

## Work Placement Self Found Placement Form - One week only

### 1 Employer details –

The name and address of the organisation and where the pupil will be based.

Name of Organisation			
Nature of Business		Number of Employees	
Address			
Postcode			
Placement Supervisor		Job Title	
Tel		Email	
Work placement title			

Have you hosted this work placement in the last 12 months?

☐ Yes - please complete sections 2, 3, 6 and 7 ☐ No - please complete the remainder of this form

### 2 Placement details

Placement description - Please detail the type of tasks and duties the pupil will undertake.

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Days of work  Start date  End date

Hours of work: Start time  End time

Lunch Options: (please tick) Employer will provide ☐ Packed lunch ☐ Canteen on site ☐ Buy locally ☐

Dress Code: (please tick) Smart ☐ Smart casual ☐ Other (please specify)

Additional Requirements – personal qualities, mandatory schools subjects, travel arrangements

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Do you wish pupil(s) to contact you prior to placement?: (please tick)

Phone ☐ Email ☐ Application ☐ Interview ☐ Not required ☐

### 3 Pupil details

Pupil Name		Class	
School		Teacher	

#### 4 Risk Assessment – Provider's Hazard Identification and Control Measures

A full induction should be given to the pupil on first day which covers Accident Reporting, Emergency Procedures, First Aid Arrangements, Prohibited Equipment or Areas, Workplace Hazards.

A risk assessment should have been carried out on the tasks the pupil will be undertaking and the pupil should be supervised and mentored by a competent person at all reasonable times.

Health & Safety

contact person

Job title

Tel

Please use the checklist below to help you identify any significant hazards.

Hazard	Control Measure	Significant Hazard?	
		Yes	No
Asbestos (building maintenance/vehicle repairs)	Identify dangerous substances. Pupil should be prohibited from working with them.		
Display screen equipment (computer/cash register)	Regular task breaks, instruction.		
Electricity	Regular P.A.T. testing, instruction.		
Equipment/ Machinery (mechanical/electrical)	Full instruction and supervision. Guarding all hazardous machinery, local exhaust venting, P.P.E., or pupil to be involved in observation only.		
Falls from height (platforms/ladders/fragile surfaces)	Pupil not allowed to work above a fall height of 1.5m.		
Hazardous substances (cleaning products/oils)	COSHH, instruction and supervision. Pupil involved only with low hazard substances.		
Manual handling (lifting/carrying/pushing/pulling)	Instruction. Pupil prohibited from lifting anything too heavy or awkward.		
Noise (machinery/tools/equipment/environment)	Reduce exposure and/or P.P.E. (ear plugs/defenders).		
One to one working (pupil may be working or travelling alone with a supervisor)	Either or both of the following to be in place: 1) Pupil is working with a close family member, 2) a valid PVG certificate for the member of staff concerned.		
Pressure systems (gas/air receivers/steam boilers)	Prohibit or reduce use of pressure systems and/ or P.P.E.		
Radiation (X-ray/UV/lasers/radioactive materials)	Prohibit or reduce exposure to rays, P.P.E.		
Slips/Trips/Falls (spillages/trailing cables/flooring)	Keep areas tidy, clear any spillages, deploy warning signage, instruction.		
Transport (Fork lift trucks/Cars/HGV)	Instruction, supervision, segregation (between people and vehicles, designated walkways), no use of quad bikes.		
Vibration (machinery/transport/powered hand tools)	Prohibit or reduce exposure, P.P.E., instruction, supervision.		
Working with animals (farm/domestic/wild)	Assess any task or animal, P.P.E., instruction, supervision.		

#### 5 Personal Protective Equipment – If an identified control measure is to wear or use protective clothing or equipment, please specify items required, e.g. hard hat, safety boots or special eyewear and whether you will provide this or wish the school to provide.

Employer will provide

School to provide

#### 6 Employers' Liability Insurance details –

Please refer to section 10 of the Letter of Understanding. There must be valid Employers' Liability Insurance over the placement period.

Name of Insurance Company

Insurance policy number

Date of Expiry

#### 7 Acceptance and Agreement

I confirm that -

- I have read the attached Letter of Understanding between the councils and this firm/organisation, and that all points are acceptable to me and I have taken all appropriate action.
- This company's Employers' Liability Insurance will cover a pupil for the duration of his/her Work Placement.
- The pupil will receive induction and instruction, which includes Health and Safety issues covering identified hazards and control measures, by a competent person.
- The pupil will be supervised at all reasonable times.
- The details provided may be held on a database to support Work Placements and other similar activities.
- I shall delete, or shred, any pupil Data held by me (such as their address and any medical information) when the pupil placement has ended.
- If your organisation is offering placements across local authorities, your information may be shared with them. By providing this information you consent to West Lothian Council using these details for the purposes of offering work placements to pupils. You can make a request for your information to be removed at any time by contacting the team using the details provided at the top of this form.

