

# The Work Experience Guide for Employers

## What is Work Experience?

Work Experience is about giving every young person during their final two years of compulsory schooling (Years 10 and 11), a chance to spend a period of time on a local employer's premises. They are expected to carry out tasks or duties more or less as do employees - within the requirements of health and safety legislation. All secondary schools offer young people aged between 14 and 16 a period of Work Experience. This can be for a week or a fortnight or it could be one or more days a week over a period of time. Work Experience has proved to be a great success over many years and thousands of young people have benefited from it by using it to help them make informed decisions about their first career steps.

Each year, there are nearly 12000 young people in this area who are eligible to have a Work Experience placement. This is in addition to those who are in colleges, with training providers or at university for whom Work Experience is seen as an essential part of their course. Clearly, someone has to co-ordinate the provision of Work Experience to ensure that employers aren't swamped with requests for placements. In this region, this responsibility lies with The Humber Education Business Links Organisation (EBLO). This organisation is responsible for bringing together schools and businesses to promote the importance of preparing young people for the world of work.

We need your help in order to ensure a high quality experience for all young people, wherever they go to school. If you feel you may be able to offer Work Experience, please contact the Humber EBLO. You'll find the address and telephone number in Section 10.

## What's this Guide about?

This Guide is designed to help you provide the best possible first-hand experience of work for young people from schools and colleges. We've gone through the process of Work Experience step by step, pointing out legal aspects and providing sample materials that you can adapt for your own use.

Its main aim is to assist employers in helping young people who are still at school to begin to think about their future. As we are all very well aware, the future is much less certain than it used to be and it is estimated that school leavers are likely to change occupation up to five times during their working lives. Some will, in a few years, be doing jobs that haven't yet been invented.

Whether you are new to Work Experience or have provided placements before, we hope that you'll find the information, tips and contacts useful in helping you plan a meaningful programme of activities for young people during their time with you.

## What do employers gain from Work Experience?

Providing Work Experience rewards organisations with many opportunities and benefits. By giving a young person a work placement employers and/or their staff can:

- gain experience in a supervisory role and use the opportunity to pass on knowledge and skills
- raise the profile of career opportunities within their field
- enhance links with local schools and parents (they're all potential customers!)
- demonstrate your organisation's commitment to investing in the future of the local community
- develop recruitment channels
- guide and influence the future paths of individuals
- promote national vocational qualifications
- keep up to date with developments in education
- identify work practices which may need to be reviewed

It is recognised that the development of certain skills is essential in preparing young people for their first job. Six key skills have been identified. They are:

- Communication
- Application of Number
- Information and Communications Technology (ICT)
- Working With Others
- Improving Own Learning and Performance
- Problem Solving

It is, of course, impossible for young people to develop all these skills just in a classroom; the school environment cannot replicate all the demands of a wide range of workplaces. The best place to encourage work skill development has to be in a real place of work. Perhaps for the first time, young people will be able to experience for themselves the realities of working life in an adult world. By providing a Work Experience placement you have the opportunity to give someone the chance to begin to understand the demands of the working world.

# Six Steps to Successful Work Experience

It's as easy as this! Follow these steps and refer to the paragraphs indicated at each step for more detailed information.

	<b>Employer</b>	<b>The Humber EBLO</b>	<b>School</b>
<b>1</b> <b>Getting Started</b> <i>Paragraphs 1.1-1.5</i>	τ	τ	τ
	Expression of interest to The Humber EBLO in becoming involved in Work Experience.	Visit to your premises by a Placement Officer who will discuss the scheme.	Informs The Humber EBLO of placements required and dates of Work Experience.
<b>2</b> <b>Suitability of Premises</b> <i>Paragraphs 2.1-2.9</i>	τ	τ	τ
	Provides appropriate documentation and tours workplace with Placement Officer. Carries out Risk Assessment of workplace.	Placement Officer checks suitability of placement, advises on procedures and verifies insurance cover. If all is in place, registers placement as suitable.	Prepares young people for Work Experience, seeks parental permission and checks with The Humber EBLO for suitable placements.
<b>3</b> <b>Preparing for the Placement</b> <i>Paragraphs 3.1-3.5</i>	τ	τ	τ
	Provides details of key findings of Risk Assessment to Placement Officer OR informs school directly. Receives details of young person(s) to be placed. Conducts interview with young person(s) as per instructions in placement details.	Adds placement to register and advises school of suitability of placement. Forwards copy of placement details to school OR ensures that the employer has done this directly.	Matches young people to placements and sends copy of placement details to parents for signature. Writes to placement providers to confirm details of young person(s) to be placed. Young person(s) contacts employer as per instructions in placement details.
<b>4</b> <b>Planning the Placement</b> <i>Paragraphs 4.1-4.7</i>	τ	τ	τ
	Accepts or re-negotiates allocation of young person(s) with school. Plans induction procedure and programme for placement including designating a named supervisor to the young person.	Helps employer and school plan the period of Work Experience.	Carries out pre Work Experience briefing, (including Health and Safety) with all young people. Provides each young person with a diary to record his or her experiences.
<b>5</b> <b>During the Placement</b> <i>Paragraphs 5.1-5.27</i>	τ	τ	τ
	Provides Induction and Work Programme. Checks young person's aims and assesses progress towards meeting these.	Liaises between school, young person and employer as appropriate.	Arranges staff contact and visit to young person. Checks completion of Work Experience documentation.
<b>6</b> <b>After the Placement</b> <i>Paragraphs 6.1-6.5</i>	τ	τ	τ
	Carries out post placement evaluation, receives feedback from school and/or Placement Officer.	Evaluates overall provision and contacts sample of employers for feedback.	Debrief of young people, feedback to employers.

