



West Lothian
Council

**WEST LOTHIAN COUNCIL
EXTENDED WORK EXPERIENCE POLICY**

Updated 15/09/2010
Updated 03/08/2011
Updated 30/04/2013

This policy should be read in conjunction with the West Lothian Council Work Experience Policy, which provides further detail on arranging work experience placements.

Data label: Public

The policy recognises the importance of respectful relationships whatever the gender, religion and belief, age, sexual orientation, ability, race or social status of the individual.

1. INTRODUCTION

- 1.1 The Education (Scotland) Act 1980 Section 123, as amended, allows work experience to take place from 1 May in the year before the final full year of a pupil's compulsory attendance at school.
- 1.2 The Health & Safety at Work Act imposes obligations on employers who provide and on education authorities, which arrange or approve work experience.
- 1.3 This document is intended to guide schools in the arrangement of extended and pupil-identified work experience, both of which fall to the school to consider and arrange.

The West Lothian Council Work Experience Team facilitates the experiential work-based learning opportunities for school pupils and all paperwork relating to the **extended placements** MUST be completed and passed to the Team for approval **PRIOR** to any placement commencing. A Health and Safety assessment of the suitability of the placement will be carried out by either a West Lothian Council Officer or a competent member of staff within a school establishment. No pupil should go on placement unless this has taken place and been approved by the Education for Work Officer (or a designated member of the Work Experience Team). All documents should be passed on no later than 4 weeks before the proposed start date.

- 1.4 All arrangements for extended and pupil identified work experience must be approved by the council and must, therefore, be submitted to Michelle Robertson, Education for Work Officer, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF (01506 281941).

2. USE OF EXTENDED WORK EXPERIENCE

The term 'Extended Placements' currently refers to all placements out with the 1-week Work Experience Programme. These placements take place within school hours but out with the premises of the pupil's own school. Such placements may vary from a few hours a week over a given period of time, through to full-time placements within a set period (mutually agreed between all parties)

- 2.1 Placements of more than 2 weeks duration will normally be reserved for pupils who have completed S4, and have achieved Standard Grade certification. There are currently 2 ways this can take place:
 - 2.1.1 In the case of an S3/S4 pupil who has not completed his/her Standard Grades courses (or equivalent), Extended Work Experience should only be offered with the written agreement of the pupil and his/her parent/carer.
 - 2.1.2 A pupil may have been identified by the Head Teacher as likely to benefit more from Extended Work Experience than from the standard curriculum.
- 2.2 Placements must be selected or agreed after consideration of the health and safety and welfare of the pupil by the school and only after the completion of a satisfactory written risk assessment by the placement provider. (see 3.2 and 5.1)
- 2.3 The pupil's job description, hours of work and entitlement to breaks must form part of a school's written agreement with the placement provider (see 6). The name of the pupil's supervisor in the workplace and how initial training will be delivered should be included.
- 2.4 The pupil's health and safety awareness must be raised by the school through use of advance briefings and ongoing support, and his or her responsibilities for health and safety in the workplace must be fully explained. (It would be prudent to prepare the

pupil through use of the IOSH Workplace Hazard Awareness course www.wiseup2work.co.uk – also see 7)

- 2.5 Sufficient time must be given by the school each week to contact the provider and the pupil for the purpose of monitoring progress throughout the duration of the placement. Continuation of the placement must be conditional upon its success. The outcome of the experience will be an important factor in the arrangement of future placements.
- 2.6 It is desirable that an extended work placement is arranged in conjunction with a programme of vocational further education or training which can take place during the placement or can follow from it. The provider may have a training contract with a further education college.

