such incidents the Work Experience Co-ordinator of the school and the student's emergency contact person. Both telephone numbers will be on the approval and consent form and in the student's logbook.

**For further clarification and information please call :**

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