## Section 1. Getting Started

**1.1** If you are considering becoming a Placement Provider, then your first port of call will be the Humber EBLO who will arrange for a Placement Officer to contact you. **(Telephone number and address are listed in Section ).** Your Placement Officer will be able to discuss the contents of this Guide and answer any questions you may have about the process.

**1.2** Once you have made the commitment to be a Placement Provider, your organisation will need to become registered with The Humber EBLO. Before this can happen, your Placement Officer will need to visit you to do a number of things in order to check the suitability of the placement:

- discuss details of the proposed placement(s)
- explain the legal requirements and check insurances (employer's and public liability and, if appropriate, motor vehicle)
- discuss the requirements of your Risk Assessment and advise as appropriate
- negotiate dates in the year when you are willing to take young people on Work Experience

These procedures are detailed in **Paragraphs 2.1 to 2.9**

**1.3** You may be contacted directly by a parent or a young person requesting a placement with you. In such cases and before you agree to the placement, you will need to inform the young person's school's Work Experience Co-ordinator of your willingness to accept the young person. This can be done by you directly, by the young person or parent concerned. You will then be contacted by a Placement Officer who will visit you to carry out the necessary checks. You may opt to provide placements for just one school or you might be willing to work with several schools.

**1.4** The Humber EBLO's role is to co-ordinate all Work Experience placements. It needs to be informed of all placements to avoid possible double bookings or young people attending workplaces which have not been checked for suitability. This procedure is in response to national guidelines for Work Experience laid down by the Department for Education & Skills, the Health & Safety Executive and your Local Authority's Guidelines for Work Experience.

**1.5** Once all this has been done, your organisation will be eligible to become registered as a Work Experience Placement Provider and will be allocated young people only at those times which you have stipulated.

**Young people cannot be placed with employers who are not registered with the Humber EBLO as Work Experience Placement Providers.**

## Section 2. Suitability of the Workplace for Work Experience

2.1 There are some workplaces which are not allowed by law to be used by young people under the age of 16. These are:

- **Building sites:** defined as areas where new structures are being erected.
- **Cinemas, theatres, discothèques, dance halls or night clubs** – where this may involve young people being exposed to unsuitable material or activities.
- **Aboard a seagoing vessel**, even if the vessel is in dock.
- **Any premises where the young person would sell alcohol** – unless supplied in a sealed container
- **Slaughterhouses**
- **Fairgrounds or amusement arcades**
- **Heavy manufacturing workshops**, especially those where hot metal processes are involved.
- **Quarries and excavations, shafts and tunnels**, though Work Experience is allowed in offices, canteens and laboratories associated with such activities.
- **Any job which is carried out at more than 2 metres above ground level**, unless adequate scaffolding, walkways, and access to walkways are provided (in practice this affects placements with, for example roofers, T.V. aerial erectors and window cleaners). Any young person placed in these situations would be restricted to carrying out ancillary tasks at ground level, in the interior of buildings or at heights of less than 2 metres.