3. ACTIONS TO REDUCE OR ELIMINATE RISKS TO CHILDREN

- 3.1 The school must do all that it reasonably can to ensure that pupils are not placed in a working environment where there are significant risks to their health and safety and to assess the suitability of the work placement provider as a competent employer.
- 3.2 In particular, the school is required to satisfy itself that the placement provider:
 - 3.2.1 has workplace risk assessments in place; (see 4.3)
 - 3.2.2 has assessed the risk to which young people of the age, experience and ability (or lack of them) of the pupil concerned are exposed, before they commence;
 - 3.2.3 has taken action to reduce or eliminate risks identified in the assessment;
 - 3.2.4 will equip the pupil with any necessary personal protective equipment and train him or her in its use;
- 3.3 The school should also ensure that parents/ carers are informed in writing of significant findings of the risk assessment and any measures in place to reduce or eliminate risks. This may include the wearing of personal protective clothing, restrictive access to specific areas, and limitations on equipment to be used.
- 3.4 The provider is responsible for ensuring the health and safety of all employees and a pupil on work experience is regarded as an employee for this purpose. It is the legal responsibility of the provider to carry out the risk assessment and to ensure safety in the workplace. The school is not expected to ensure the provider's compliance with the law but simply to satisfy itself regarding the matters described at 3.2 above.
- 3.5 The school, with permission of the parent/ carer must advise the provider of any learning or communications difficulties experienced by the pupil and of any health factors, which may have a bearing on his/her health and safety.
- 3.6 A site visit must always be carried out unless the extended work placement is taking place exclusively within premises which the Work Experience Team confirms is currently contracted by them to provide short-term work placements and the premises and tasks undertaken have been the subject of a satisfactory site visit by that organisation (see 4).
- 3.7 All of the above applies equally to placements identified by the pupil and placements with the pupil's family business.
- 3.8 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 has been the subject of a Disclosure Scotland check by their employer (to the satisfaction of the council). The only exceptions to that will be where the individual concerned is closely related to the pupil (subject to the required insurances being in place).
- 3.9 Providers are also reminded of the duties which they will be taking on regarding pupils, and in particular the legislation which requires Disclosure Scotland checks

where persons are to be employed in a childcare position. Providers are also reminded about the rules of the placement which relate to pupils working in one-to-one arrangements with either the Provider or one of the Provider's employees (see Section 3.8). In the same way as compliance with health & Safety requirements is the responsibility of the provider, it is the responsibility of each Provider to ensure compliance with any such statutory or other legal duty.

4. SITE VISIT

- 4.1 A visit to the premises where the placement is to take place is important in order to satisfy the school that:
 - 4.1.1 The health & safety and welfare of the pupil is not put at risk
 - 4.1.2 the employment exists and is genuine;
 - 4.1.3 the workplace is a suitable environment;
 - 4.1.4 the nature of the experience to be gained by the pupil is an appropriate alternative to school attendance.
- 4.2 The school must make an arrangement to visit the workplace to meet the individual who will be responsible for the placement and (if different) the individual responsible for training and supervising the pupil.
- 4.3 Things to look for on the premises are detailed in **Annex H** - Pre Placement Arrangement Checklist.
- 4.4 If anything is plainly unsatisfactory or if key staff are not fully aware of their responsibilities towards the work experience pupil, the placement should not proceed.

5. ESSENTIAL CHECKS

- 5.1 Before the placement commences the school must also be satisfied that the placement provider has:
 - 5.1.1 Employer's Liability Insurance covering work placement pupils;
 - 5.1.2 a practicable workplan for the pupil, which includes a schedule of initial health and safety training with, if appropriate, training on the use of personal protection equipment;
 - 5.1.3 assessed the risks to which young people of the age, experience and ability (or lack of them) of the pupil concerned are exposed, before they commence, and informed the pupil's parent/ carer (in writing) of the assessment and of any actions taken specifically to minimise or remove these risks;
 - 5.1.4 registered with any trade or professional bodies associated with the business and been licensed by the appropriate authority, if necessary;
 - 5.1.5 an Accident/Incident Record Book which records accidents/ incidents at work and any action to be taken. This is indicative of remedial action preventing an avoidable pattern of incidents.
- 5.2 The placement should only proceed if everything is in order.

