



**Oak Tree
School**

Work Experience Policy

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Owner	Chris Penfold (Careers Lead)

Document History

Version	Comments/Amendments	Name	Date
1.0	2024 Issue	Chris Penfold	July 2024

Introduction

This policy and procedures relate to all School Students who participate in Work Experience activities.

Intent:

The aim of Work Experience is to provide students with practical awareness, experience and skills in the economic community. The overall objective is to enable the learner to achieve an understanding of how industrial, commercial, service and public organisation's function. Specific objectives include:

- Enhanced opportunities for competence-based assessment.
- An appreciation of the challenges and rewards of employment.
- Contributions to planning and informed decision making in relation to career opportunities.
- Awareness of the relevance of courses/subjects and qualifications to the work situation.
- Fulfilment of specific course related requirements
- The development of personal and social skills.
- An awareness of equal opportunities and stereotyping.

Because student education is occurring off-School premises, additional controls are required to ensure that the School educational and legal responsibilities are still met. This policy provides such guidance. All reasonable care will be taken to ensure that the following statutory requirements are addressed.

- health and safety
- insurance
- equal opportunity
- equality and diversity
- safeguarding
- curriculum requirements

In all cases, the intended learning outcomes of placements and employment enhance education should be negotiated between the tutor team, Careers Lead, the student, parent(s) / guardian(s) and the employer. The intended learning outcomes should be placed in the student's file and recorded on Solar by the School Careers Lead. Suitable work placements will be sourced taking in to account:

- the needs, interests and future aspirations of the individual student.
- the location of placement in relation to a student's home.
- transport to the placement.
- the physical, mental and social demands of the placement.

Implementation (Procedure):

Legal Framework

The employer is responsible for the health and safety of students and employees whilst participating in work experience. Education providers must satisfy themselves that an employer has assessed the associated risks to workers, particularly those under 18, on their premises and has put in place measures to mitigate these risks. The nature of the risk assessment will depend on the type of work environment. Depending on the degree of risk associated with the activity, assurance can be gained

through a conversation with the employer rather than a physical inspection or requiring the employer to complete lengthy forms.

There should be no requirement for a separate risk assessment for students where an employer already employs young workers under 18, as the risks should already have been considered. Where they are the first young worker an employer takes on (or the first for some years), the employer should review their existing assessment. For some higher-risk environments, the employer will need to consider specific factors where relevant – these are described in Health and Safety Executive (HSE) guidance.

In the rare case where an accident to a student may occur on an employer's premises, the employer may be liable if the School has already taken steps to satisfy themselves that the employer has put in place measures to manage the associated risks in their workplace, prior to commencement of the placement or program. *

Consequently, it is incumbent on the School through the Careers Lead to establish that the student will be working in a safe and controlled environment prior to commencement of the placement or program.

The Health and Safety at Work Act 1974 has been amended so that a civil action for breach of health and safety legislation may only be brought where it has been proved that the employer has been negligent. The provision covers all those in the workplace - including work experience placements, interns, apprentices, and volunteers in workplaces and where there is paid employment. *

*Taken from: Post-16 work experience as a part of 16 to 19 study programs. Department for Education advice for post-16 education and training providers October 2013

Prohibited Employments

Work experience placements at sea will not be approved, except on estuaries and local inshore waters and these will only be approved after considering the risks associated with the placement. Students should not be placed into:

- certain work using radioactive substances and manipulating red light vitreous enamelling on metal or glass blasting.
- asbestos manufacture.
- certain chemical processes.
- chromium plating.
- rubber manufacture.
- certain occupations involving lead processes.
- locomotive driving and the driving of cranes in docks.
- work in agriculture which may cause injury through handling heavy weights, and which may involve handling poisonous substances.
- work in mines and quarries.
- work in betting and gaming.
- cleaning of machinery in motion.
- work with circular saws.
- work on any sea going ship or boat.
- work in or in connection with the sale of intoxicating liquors, except in places where such liquors are sold exclusively in sealed vessels and provided that such sales are supervised by the license holder or an adult on his/her behalf.
- work on ladders is prohibited above 2 meters high.

- work on roofs.

Special dispensation may be given to uniformed organisations where proper instruction and training has been given. Students should not handle certain machinery unless fully instructed in accordance with regulatory body or HSE guidance and should be under constant close supervision. Such machinery includes:

- hand or power operated guillotines and platter grinders.
- power operation brick and tile presses.
- dough brakes and mixers.
- warm pressure extruders.
- hydro extractors.
- washing machines and presses in laundries.
- meat mincers.
- milling machines.
- hydraulic and pneumatic presses.
- semi-automated wood turning lathes.
- wire stitchers and loose knife punchers.