2.2 If your workplace is not one of those listed in **Paragraph 2.1**, then you can proceed in assessing it for suitability for a young person on Work Experience. However, The Humber EBLO has been advised by the Health and Safety Executive that placements in six occupational areas are regarded as high risk. These are:

- Agriculture
- Catering
- Construction
- Engineering – to be written into Appendix 2
- Equestrian
- Transport

Young people are allowed to undertake placements in these workplaces but there are specific risks for each which will need to be considered as the Risk Assessment is carried out. Further information regarding this is contained in **Appendix 1**.

2.3 The Health and Safety at Work Act 1974 obliges employers to conduct their business in such a way that other people are not exposed to risks to their health or safety - this duty extends to a wide range of people including customers, visitors, passers-by **and young people on Work Experience**.

2.4 Young people on Work Experience have the same status as employees under current employment legislation. Your organisation is advised to should already have in place many of the **legal requirements** for offering Work Experience. However, the following will serve as a checklist and were current at the time of going to press:

- **Insurances:** Employers' Liability, Public Liability and Motor Vehicle. You need to ascertain whether your Insurers provide cover for students on work experience and if they require any specific information on such students.
- **Equal Opportunities legislation:** Sex Discrimination Act 1975; Race Relations Act 1976 and the Amendment

Act 2000.

- **Health and Safety legislation:** Health and Safety at Work Act 1974; Young Person's Health and Safety at Work Regulations as incorporated in the Management of Health and Safety at Work Regulations 1999; RIDDOR 1995. (Risk Assessment)
- **Disability Discrimination Act 1995** supported by the **Special Education Needs and Discrimination Act 2001**.
- **Working Time Regulations (DATE). + INFORMATION.**
- Others are in the process of being updated.

**2.5** It is important that you have systems in place to ensure that young people are adequately supervised at all times and, in particular, are not allowed to use tools or equipment in a dangerous way. It is therefore essential that all supervisors have a copy of the placement details in order that they understand what is expected of the young person and any restrictions that may apply. You should also be satisfied that any protective clothing or equipment necessary for the work being undertaken is provided.

**2.6** You must ensure that Risk Assessments of the workplace and the hazards that are produced by the work being carried out have been done. The Management of Health and Safety at Work Regulations 1999 mean employers are required to do this before any person under the age of 18 starts work. As you consider the possible risks in your place of work, you must take into account the likely immaturity, lack of awareness and inexperience of the young people who will be working with you. Don't be put off by this - many employers have found that looking at their premises through the eyes of a teenager is a useful exercise in ensuring adequate Health and Safety measures are in place for all personnel. If there are any significant findings and control measures necessary, these must be recorded. Your local Placement Officer can help you with this, but it is your responsibility to carry out the Risk Assessments. An example of a completed Risk Assessment is shown in **Appendix 3**.

**2.7** As the Risk Assessment is carried out, you will also need to bear in mind that young people undertaking the placement should, as far as possible, be encouraged to carry out real work tasks alongside other employees to make the experience as real as possible. If adequate arrangements are made, the vast majority of workplaces are suitable for Work Experience and many employers have found that young people on placement can make a very real contribution to their business.

**2.9** Once the approval procedures have been completed and your premises have been registered as suitable for Work Experience, your placement details will be passed on to the school(s) with which you have agreed to work. The school's Work Experience Co-ordinator will then contact you by telephone or letter to inform you of the details of the young person(s) they would like to place with you and the dates of the Work Experience period.

## Section 3. Preparation for the Placement

**3.1** Once your organisation is registered and you have agreed the date(s) of the placement(s), you must ensure that the key findings of your Risk Assessments and control measures in place, are passed to the parents/carers of the young people to be placed with you. In order to assist you with this, your local Placement Officer will pass these on to school for distribution to parents/carers. The school will not release any young person to an employer unless the parent has signed to say that they have read and understood the placement details which include any risks associated with that placement.

**3.2** You should be given written information about the young person(s) to be placed with you. This should include name, age, school telephone number, named school contact(s) and any other relevant facts. You should also be told what the young person will bring - including specific tasks, diaries and assessment sheets - and what action to take if unforeseen situations occur (e.g. accidents, illness, young person not attending).

**3.3** Many work experience placements have a prescribed Learning Framework. This is a format designed to help employers structure placements and a means by which students can identify the skills they hope to develop during their placement. Some students will bring this with them to the placement or you may be introduced to it by your local Placement Officer.

**3.4** The school should inform you of any additional needs required by pupils to be placed with you. For instance, you may occasionally have assigned to you a young person who suffers from a particular medical condition or personality traits that might put the young person, other employees or the public at risk. Known or proven patterns of behaviour such as aggression, shyness or dishonesty should also be brought to your attention.