6. WRITTEN AGREEMENT

- 6.1 It is essential that the school comes to a written understanding with the placement provider and the pupil's parent/carer regarding:
 - 6.1.1 the pupil's job description, hours of work and entitlement to breaks;
 - 6.1.2 the provision of personal protective clothing;
 - 6.1.3 the pupil's workplan, schedule of initial health and safety training and (if appropriate) training on the use of personal protective clothing;
 - 6.1.4 supervision in the workplace and the name of the individual(s) responsible for supervision;
 - 6.1.5 the pupil's health, disability or learning difficulty;
 - 6.1.6 contact at the school for attendance, illness or accident;
 - 6.1.7 Emergency procedures in place and emergency contact arrangements

6.1.8 timetable of attendance at college or school

- 6.2 If the pupil is under 16, a section of the written agreement must include the parent/carer's consent to the arrangement and confirmation of the pupil's health and fitness. The agreement must make it clear to the parent/carer that all the information given will be shared with the employer. Correspondingly any information shared by the employer, about the pupil, should also be made available to the parent/ carer.
- 6.3 A copy of the written agreement signed by the provider and the school must be submitted to Michelle Robertson, Education for Work Officer (Tel: 01506 281941 or Fax: 01506 281946), Area Services, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF.

7. BRIEFING AND SUPPORTING PUPILS

- 7.1 The school must ensure that the pupil knows, in general terms, the need for health and safety and the importance of the specific health and safety instruction which he or she will be given by the work experience provider (see also 2.4)
- 7.2 The pupil needs to understand that he or she will have a legal duty to take care of their own health and safety as well as a duty of care to others and a duty to comply with the provider's health and safety instructions.
- 7.3 The pupil should be aware of the content of the written agreement between the school and the provider and of the action he or she should take to bring any breach of its terms to the school's attention.

8. MONITORING

- 8.1 **Frequent** contact must be maintained with the provider and the pupil throughout the duration of the placement through on-site visits to check the pupil's attendance and progress and the standard of the placement. This should take place **at least** once every 2 weeks, depending on the nature of the work and the needs of the individual involved. This should be supplemented by phone calls to the employer on a more frequent basis. The pupil may also be required to maintain contact with the school at agreed intervals. Continuation of the placement must be conditional upon the pupil's attendance and satisfactory progress in the placement. (see 4.4)
- 8.2 The outcome of the experience will be an important factor in the arrangement of future placements. Feedback from the pupil and the provider **must** be collected at regular intervals. This should include completed copies of the **Employer's Report** and the **Pupil's Report** attached (see **Annex E & F**). These will record the progress of the pupil in core areas such as punctuality, compliance with health & safety, appropriate behaviour and ability to follow instructions. See **Annex B On Site Placement Monitoring Pro-forma**.

9. SCHOOL STAFF TRAINING

- 9.1 It is essential that members of school staff who have responsibility for arranging extended work placements:
- 9.1.1 fully comply with the requirements set out in this document and in the WLC Work Experience Policy;
 - 9.1.2 have a working knowledge of health and safety law;
 - 9.1.3 receive training in workplace risk assessment;
 - 9.1.4 record the outcome of their findings on the appropriate paperwork
- 9.2 The Council's Occupational Health and Safety Adviser Kim Hardie (Tel: 01506 281414) is available for advice.

Annex A . Written Agreement Between the School and the Work Experience Provider

PAGE 1 OF 3	This page to be completed by the school contact after negotiation with the provider
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SCHOOL	Start date		
	End date		
SCHOOL CONTACT POSITION E-MAIL			
STUDENT'S NAME	DOB Year group Sex		
HOME ADDRESS	POST CODE		
HOME			
NAME OF PROVIDER			
REGISTERED ADDRESS	POST CODE		
TYPE OF BUSINESS			
NUMBER OF EMPLOYEES			
PLACEMENT ADDRESS			
	POST CODE		
PLACEMENT CONTACT PERSON E-MAIL			
DESCRIPTION OF STUDENT'S MAIN WORK ACTIVITIES			
HOURS OF WORK	start	finish	break-time(s)
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			
PROTECTIVE CLOTHING / EQUIPMENT REQUIREMENTS			
To be provided, maintained and replaced by the provider <input type="checkbox"/> by the student <input type="checkbox"/> tick appropriate box			

SCHOOL'S PROCEDURE FOR MONITORING THE PLACEMENT		
The student is to attend school / college at the following times: school to enter places and times of attendance		
Mon		
Tue		
Wed		
Thu		
Fri		
and/ the nominated member of staff to make regular site visits.....(school contact) for review at intervals ofdays / weeks* * delete as appropriate		
Signature of School Contact..... Position Date.....		