Areas of prohibition for students on work experience which have been highlighted - identified in the HSE publication "Young People at Work":

- work "which is beyond their physical or psychological capacity."
- work involving harmful exposure to agents which are toxic, carcinogenic, cause heritable genetic damage or harm to the unborn child, or which in any other way chronically affect human health.
- work involving "harmful exposure to radiation".
- work involving the risk of accidents, which will not be recognised or avoided by young people because of their carelessness or lack of experience or training.
- work involving risk to health from extreme heat or cold.
- work involving risk to health from vibration.
- work involving risks to health from noise.

Students seeking placements in Agriculture and Construction must have specialist health and safety briefing/training prior to undertaking a placement. Should the student not attend such additional training, their placement will not be approved.

Indemnities

Staff should not independently sign any form of indemnity without first referring it to the School who in turn may need to take legal/insurance advice. Some employers may ask for indemnities to be signed. The responsibility for the day-to-day supervision of the student must remain with the company and cannot be transferred through an indemnity.

Medical Information

Medical information is confidential. Issues, and prior to disclosure, consent must be obtained from both student and parent. A list of some of the more common health defects, which have occupational significance, is listed below:

Health Condition:

i) Hernia, slipped disc, defects to or lack of limbs, heart or lung difficulties.

ii) Asthma, chronic bronchitis, respiratory allergies, throat, eye or ear infections.

iii) Chest complaints, rheumatism, spinal deformity.

iv) Uncontrolled vertigo, uncontrolled epilepsy, substantial hearing defects, spasticity of moderate severity.

v) Chronic eye infections, migraine, serious eye defects.

vi) Substantial colour vision defects on wire selection testing.

vii) Severe skin complaints, allergies.

viii) Substantial hearing defects.

ix) Contagious or infectious diseases, skin complaints, eye or ear infections.

Therefore Avoid:

Heavy manual work or heavy lifting (e.g., warehouse, building, transport).

Work involving exposure to dust and fumes (e.g., brick or clay works, box making, chemical processing, horticulture, farming, painting) working with animals.

Work demanding continual exposure to weather (e.g., farming, building).

Working at heights or near unguarded machinery in action (e.g., factories, building).

Work requiring fine or accurate vision.

Work requiring normal colour vision. (e.g., electrical, transport).

Work with high dermatitis hazard (e.g., work which is greasy, chemicals).

Work requiring normal hearing. (e.g., any with mobile machinery).

Work involving handling or preparation of food (e.g., catering or food shops), working with animals.

It should be noted that this list is by no means exhaustive but indicates some of the more common health problems which have occupational significance and is intended as a guide when approving/confirming placements. Each case should be treated individually.

Placements not in the immediate area of the School

Potential placements, outside a radius of 50 miles from School but within the UK, should be agreed with the appropriate member of: the Senior Leadership Team (SLT), Careers Lead and parent(s)/guardian(s)

prior to the establishment of such a placement. Placement or a program of this nature will require different monitoring, and this must be agreed in writing by that Senior Manager.

Once a placement is approved then a Health and Safety check must be undertaken using the RA05 form to establish that risks are suitably controlled, and this should be sent to the potential placement provider to complete. All students undertaking a work placement will require an individual risk assessment RA13 form to be completed.

When these forms are returned, they should be reviewed by the Careers Lead and Regional Futures Lead. The final completed forms for that provider should be stored in the Oak Tree School careers folder in the secure shared area and in student personal file.

Work Experience Outside of School Term

Work placements will not be organised by the School outside of regular term times or weekends as there are no staffing or facilities to respond to any issues that could arise whilst a student is on placement, including emergencies. Placements during these times must be negotiated with the employer, Careers Lead and the appropriate Senior Manager in conjunction with students' parent(s) / guardian(s). Such work experience may not be approved.

Transport

Staff using their own vehicles should ensure that they have the correct business use insurance when visiting or supporting a student on placement. School vehicles may also be used.

Financial Support

The School will cover general costs associated with a meaningful work experience. This may include additional fees an employer may charge to support a work placement as well as PPE a student may require. Any fees will have to be agreed with the Head Teacher or Senior Leadership Team before a placement can begin.

Insurance

The School will take all reasonable care that all students on work placement are adequately covered by ensuring that the employer has current Employer Liability Insurance. As part of the Government's Red Tape Challenge, ministers have written to employers confirming that the insurance industry has committed to treat work experience students as employees so that they will be covered by existing Employers' Liability Compulsory Insurance policies. If an employer has Employers' Liability Compulsory Insurance cover already, they do not need to buy additional cover.

Placements with employers who do not have Employer Liability cover cannot be approved and supported by the School except where the employer is its own insurer e.g., Crown and Government departments. Where other employers declare that they underwrite their own liabilities, specialist advice from the Schools' insurers should be sought.