**3.5** Most schools encourage their students to contact their assigned employer before starting a placement to discuss details and ask questions. First contact will usually be via the telephone and it is good practice for your designated placement supervisor to talk to the young person in order to deal with any queries. If possible, and if time and distance allow, young people are very appreciative of the opportunity to visit their placement prior to them starting. Some of them will be very nervous and it will help to set minds at rest if they can have answers to at least some of their questions before they start. It also gives them a chance to get to know who's who and gives you the opportunity to find out a bit about them so that you can plan the placement more effectively to meet their aims. You might wish to use such an opportunity to carry out the induction procedure detailed in **Paragraphs 5.2 to 5.27** so that the young person will be ready to get straight down to work when they start their first full day.

**3.6** You have the right to refuse any young person if you consider the risks associated with them to be unacceptably high. It is however, worth bearing in mind that some young people may display disruptive or lazy behaviour at school simply because they feel that they are ready to leave and start work. There have been many pleasant surprises over the years and one of the most common reactions of teachers is 'Why can't he/she work like this when they're in school?' Please try to give them all a chance. If it doesn't work out, the placement may be terminated as described later in **Paragraph 5.23**. If you have any queries or concerns regarding the young person to be placed with you, you should address these to the Work Experience Co-ordinator at the school who will be happy to help.

## Section 4. Planning the Placement

**4.1** Once all the preparation regarding the suitability of your workplace for Work Experience is done, there are still things to think about and plan before the young person arrives. The paragraphs which follow contain some of the points you'll probably need to consider but these may need to be modified and expanded for different types of work, or to suit the age or ability of the young person involved.

**4.2 Hours of Work.** Young people on work experience are not allowed to work before 6 a.m. or after 10 p.m. They are also not allowed to work on Sundays or Bank Holidays.

**4.3 Line Manager:** Is anyone other than the designated supervisor going to be in charge of the young person? If so, they will also need to be briefed and made aware of their responsibilities under health and safety legislation. They will need to have all the information about the young person provided by the school and a copy of the placement details.

**4.4 Lunch and break times:** Where will the young person eat? Will they have access to exactly the same facilities as other employees? It is important that your Placement Details supplied to parents indicates whether you will provide lunchtime supervision. Where supervision is provided, the young person will be expected to stay on your premises during the lunch break. However, it is recognised that in some situations, lunchtime supervision will not be provided. In signing the parental consent form, a parent indicates that he or she accepts responsibility for his/her son or daughter in these circumstances.

**4.5 Equipment:** What equipment will the young person be allowed to use? It is important to remember that young people are not allowed to operate or use some power tools and machinery. **Where relevant, check that all safety guards are in place and that the young person will be supervised at all times.**

**4.6 Housekeeping:** Is the workplace safe and tidy? Young people coming into a new environment will not be aware of that trailing electric cable you've all been meaning to do something about! Check everything.

**4.7 Information:** Most young people will be asked by their school to collect information about your organisation to complete their diary and discuss when they are debriefed back in school. You can choose to answer their questions individually or produce some information beforehand to give to the young person. This could be a useful task to be carried during any period where the young person is not directly involved in the work. Practical information might be:

- Purpose of the organisation
- History of the organisation including any recent changes
- Number of employees/gender breakdown
- Employee structure
- Working hours including shift systems and holiday entitlements
- Equal opportunity policy
- Recruitment procedure, including levels of qualification necessary
- Use of information technology
- Glossary of terms used which students will not normally meet in everyday life
- Staff training/development/appraisal

**4.8 Planned programme:** What will the young person be doing during their time with you? If possible, it is of benefit to them if they can sample different tasks within your organisation. A copy of a typical planned programme can be found in **Appendix 5**.

**4.9 Child Protection.** This is a very sensitive area. Placement Providers should do all they can to ensure their employee's relationships with young people on work experience are appropriate. Employers and their employees must be made aware of potentially risky situations and take active steps to protect both the young person and the employee.

**4.9** Special care must be taken where:

- The young person is working alone with one employee for substantial periods
- The young person is of the opposite sex to employees all of one gender
- The workplace is in an isolated environment
- The young person has to travel in a vehicle with an employee
- The placement involves some work during unsocial hours
- The young person involved has any identified special needs

#### **4.10**

Appendix 1 is a sheet of advice which should be handed to all employees who may come into contact with the young person during the placement.