*delete as appropriate

*As the ***student (who is over 16 years of age) / parent/ carer** named overleaf, I have read and understood the contents of this document and agree to the work experience program described herein;
I know of the following medical condition, physical or learning difficulty which should be taken into account by the provider in assessing the risk to the health and safety of the student or others in the workplace:*

	no	yes	additional comment
<i>restrictions of normal physical activity or games</i>			
<i>learning difficulty which may affect ability to understand or act on instructions</i>			
<i>hearing impairment</i>			
<i>asthma, bronchitis or other chest complaint</i>			
<i>heart disease or condition</i>			
<i>allergy, eczema or other skin complaint</i>			
<i>visual impairment</i>			
<i>colour blindness</i>			
<i>Fits or fainting</i>			
<i>diabetes</i>			
<i>regular medication</i>			
<i>other</i>			

I agree that no information confidential to the provider will be disclosed without the provider's prior approval; I agree that all health and safety, security and other appropriate instructions given by the provider shall be obeyed; I am aware that elements of formal education will be missed as the result of this placement and I understand the implications for future career opportunities and further education.

Signed.....student/ parent/ carer Date.....

NAME AND ADDRESS OF PARENT/ CARER (if the student is under 16 years of age)

POST CODE

E-MAIL

PERSON TO BE CONTACTED IN CASE OF EMERGENCY

PROVIDER'S STATEMENT OF RESPONSIBILITY

I certify for and on behalf of (the provider) that full responsibility for the health, safety and welfare of(the student) is accepted by the provider during the period of the student's work experience. The provider:

- agrees to comply with the provisions of the Health and Safety at Work etc Act 1974 and its relevant statutory provisions, including the Management of Health and Safety at Work Regulations 1999 and any other legal obligations
- have undertaken a suitable and sufficient risk assessment in relation to the health and safety of the student while at the work placement, taking into account their inexperience, immaturity and lack of awareness of risks
- have instituted measures to eliminate or control risks identified by that risk assessment
- certifies that the student is covered for the period of the work placement by the provider's Employer's Liability, Public Liability and (delete if inappropriate) motor vehicle insurance and that the insurer/s have been notified
- have taken account of information on page 2 of this form relating to medical conditions, physical and learning difficulties so as not to create a hazard either to the student or employees.
- will not permit the student to do work prohibited by law, operate dangerous machinery, carry out manual handling tasks (identified as being a risk to the student's health and safety in the risk assessment) or be exposed to dangerous substances, radiation, extreme hot or cold, noise or vibration that may endanger their health and safety.

Signed.....Position.....Date.....

SUPERVISION/TRAINING	INDIVIDUAL RESPONSIBLE
General welfare and supervision of student throughout the work placement	
Planning and content of placement	
Health and Safety induction into the workplace, including hazards and control measures, fire, emergencies, first aid, accident reporting and security measures	
Instruction on correct use of personal protective clothing and enforcement of use	
Instruction before and supervision during operation of machinery or equipment	
Reporting to the school without delay, any case of sickness or accident to the student	

INFORMATION TO PARENT/ GUARDIAN OR GUARDIAN REGARDING THE RISK ASSESSMENT

If the student is under 16, the provider should attach here a copy of:

- the risk assessment carried out in relation to the health and safety of the student while at the work placement, taking into account their inexperience, immaturity and lack of awareness of risks; and
- information on the control measures introduced in respect of each risk identified in the assessment

HEAD TEACHER'S AUTHORISATION

I have given authority for the named pupil to undertake the extended period of work experience described in this document and it is my view that the pupil will benefit more from the arrangement than from formal education. The arrangement is subject to ongoing review and curtailment if the pupil's progress or attendance is unsatisfactory or if I consider that the placement is no longer appropriate.

Signed.....Head Teacher

Date.....

SCHOOL STAMP

The school must forward copies of this form, when fully completed, to (1) the student, (2) the student's parent/ guardian, (3) the provider's contact, (4) the EIL Officer; and must retain the original in school for a period of at least five years.

WEST LOTHIAN COUNCIL – EDUCATION SERVICES

Form EE2

Parental Consent for my child to attend an educational excursion. Please complete and return sections A, B, C, & D in full.

