

Work Placement Policy

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1. Aim

It is the aim of Studio West to ensure that all work placements are:

- Safe, as assessed by the Business Engagement Manager (BEM)
- Meaningful, as discussed with placement provider by the BEM during initial meeting
- Evaluated by the BEM, the student and the placement provider

Work placements are governed by *The Education Act 1996, Section 560 (England and Wales)* and form one of the most important link activities between employers and schools.

It is preferable that during key stage 4 students gain work experience to help begin the transition from school to work.

2. Roles and responsibilities

Under *The Health and Safety at Work etc Act 1974, section 2 and 3*, key players have roles and responsibilities for ensuring, *so far as is reasonably practicable*, the health and safety of students on work placement.

Principal

- Has responsibility for the safeguarding of all young people at Studio West. Under *The Education Act 2002*, arrangements must be in place to safeguard and promote the welfare of children.

Business Engagement Manager

- Has responsibility for meeting all placement providers at the place of work and explaining to them the purpose of work placements and provision needed for students.
- Has responsibility for ensuring the placement is safe. This is done by conducting a health and safety assessment including insurance check, risk assessment and safeguarding. (Appendix ii, iii)
- Agree the number of hours and pattern of work in accordance with *The Working Time Regulations 1998*.
- Make the decision as to whether a placement provider is suitable and has satisfied all checks.
- Ensures that all placement providers are periodically reviewed or reviewed if the nature of the business or setting changes.
- Ensures that all paperwork and administration is compliant and up to date.
- Maintain contact with placement providers to ensure student attendance and progression.
- Discuss concerns with the Principal or placement provider as appropriate.
- Ensure that feedback on the student is given by the placement provider and that students reflect on this within school.
- Monitor the students progression in accordance with the CREATE framework.

Placement Provider

- Has responsibility to assess the risks to the health and safety of their employees (students are classed as employees for the

purposes of health and safety during a placement) including young people.

- Ensure they have Employer's Liability and Public Liability Insurance.
- Where a student will be travelling in a vehicle for the purposes of work the vehicle insurance must include cover for business use.
- Treat the student as an employee on a short term contract in accordance with the provider's normal policies and procedures.
- Provide a full induction including health and safety on the first day of placement.
- Provide any necessary health and safety instruction and training.
- Nominate a supervisor/mentor who will conduct or make arrangements for the day to day supervision of the student.
- Ensure the student is aware who their supervisor/mentor is.
- Provide the supervisor/mentor with any necessary training prior to the placement.
- Facilitate access to the student and supervisor for work placement visits conducted by Studio West.
- With guidance from Studio West, participate in the assessment of the student in accordance with the CREATE framework.

Students

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Co-operate with the placement provider in complying with the providers' legal duties.
- Follow any training they receive when using any work items given to them by the employer.
- Use the correct protective clothing and equipment safely.

Parents/ Guardians

- Ensure that the student is able to travel safely to and from the placement provider. Any issues must be reported to BEM.
- Inform the BEM of any actual or potential health and safety issues that may impact their work placement.
- Provide their consent to the work placement, by signing a form which includes the company details, working hours and any risk control measures. (Appendix i)

3. Safeguarding

Studio West aims to ensure that all students are safe and feel comfortable in their learning environment whether it be in school or in the work place.

- All placement providers are met initially by the BEM when the placement discussion takes place. Any concerns felt by the BEM are discussed with the Principal and acted on accordingly. (Appendix iii)
- Studio West will not place a student in an environment where the BEM deems it to be unsuitable after conducting a health and safety assessment. Students will not be placed with a provider where there is prolonged 1-2-1 situations with the same staff member nor will they be placed if they are in a setting out of sight of others (eg small office with no windows)
- All students are covered by the placement provider's insurance if in the event of an accident or damage to property.
- Placement providers are made aware of the Safeguarding Statement of Principles. The importance of the provider taking responsibility for a young person's social welfare as well as their physical welfare is taken into account when the placement programme is prepared.
- Students undertake an induction on the first day of their placement covering health and safety appropriate to their needs.
- Placement providers are made aware of any matters that may affect a student's work performance or dictate the working environment they can enter. These include any SEN that the student may have.
- Ensure work placements do not involve students of any age working in ways which are –
 - Beyond their physical or psychological capacity;
 - Involving safety critical activities requiring sustained vigilance or concentration;
 - Involving harmful exposure to agents which are toxic, carcinogenic or chronically affect human health;
 - Involving harmful exposure to radiation;
 - Involving risks of accidents which the young person may not recognise or avoid due to their lack of safety and risk awareness, experience or training;
 - Exposure to extremes of cold or heat, noise or vibration
- Attendance is monitored by the BEM. If the student cannot attend they must contact their placement provider and Studio West.
- Should the student have any concerns about their safety they are strongly encouraged to contact school as soon as possible. Following a discussion with the BEM, appropriate action will be taken.
- Students' parents/guardians are asked to give consent for their child to undertake a work placement.
- Studio West and the placement providers have emergency contact arrangements in place if needed.