Employers should notify their insurers that they host work experience students and communicate further with their insurers if work placements are substantially longer than two weeks thus ensuring that their Public and Employer Liability Policies are not invalidated by the employer's non-disclosure of

this fact. It is the responsibility of the Placement Organiser to make employers aware of this need. The School will take all reasonable care that all students on work experience placement are adequately covered by ensuring that:

- the provider of a placement has Employer Liability Insurance (Details to be entered onto form PRA)
- insurance is in operation during the full duration of the student's placement, i.e., the expiry date needs to be checked and recorded.

Individual students may wish to organise their own personal accident insurance in addition to that provided by the School. Where students are required to travel whilst on placement (e.g., in vans, lorries etc.) steps should be taken to ensure that adequate insurance is in place that takes account of the student's activities.

Safeguarding

- All students undertaking a work placement will require an individual risk assessment RA13 form to be completed prior to the placement been approved.
- From July 2012, providers are no longer required to carry out enhanced Disclosure and Barring Services checks on employers/staff supervising young people aged 16-17 on work experience. However Oak Tree School will request that these are in place for learners accessing a placement independently.
- Post 16 students who are entering work placements where there is substantial unsupervised contact with children and/or vulnerable adults will need to be vetted and the necessary checks made by the School on the (DBS) Disclosure and Barring Service. The Careers Lead must ensure that a DBS check is in place for the student as appropriate.
- Employers will be provided with a copy of Work Experience Information for Employers and Work Experience Code of Conduct for Mobile Devices forms to provide guidance on safeguarding students on placements.

Working Time Regulations

The School has a responsibility to be proactive in encouraging employers to ensure young workers do not work over the 8-hour day and 40-hour week.

Health & Safety

Health and safety in the workplace are the responsibility of the employer and by extension, the student. Under the provisions of the 'Health and Safety at Work Act 1974', colleges have a duty to ensure that all reasonable care is taken in placing students in a safe environment. The Careers Lead is responsible for ensuring that all matters relating to health and safety on a work experience are addressed and the legislation is complied with. Oak Tree School will:

- hold a database of Health and Safety assessed placements.
- check the completion of all paperwork for placement including forms RA05 and RA13 as well as DBS checks which may be required.

- Work Experience Information for Employers offer employers information on health and safety and safeguarding.

Staff supporting students on the work placement should make themselves aware of nature of work and procedures of the employer as well as the information held in forms RA05 and RA13 held in the careers folder and health and safety database.

Staff should ensure that placement providers know in advance about students who might be at greater risk, for example due to health conditions or learning difficulties, so they can take these properly into account. This should be recorded on the RA13 Young Person's Risk Assessment.

Keep checks in proportion to the environment:

- for a low-risk environment, such as an office or shop, with everyday risks that will mostly be familiar to the student, simply speaking with any new employer to confirm this should be enough. This can be part of the wider conversation on placement arrangements.
- for environments with less familiar risks (e.g., in light assembly or packing facilities), the conversation with the employer prior to the placement commencing should confirm they have adequate arrangements for managing risks. This will need to include induction, supervision, site familiarisation, and any protective equipment that might be needed.
- for a placement in a higher-risk environment such as construction, agriculture and manufacturing - discuss with the employer what work the student will be doing or observing, the risks involved and how these are managed. Remember that although the placement might be in a higher-risk environment, the work the student is doing and the surroundings they are working in may not be, for example it could be in a separate office area. Satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through.

Check that the employer understands about the specific factors relevant to employing young people. Check that students know how to raise any health and safety concerns. N.B., Employers with fewer than five employees are not required to hold a written safety policy or risk assessments but still must communicate H&S issues effectively.

It is the responsibility of the Careers Lead organising the placement to ensure that placements are approved by the Regional Futures Lead through completion of RA05 and RA13 forms. A workplace induction should be completed on day one of the placement. This can be found in the Oak Tree School Work Experience Diary.

Monitoring & Evaluation

Records of activity will be recorded in the Oak Tree School Work Experience Diary. Students who attend placements independently will have regular visits from the Careers Lead. Careers Lead will request regular feedback from employers and the student regarding the placement.

Responsibilities

It is the responsibility of individual members of the Careers Lead, staff supporting students on placement and Regional Futures Lead to ensure that this policy is adhered to.

The Careers Lead is responsible for:

- organising work experience for their students.
- initial contact or site visit prior to commencement of a placement and completion of the appropriate documentation including the RA05 and RA13 forms.
- sharing RA05 and RA13 forms with Regional Futures Lead for approval before any placement is able to commence.
- maintaining an annual record of placements used for work experience on Solar.

Regional Futures Lead is responsible for:

- ensuring that all work experience procedures have been correctly followed in setting up the placement.
- ensuring that all documentation is in place prior to any student attending work experience and confirming with Careers Lead that a placement is able to commence.

Annexes

This Policy should be read in conjunction with:

- Oak Tree School: Lone Working Policy
- Oak Tree School: Safeguarding Policy
- Oak Tree School: Careers Education & Guidance Policy
- Work Experience Information for Employers
- Work Experience Code of Conduct for Mobile Devices