Date(s): Venue:

Activity:

Child's Forename Surname

Section A Child's Personal Details

Address

Home telephone number

Emergency contact names, telephone numbers and relationship to named child

Name, address and telephone number of family doctor

Section B Child's Medical Information

Please tick as appropriate

1. Does your child suffer from any allergies? If yes, give details Yes [] No []

2. Is your child taking any medication at present? If yes, give details Yes [] No []

3. Does your child suffer from any condition that may affect participation in the activity/activities booked? Yes [] No []

If yes, give details

4. Has your child been in contact with any contagious or infectious disease or suffered from anything in the past four weeks that may become contagious or infectious? If yes, give details Yes [] No []

5. Can your child swim unaided? If yes, how far (in metres) Yes [] No []

6. When did your child last have a tetanus injection? Date

Section C Consent to Medical Treatment

(Please read statements 1 and 2 below, and tick only one box as appropriate.)

1. I give permission for my child to receive emergency medical treatment/anaesthetic, including blood transfusion, as considered necessary by the medical authorities present. []

OR

2. I give permission for my child to receive emergency medical treatment/anaesthetic as considered necessary by the medical authorities present, with the exception of the administration of blood or blood products. I accept full legal responsibility for this decision and release West Lothian Council and its staff from any liability for any consequences resulting from this decision. []

Section D Parent/Legal Guardian Signature

Name of Parent / Legal Guardian (please print in full)
.....

Signature of Parent / Legal Guardian *Date*
.....

Head of Establishment: *Date:*
.....

On site Placement Monitoring Proforma.**Annex B**

(One sheet for each on site visit)

Name of Pupil :

School :

**Placement Provider :
(Including address
and contact details)**

Date of Visit:

Feedback information

Pupil	
Placement Provider	
Visiting Member of Staff	
Additional Comments And Action Required	

Work Experience Placement Health and Safety Monitoring Form Annex C

Name of School :

Name of Provider :

(Required if any short comings are found when monitoring)

In accordance with the organisation's operating procedures, we are required to confirm that suitable Health and Safety arrangements are in place. The comments detailed below have been discussed with you and relate to matters where we deem require improvements are necessary. Please rectify the listed items and notify the organisation when appropriate action has been taken.

Section	Description

Issued By _____

Date _____

Comments

Signed for Education Establishment

Signed for Company

Date _____

Work Placement Assessor Task Profile Annex D

- Organise visits to employers for the purpose of carrying out standard work experience placement assessments. In the case of an extended work experience placement an onsite visit should take place at least once per month. This should be supplemented by phone calls to the employer on a more frequent basis (mutually agreed depending on the levels of risk and individual involved).
- Carry out placement suitability visits for the above using the standard health and safety checklist.
- Make assessments of suitability for standard work experience placements on the basis of these visits.
- Record the above assessments on a pro-forma and return them to the Work Experience Admin. Team for inspection before the placement commences.
- It is intended to store a central record of these placements on Meridio and within Central Archives. The Work Experience Team will sample a number of these placements for the purposes of Quality Control.
- To provide a range of information and support (beyond the formal health and safety assessment) to employers on good practice in providing work experience placements.(if required the provider will be referred to other agencies for further support).
- To work with placement providers to identify and resolve health and safety risks arising from a long term placement or challenging learner.
- To develop an expertise on one or more occupational areas in order to provide more complex and specialist support to work placement providers.
- Pro-actively improve efficiency and development of service.

Date of next visit :

Name of pupil: _____

Name of company: _____

Work tasks: _____

Date: _____ **Week number:** _____

Working with others – how well am I doing?

	Very good	Good	Satisfactory	In need of improvement	Comments
Attendance					
Timekeeping					
Appearance					
Self confidence					
Enthusiasm					
Initiative					
Willingness to learn					
Attitude to work					
Ability to communicate					
Ability to mix with others					
Reliability					
Ability to follow instructions					
Compliance with Health & Safety Regulations					

Your signature: _____ Date: _____

Keep this safely someone from your school will ask to see this.