4. Quality Assurance

- The work requested of the student should be relevant to the student's age and ability.
- The work should have meaning and relevance to the student's learning within Studio West.
- The student's work should be monitored by the placement provider and the supervisor/mentor should give constructive feedback to the student.
- The BEM will make visits to placement providers to ask them about the students and how they are performing. This will then be discussed with the student with an action plan being made to help them develop against the CREATE framework.
- Students having done short term placements will complete reflection pieces of work within school to identify areas of development or where a placement may be improved for future students.
- The BEM and placement provider maintain close contact to ensure any issues arising are resolved and that the placement is successful.

Appendix

i) Parent/guardian communication

«Parental_addressee»

«AddressBlock»

Dear «Parental_Salutation»

I am pleased to provide details of «Forename»'s work placement on Monday, 10th October 2016 to Friday, 14th October 2016 as follows:

Name of Company: «Placement».

Address: «Address»

Your main contact for this work placement is: «Contact_name_at_placement» ,

tel no: «Contact_number»

Email: «Contact_email_address»

Hours: «Hours».

Dress Code: «Dress_code».

Additional Information: «Other_info».

Please complete the enclosed Parental Consent Form and return to school no later than -----

Should you have any queries regarding any of the above please do not hesitate to contact me on the number or email below

Yours sincerely

Mrs Begum

Business Engagement Manager

0191 4813710

ruby.begum@studiowest.newcastle.sch.uk

ii) Health and Safety Workplace Assessment

WORK PLACEMENT PARENTAL CONSENT FORM

THIS IS AN IMPORTANT DOCUMENT

- I allow my child to attend a work experience placement, on the detailed dates. I allow my child to take part in the full programme of activities involved in their placement.

- I acknowledge that my child must make their own travel arrangements to and from the venue and that my child will take responsibility for their own lunch arrangement.
- In the event of my child being ill or injured during the work experience, I accept that the employer will contact Studio West and that I will be informed accordingly. I understand that during the period of the work experience placement, my child will be in the care of the employers and under their instructions.

Please complete and return to school. Failure to complete this document will mean that your child is unable to take part in their work experience.

Name of Pupil: _____ Form: _____ Date of Birth: _____ Address: _____ _____ _____ _____ Home Telephone No: _____ Parent/Carer Work or Emergency No: _____
<u>ADDITIONAL NEEDS – IMPORTANT</u>
Should there be any additional (medical or special needs) information that <u>YOU</u> think the <u>employer</u> should know about your child, please explain below: _____ _____ _____
Signed: _____ (Parent/Carer) Name (please print) : _____ Date: _____

iii) Health and Safety Workplace Assessment

HEALTH & SAFETY WORKPLACE ASSESSMENT

Employer Name: _____

Address: _____

Postcode: _____

Telephone Number: _____

Fax: _____

Contact Name: _____

Position: _____

Email: _____

Nature of Business: _____

Normal Working Hours: _____

No. of Employees: _____

Assessor: _____

Date: _____

Occupational Area:

- Agriculture
- Care
- Construction
- Engineering
- Hairdressing/beauty
- Motor Vehicle Repair
- Warehousing

- Administration/finance
- Catering
- Education
- Equestrian
- Hospitality
- Nursing
- Other (detail)

- Animal Care
- Child Care
- Electronics
- Horticulture
- Manufacturing
- Retail

1. Insurance

Comments

1.1 ELI

ELI Policy Yes No

Policy Number: _____

Insurers Name: _____

Expiry Date: _____

1.2 PLI

PLI Policy Yes No

Policy Number: _____

Insurers Name: _____

Expiry Date: _____

2. Safety Policy

2.1 Statement Yes No

Signed by: _____ Date: _____

2.2 Does the policy detail the organisation (responsibilities)? Yes No

2.3 Does the policy detail arrangements for health, safety & welfare? Yes No

2.4 How is the policy communicated to employees?

2.5 Who gives competent advice to the employer/placement? (State who)

2.6 Who takes responsibility for health and safety on a day-to-day basis? (State who)

3. First Aid

3.1 First-aid materials (box/kit) available? Yes No

Where are they located?

Content acceptable? Yes No

3.2 What are the arrangements for first aid personnel? (first aiders/appointed persons)

Names: _____

4. Accidents

Comments

N.B. Remember to tell the employer to inform the school if the student has an accident or is ill or absent for whatever reason.

e.g. Accident book Yes No

Seen? Yes No

4.1 Is the employer aware of his/her duties under RIDDOR? Yes No

Advised to send for free RIDDOR '95 Leaflet (if NO) Yes No

4.2 Who is competent to investigate and report accidents?

4.3 How are the arrangements for first aid and accidents communicated to employees?

5. Fire/Emergency Arrangements

5.1 What is the means of fire detection?

5.2 What is the means of raising the alarm?

5.3 Is there suitable and sufficient means of fire fighting equipment? Yes No

Date last checked:

5.4 Is/are there suitable and sufficient means of escape? Yes No

5.5 Are escape routes free from obstruction/exit doors easily openable? Yes No

5.6 Are notices/signs displayed in respect to fire acceptable? Yes No

If no please detail:

5.7 Name the fire wardens

5.8 How often are drills and tests carried out? (state when the last one was)

5.9 Is there an up to date fire log? Yes No

5.10 Has the employer conducted a Fire Risk Assessment? Yes No

6. Signs and Notices

Comments

- 6.1 Is the Health and Safety Law Poster displayed or will the learner receive the leaflet? Yes No
- 6.2 Are additional signs/notices deemed acceptable? Yes No

If no please detail:

7. Working Environment

- 7.1 Comment on the overall condition of the premises:
(structure, fabric, fixtures, fittings, cleanliness, housekeeping etc.)

- 7.2 Comment on the working environment:
(temperature, lighting, noise, dust/fume, space and ventilation)

- 7.3 Comment on the welfare facilities as appropriate:
toilets, drinking water, washing/changing/eating/resting facilities)

- 7.4 Overall do you consider the working environment suitable for the learner? Yes No

8. Induction (Initial health and safety information and training)

- 8.1 Explain when, by whom and how induction will be given:

- 8.2 Induction should cover (delete what is not to be covered):

safety policy prohibitions supervision arrangements PPE/C
fire and other emergencies first-aid accidents risk arrangements
control measures employee responsibilities manual handling
hazardous substances welfare arrangements.

Comment:

- 8.3 Is the above recorded? Yes No
- 8.4 How is the effectiveness of health & safety information, instruction and training evaluated?

9. Supervision

Comments

9.1 Explain what supervision arrangements are intended for the learner:

9.2 Does the above appear to be suitable and sufficient (including by competent persons)? Yes No

10. Prohibitions

10.1 Could the working environment or any tasks likely to be carried out be unsuitable for a learner with any specific health or medical condition? Yes No

If YES, detail:

10.2 Does the employer ask if the student has any medical/health conditions at induction? Yes No

10.3 What will the learner be prohibited from doing (using equipment, processes, areas):

11. Equipment and Machinery

11.1 Has the employer confirmed that all equipment and machinery is maintained with guards and other control measures (ask the employer and record the answer) Yes No

Comment:

11.2 Does the equipment appear to be well maintained with guards and other control measures in place? 0 YES 0 NO Yes No

Evidence to contrary (state):

11.3 How will the employer provide suitable and sufficient training, information and instruction and the use of equipment?

11.4 Are safe electrical systems and equipment provided and maintained?

12. Personal Protective Equipment and Clothing

Comments

12.1 Is any PPE/C required for the learner?

Yes No

If yes state what (and when used/worn if appropriate)

12.2 Who is to provide the PPE/C? (Note: it must be the right size/fit)

12.3 Who will give information/training in its use (when and how)?

12.4 How is the proper use of PPE/C enforced (are other employees wearing PPE/C)?

13. Risk Assessment

13.1 Has a risk assessment been carried out to identify the measures necessary to control significant risks (these must be recorded if there are 5 or more employees)?

Yes No

13.2 Have risks to the learner been assessed?

Yes No

13.3 What significant risks affect the learner?

Slips, trips and falls	<input type="checkbox"/>	Manual handling	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	Machinery/Equipment	<input type="checkbox"/>
Noise/vibration	<input type="checkbox"/>	Hazardous Substances	<input type="checkbox"/>
Work at height	<input type="checkbox"/>	Fire	<input type="checkbox"/>
Moving Vehicles	<input type="checkbox"/>	Health risks (detail below)	<input type="checkbox"/>
		Other risks (detail below)	<input type="checkbox"/>

13.4 Are control measures in place? (If so what?)

Yes No

13.5 How will the employer inform the parent/guardian of the risks and control measures?

13.6 How are the risks and control measures explained to employees and others?

14. Safeguarding Children

14.1 Has the employer endorsed the Safeguarding Statement of Principles? Yes No
N.B If no employer cannot be recommended as a placement provider

RESULT AND ACTION

a) Is the employer/placement:

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Provisionally Acceptable	<input type="checkbox"/> Not acceptable/withdrawn
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b) Placement risk category:

Occupational		
<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
Organisational		
<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
Overall		
<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low

Re-assessment due: _____

Comment action plan:

Leaflets given to employer:

<input type="checkbox"/> Work Experience: A Guide for Employers	<input type="checkbox"/> Induction Questionnaire
<input type="checkbox"/> A Pocket Guide to Supervising	<input type="checkbox"/> Health & Safety Law

C) Declaration

I certify that the information recorded on this form is accurate at the time of assessment.
 I confirm that he/she is covered within my employer's liability insurance policy or other suitable insurance.

Assessor

Signed _____ Date: _____

on behalf of

Employer

Signed _____

Print name _____ Date: _____

iv) Safeguarding – Pre-placement Flowchart