## SECTION 5. During the Placement

**5.1** If you have not already done so, the first thing you'll need to do when the young person arrives is introduce them to your workplace. There should be a section on this contained in the young person's Work Experience diary/journal.

**5.2** A suggested checklist for use by a supervisor during an induction can be found in **Appendix 4. Paragraphs 5.3 to 5.19** below contain amplification of the points you'll need to cover as a minimum. You may need to modify or extend these for individual programmes of work, or to suit the age and ability of the individual involved. Induction briefing is best done while the young person is being shown around the areas in which they will be working.

**5.3 General work place introduction as appropriate.** Explain that machinery must never be operated unless trained to do so or without the permission of a supervisor. Stress that no attempt must be made to repair any machine on their own and that all faults must be reported to the supervisor.

**5.4 Dangerous Substances.** Explain the importance of complying with the rules on the handling of chemicals and the advice given on container labels. ***Stress that they must ask their supervisor if they are unsure of any precautions to be taken.***

**5.5 Lifting or moving heavy and awkward objects.** Such work should have been assessed under the Manual Handling Operations Regulations 1992. Where appropriate, arrange for young people to be shown the right way to lift objects and explain why it is important.

**5.6 Housekeeping.** Explain the importance of keeping drawers and cupboard doors shut; safe positioning of loose electrical, telephone or computer cables; safe storage of material; keeping the work area clean and tidy.

**5.7 Introduction to supervisors.** It is important that, due to their youth and inexperience in the workplace, the young person is under the guidance of a named responsible adult at all times. If they are required to carry out repetitive or routine tasks there should still be a supervisor on call. **Emphasise that if they are unsure about any aspect of their placement, they should ask their supervisor.** Make sure that everyone who will come into contact with the young person while they are on Work Experience knows who the young person is and what they will be doing. This is where a written planned programme is useful. Some employers with large premises find it helpful to provide labels or badges to identify the young person on placement.

**5.8 Fire alarm/first aid/emergency procedures.** Point out escape routes and first aid points, tell them who is trained in first aid, draw attention to any potential hazards and explain the importance of safe working practices. Explain the procedures for emergency evacuation of the premises, including the route to be taken, assembly points and reporting procedures.

**5.9 Protective clothing and safety equipment** (where applicable). Describe what is provided, when and why it must be used, where it is kept and how to use it.

**5.10 Accident, sickness and absence procedures.** You should have received from the school the name of at least one person who must be contacted in the event of accident, sickness or absence. Explain that the school will immediately be informed if any of these should occur. Explain also that all accidents must be reported and that all injuries, no matter how small, must be entered in the accident book. Point out where the accident book is kept and who should be told in the event of any accident.

**5.11 Health and safety practice within specified areas.** Explain the safety policy and point out any aspects that apply to young people in particular. If you have any literature on aspects of safety, explain it and give the young person their own copy. Remember to take into account the young person's age, the length of their stay and their likely exposure to hazards. Emphasise personal responsibilities. Introduce any named safety personnel or at least give their names, locations and responsibilities.

**5.12 Smoking policy.** They do need to be aware of it.

**5.13 Location of toilets, eating areas, staff room etc.** It may seem obvious, but they might be frightened to ask! Where applicable, explain the use of barrier creams or hand cleansers and tell the young person where they can be

found and when they should be used .

**5.14 Map.** If your premises are large and the young person is going to be required to move between departments, a map can save a lot of your (and their) time. A map can also highlight prohibited or dangerous areas. (See 5.15)

**5.15 Prohibited activities.** Describe any areas or activities which people on Work Experience must not enter or carry out. *Explain why this is so.*

**5.16 Hours of work.** Explain your working times; what time they should arrive and what time they can expect to finish. Bear in mind that young people on placement should work the normal hours of your organisation, subject to a maximum of 40 hours per week. However, young people on work experience and under the age of 16 cannot work on Sundays, Bank Holidays, or between the hours of 10 pm and 6 am.

**5.17 Attendance and discipline.** Young people on Work Experience are subject to discipline at work in the same way as employees. Spell out your expectations for behaviour, dress and conduct and you should warn that, in the event of misconduct, you have the right to terminate the placement.

**5.18 Confidentiality.** Your organisation, where applicable, has the right to expect confidentiality from young people undertaking Work Experience. You should explain to them if any material or information is confidential, they are not to discuss it outside the organisation. Occasionally, it may be necessary to exclude them from particularly sensitive areas.