Work Experience – Employer’s Report**Annex F**

Name of pupil: _____

Name of company: _____

Nature of work: _____

Date: _____ Week number: _____

Please indicate your assessment of the pupil.

	Very good	Good	Satisfactory	In need of improvement	Comments
Attendance					
Timekeeping					
Appearance					
Self confidence					
Enthusiasm					
Initiative					
Willingness to learn					
Attitude to work					
Ability to communicate					
Ability to mix with others					
Reliability					
Ability to follow instructions					
Compliance with Health & Safety Regulations					

Signature of employer: _____

Date: _____

Thank you very much for your help.

Annex G



West Lothian Council
Area Services
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF
Tel: 01506 281941
Fax: 01506 281946

LETTER OF UNDERSTANDING FOR ALL EXTENDED WORK EXPERIENCE

To ensure that the implications of the work experience programme and arrangements between the firm/organisation providing Work Experience (hereafter known as "the Provider") and West Lothian Council are fully understood, please the following essential points below:

1. The pupil will be carrying out meaningful work in tasks approved by the Health and Safety Assessor during the work experience 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 be contacted by a Health and Safety Assessor representing West Lothian 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 Employer's Liability Insurance Certificate.**
4. 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 doing Regulated Work, has been the subject of a PVG Disclosure Scotland check by their employer (to the satisfaction of the council).
5. The pupil will not receive payment for this work but if the Provider can, where possible, supply a mid-day meal, this would be acceptable.
6. The pupil will not be allowed to work outside of the hours stipulated in the job description.
7. 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 (including via social media)
 - c) the pupils' parents/carer will undertake to ensure that the pupil carries out these obligations.
8. 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.
9. The **Provider will ensure that their Employer's Liability Insurance will cover the pupil for the period of the work experience placement.** It should be noted that an agreement has been reached by most insurance companies who are parties to the Association of British Insurers/Accident Offices Association that they will provide automatic indemnity to Providers of work experience. 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 work experience. (see **Pre-Placement checklist** for levels of cover required)
10. The pupil on work experience 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.

I would be grateful if you would confirm that this letter of understanding is acceptable to you by signing the Pre-placement checklist.

Yours sincerely

A handwritten signature in black ink, appearing to read "Moira Niven".

Moira Niven - Depute Chief Executive

Appendix H Pre Placement Checklist

*Where you answer **NO** to any categories then action must be taken as appropriate prior to the placement.

Workplace: _____

Person Completing Checklist: _____

Date: _____

1	The Premises	Guidance	Yes	No	Action required/Comments	Action by Date
<i>a</i>	Are the premises in generally good condition?	<u>Basic structure</u> ; lighting, ventilation, steps/stairs, floors, passageways, electricity etc. office environment; adequate space to move around, suitable seating/furniture, no trailing leads etc.				
<i>b</i>	Work Equipment Further information from http://www.hse.gov.uk/youngpeople/law/prohibitions/	<ul style="list-style-type: none"> • Is work suitable and safe? – <u>including all</u> work equipment the pupil is likely to use. Remember some equipment prohibits ‘young persons’ operating e.g. circular saw etc. • Are emergency stops easily accessible? • Are there recorded evidence of regular maintenance and testing of machinery? • Is dust/fume/local exhaust ventilation evident? 				
<i>c</i>	Work Environment	Do the following meet the standard required under the above regulations? <ul style="list-style-type: none"> • Toilet Facilities • Washing Facilities • Rest/Eating Facilities • Walkways clear? • Lighting • Heating? • Noise levels • Housekeeping 				