Name of Organisation

Print Name

Signed

Position

Date

## THIS AGREEMENT SHOULD BE RETAINED BY THE PROVIDER

### Letter of Understanding between the Council and Firms/Organisations providing Work Placements

To ensure that the implications of the School Work Placement Programme and arrangements between the firm/organisation providing a Work Placement (hereafter known as "the Provider") and West Lothian Council ("the Council") are fully understood and agreed, the Council and the Provider agree the following essential points:

- 1 The pupil will be carrying out meaningful work in tasks approved by the Health and Safety Adviser during the work placement. The work will be planned by a responsible person and the pupil will be given appropriate instruction before, and supervision whilst participating in any activity. Under no circumstances will a pupil operate prohibited machinery as defined in local byelaws and Health and Safety Legislation.
- 2 The Provider is aware of all relevant Health and Safety Legislation and, in particular, the Management of Health and Safety at Work Regulations 1999 and notably the requirement to conduct risk assessment for young persons' work activities. The Provider will identify any special or protective clothing required by the pupil whilst on placement.
- 3 The Provider will ensure that all personnel directly involved in working with the pupil are aware of the responsibilities associated with regard to their duty of care towards them. Instruction in the procedures to be followed with regard to any untoward incident or accident should be provided.
- 4 The Provider will be contacted by a Health and Safety Adviser representing the Council to ensure that appropriate standards of health, safety and welfare are being met in relation to pupils and the outcome of any risk identified will be made available. **You will be asked to provide a copy of an up to date Employers' Liability Insurance Certificate.**
- 5 The council is conscious and vigilant about its child protection duties. As an additional safeguard which the council considers to be required for the safety and best interests of pupils, no "one-to-one" placements will be considered unless the individual concerned; is a close family member, OR, if an employee is carrying out Regulated Work and is a registered member of the Protection of Vulnerable Groups Scheme.
- 6 The pupil will not receive payment for this work but if the Provider can, where possible, supply a mid-day meal, this would be appreciated.
- 7 The pupil must not work outside of the hours stipulated in the job description.
- 8 The pupil and their parent/carer will be required to sign an agreement stating that:
  - a they will obey safety, security and other instructions given by the Provider.
  - b they will not disclose any information confidential to the Provider.

The pupils' parents/carers will undertake to ensure that the pupil carries out these obligations.

- 9 The pupils' parents/carers will confirm that the pupil is not suffering from any complaint/conditions/medical conditions which could create a hazard either to the pupil or those working with the pupil.
- 10 **The Provider will ensure that their Employers' Compulsory Liability Insurance, and any Vehicular Insurance if applicable, will cover the pupil for the period of the work placement.** It should be noted that an agreement has been reached by most insurance companies who are parties to the Association of British Insurers that they will provide automatic indemnity to Providers of work placements. The Provider must be prepared to accept pupils on this basis and should advise their insurers accordingly, before pupils are taken into their premises for a work placement.
- 11 The pupil on a work placement is on an extension of school attendance. Accordingly, where a pupil fails to attend, has an accident or feels unwell on the premises, the Provider will notify by telephone and without delay, the Head Teacher of the pupil's school and the pupil's home if a telephone number is given. If required, the pupil will be allowed to use first aid facilities.
- 12 The following personal information will be shared by the Council prior to commencement of a work placement for the purpose of facilitating placements and ensuring the safety of pupils during placements (the "Purpose"): name, disclosed medical conditions, main and emergency contact details (the "Data"). The placement Provider shall use the Data exclusively for the Purpose and shall process and store the Data in accordance with the Data Protection Act 1998. The Provider shall ensure that its staff and others employed by it or acting on its behalf comply with this condition. The Provider shall delete or shred any Data held when there is no longer any reason to retain it for the Purpose.

#### Please Note

The person who completes and signs the accompanying document on behalf of the Provider may not be directly responsible for supervising the pupil. Therefore we would ask that the pupil's direct supervisor/responsible person is made aware of the content of this agreement, especially in relation to Health, Safety and Welfare.