<i>d</i>	Welfare Facilities – w.c., washing facilities, staff room	Are toilets and washing facilities provided and in good condition (ventilated, clean, soap, towels etc.) is a supply of wholesome drinking water provided?				
	Premises	Guidance	Yes	No	Action required/Comments	Action Date by
<i>e</i>	Emergency Procedures	<ul style="list-style-type: none"> • Are emergency exits and routes clear and signs displayed? • Are fire extinguishers available and tested annually? Note date. • Are all staff informed of action to take in event of emergency? • Has a fire assessment been carried out on the premises? • Are there adequate means to detect fire and raise the alarm? • Do the premises have a fire log? • Is there adequate fire fighting equipment? • Are exits clearing marked? • Are fire evacuation procedures displayed? • Have Personal Emergency Evacuation Plans been prepared? 				
<i>f</i>	Signs and Notices	<ul style="list-style-type: none"> • Is the current Health and Safety Law Poster displayed? • Or have employees have received the appropriate leaflet? • Are all statutory signs on display e.g. prohibitions, use of PPE, machinery safety, warning notices 				
<i>g</i>	<i>First Aid</i> (The nature of the business and hazard and risk may not have identified a need for trained 'first aiders' Staff should however be aware of action to take in the event of emergency)	<ul style="list-style-type: none"> • <i>Are there trained/ authorised persons available in the unit (including – holiday/shift cover)?</i> • <i>Is there adequate first aid equipment available?</i> • <i>Is an up-to-date poster showing the names of first aiders displayed? (where relevant)</i> 				

2	The Procedures	Guidance	Yes	No	Action required/Comments	Action by
a	<p>Have 'suitable and sufficient' Risk Assessments been undertaken?</p> <ul style="list-style-type: none"> (employers may wish to use the HSE document '5 Steps to Risk Assessment' document) 	<ul style="list-style-type: none"> Do the assessments cover tasks the pupil will be carrying out? Have the 'controls' been communicated to employees who will supervise the pupil. (*Remember 'Young Persons' require specific Risk Assessment. due to <i>their age and inexperience</i>, see guidance provided 'The Right Start' and link in 1b). 				
b	<p>Induction</p> <p>(There should be a checklist sheet signed by the student and the employer held on record)</p>	<p>Inductions as a minimum should cover the following:</p> <ul style="list-style-type: none"> Safety Policy, prohibitions/restrictions, supervision arrangements, PPE, fire and other emergency, first aid, accident procedure, risk assessment , safe working practices, COSHH, fault reporting procedures, employer and employee responsibilities 				
c	<p>Is a procedure in place for</p> <ul style="list-style-type: none"> incident reporting defect/hazard reporting 	<p>Do staff know who to report hazards and accidents to and is an accident book available/accessible in the workplace?</p>				
d	<p>Safety Policy</p> <ul style="list-style-type: none"> for companies with 5 or more employees. 	<p>Is there a safety policy which includes a statement, organisational responsibilities and arrangements?</p>				
e	<p>Has a person been designated to supervise the pupil?</p>	<ul style="list-style-type: none"> Is this person familiar with his/her responsibilities in respect of the pupil including the 'induction' / health and safety 'rules' and arrangements on day one. Does the employer sub contract work experience? (In the case of an extended workplace the school should make on site visits at least once per month. This should be recorded on the Placement Monitoring Pro-forma). This should be supplemented by phone calls to the employer on a more frequent basis (mutually agreed depending on the levels of risk and individual involved)). 				

	Procedures	Guidance	Yes	No		Action By
f	<p>Does the company have the required insurance cover:</p> <ul style="list-style-type: none"> • A minimum of £5 million Employers Liability Insurance • Also desirable to have 'adequate' Public Liability Insurance • Vehicle Insurance 	<p>This is the minimum standard the Council will accept (nb the policy may read 'no less than £5 million')</p>			<p>Record details in (g)</p>	
g	<p>EMPLOYER'S LIABILITY INSURANCE/PUBLIC LIABILITY INSURANCE DETAILS</p> <p>Insurance Company (Name & Address):</p> <p>_____</p> <p>_____</p> <p>Policy Number: _____ Expiry Date: _____ Cover amount _____</p> <p>EMPLOYER'S PUBLIC LIABILITY INSURANCE DETAILS</p> <p>_____</p> <p>_____</p> <p>Policy Number: _____ Expiry Date: _____ Cover amount _____</p> <p>CAR/VAN INSURANCE DETAILS</p> <p>Insurance company (Name & Address):</p> <p>_____</p> <p>_____</p> <p>Policy number _____ Expiry date _____ Cover amount _____</p>					

h

In companies with more than 5 employees the employer should have appointed (or have access to) a competent person(s) to advise and assist in complying with the requirements of health and safety legislation. (State; who, their title and safety qualifications)

Who _____ Title _____ Qualifications _____

Statement of Intent Signed where the company employs less than 5 persons

I hereby state that I will carry out my operations in such a way as not to endanger the health and safety of my employees and others who may be affected by my operations.

Signed on behalf of the Placement Provider _____

Name (Print) _____ Date _____

3	Other Considerations		Yes	No		
a	<p>Will the pupil be working in other locations than that covered in Section 1? (Where the answer is 'yes' then risk assessments must take this into account and suitable controls, arrangements and facilities must be identified)</p>	<ul style="list-style-type: none"> • e.g. on various sites, including construction sites. (Where this is the case have the risk assessments covered the tasks/locations as necessary?) • Will the young person be supervised at all times when away from the 'base unit'? • Are co-workers aware of the 'controls' in respect of 'young workers'? <p>Remember if the pupil is travelling in company vehicles they must wear a seat belt</p>				
b	<p>Will the young person be exposed to 'hazardous' substances? Remember the pupil must be protected from tobacco smoke</p>	<p>Young persons are less aware of the harmful effects of hazardous substances.</p> <ul style="list-style-type: none"> • Do you store and or use substances, which are covered by the COSHH Regulations? If yes there must be adequate controls in place • Will the Young Person be in an environment where fume, dust or vapours may present hazards to health? If yes, they must be protected from exposure which will be likely to harm them 				
c	<p>Physical agents Will the pupil be permitted to use tools/equip which will expose them to risk form vibration e.g. hand held power tools</p>	<ul style="list-style-type: none"> • Has a 'vibration assessment' been undertaken and will the use of the equipment be limited to 'safe' levels of exposure? 				
d	<p>PPE (personal protective equipment) Will the pupil be required to wear any personal protective equipment? E.g. safety footwear, coveralls, hard hat, high visual wear etc</p>	<ul style="list-style-type: none"> • The school will be able to provide all necessary 'PPE', please make the pupil / school aware of this requirement <p>The following PPE is appropriate (circle the item)</p> <p>Safety footwear, Overalls, Face Mask, Eye Protection, Helmet, Gloves, Ear Protection , Other (please note the items or items,</p>				

e	<p>Moving and Handling</p> <p>Young persons are more susceptible to injury due to their immature muscle and skeletal structure, in addition they are less risk aware and may attempt or lift/move items out with their capability</p>	<ul style="list-style-type: none"> • Will the handling of equipment and/or materials be limited for the pupil? • Have the relevant assessments been carried out? • Have co-workers been advised of the safe limits for pupil? 				
f	<p><i>Machinery and Equipment</i></p> <p>Remember young persons are prohibited from using certain equipment</p> <p>http://www.hse.gov.uk/youngpeople/law/prohibitions/</p>	<ul style="list-style-type: none"> • <i>Does the risk assessment include the equipment to be used by the pupil in terms of risk/capabilities/supervision?</i> <p>List equip to be used:</p>				
g	<p>Work at height</p>	<ul style="list-style-type: none"> • <i>Have you taken measures to ensure that the pupil will not be at risk of 'falls from height'?</i> <p>Pupils should not be permitted to work on scaffolds or to use stepladders greater than 3 steps high.</p> <p><i>Also not permitted to work on mezzanines that are not accessed via 'fixed and fully guarded stairs'. The mezzanine must also be fully guarded.</i></p>				

4 Recommendation

Is the placement considered to be appropriate? Yes

No

List conditions/ limitations

Is PPE required?

Yes

No

Details

Where you are recommending that the placement is **NOT** appropriate, please give reasons:

I accept the information recorded in this form and confirm that I have received and read the provider's statement of responsibility (in the '**Letter of Understanding**') between West Lothian Council and this firm/organisation, that all points are acceptable to me and that I have taken the appropriate action.

I acknowledge that this company's Public and Employers Liability Insurance will cover a pupil for the period of Work Experience.

PRINT NAME of placement provider _____ date _____

Signature of placement provider _____

Signature of assessor: _____

date _____

5. Work Experience Hazard and Control Summary – Admin Sheet

HAZARD IDENTIFICATION

CONTROL MEASURES

NOTES

Insurance expiry:

RISK RATING: HIGH MEDIUM LOW