**5.19 Programme of planned activities.** If you have a planned programme for the time the young person is with you, go through it now. The young person will expect to be given tasks to do alongside other workers. Clearly, they will not be able to perform such tasks as quickly as established staff but they should be given a chance to try. A planned programme will give them some idea of what to expect each day and it will save a lot of time by preventing the young person from constantly asking what's happening next. To help with this, there is a Learning Framework for most workplaces available through your local Placement Officer.

**5.20 Work Experience Diary/Journal.** Most young people will bring a diary or journal with them in order to keep a record of their activities during the placement. Your support in completing these is very much appreciated, and the information gathered may be used by students in their examination subjects when they return to school. For young people with identified special needs it may sometimes be more appropriate to use audio, video or photographic recording. The school will advise you if this is the case.

**5.21 Routines.** Where there are mundane or routine tasks such as sweeping the floor or making the coffee to be carried out as part of the work, the young person should take their turn at these but they should not be the only tasks the young person carries out while they are with you.

**5.22 Observation.** Where it is not appropriate for young people to be carrying out work tasks - for instance in a hairdressing salon when the paying customer must be attended by a qualified hairdresser, the young person should be encouraged to watch, with the customer's permission, and ask questions.

**5.23 Visits by Teachers.** Schools should allocate a tutor to visit the young person during the placement period. You should be contacted, at least by telephone, to check upon progress. If a visit is to be made, the tutor will arrange to call at a mutually convenient time.

**5.24 Accidents/incidents.** If an accident/incident should occur, no matter how small, you should take whatever immediate action is necessary. ***You must report the action taken to the school contact immediately.*** If necessary, your Placement Officer will advise on further procedures – for example RIDDOR reportable accidents/incidents. The school will arrange for the young person to be collected if required.

**5.25 Dismissal.** If a young person proves to be unsuitable for the placement, contact the school and explain the circumstances. ***Never eject a young person from your premises.*** They are still the responsibility of the school and the school must arrange for them to be collected and dealt with through the school's disciplinary procedures. **Similarly, if the young person stops attending the placement, please notify the school on the first day of absence.**

**5.26 Payment.** Young people do not receive any payment for the work they perform on Work Experience. However, Work Experience Good Practice Guide for Employers  
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some employers may wish to make a contribution towards meals and travel costs. This is entirely at the discretion of your organisation.

**5.27 Employer Report Form.** The school should provide you with an employer report form. This has space to comment on issues such as punctuality, attendance, attitude, relationship with colleagues, etc. It is good practice to complete this form in discussion with the young person towards the end of placement. This allows both parties an opportunity to feed back on how successful the placement has been. An example of a Report Form is in **Appendix** . Please make time to fill this in as it is an important piece of evidence for the young person to include in their school Record of Achievement or Progress File.

## **SECTION 6. After the Placement**

**6.1** Once the young person has left you, it is very useful to evaluate how it has all gone and what everyone, not just the young person, gained from the experience. This can often be very useful when considering work practices and procedures which, under normal circumstances, may be taken for granted. Some questions you might consider are:

- How welcome was the young person made to feel? It is sometimes easy to forget just how intimidating being in a new place can be. Everyone involved with the young person should have tried to answer questions and if necessary, taken the time to explain things a number of times.
- Were the young person's aims for the Work Experience met as far as was realistically possible? For instance, if they said that they were particularly interested in how your product is advertised and sold, were they given the chance to find out? Clearly, if their aim were to be running the company by the end of the week or fortnight, this would be totally unrealistic!
- Did the young person come up with any observations or suggestions? Young people can sometimes make very sound judgements about things they have experienced which can evoke the response 'Why didn't I think of that?'
- Was the school's involvement in the placement effective? Was a visit made by staff? Was the named contact at the school easily contactable? It is important that personnel from the school are seen to be interested in what the young person placed with you is learning during their stay.

**6.2** If there is anything that you would like the school to know regarding the placement, you should contact the Work Experience Co-ordinator at the school. He or she welcomes the opportunity to discuss the placement and will liaise with the local Placement Officer to address any issues raised.

**6.3** If there are serious concerns about the involvement of any of the organisations involved in placing the young person, you should take these up with your local Placement Officer.

**6.4** Finally, even if all has not gone according to plan, please don't be disheartened. You have provided a valuable service to the community and even if the young person who was with you may not have appeared to appreciate your efforts, they will still have learnt from the experience. Having said that, the majority of our young people are grateful for the opportunity to sample 'real' work and we thank you for the time and resources you put into providing Work Experience.

## SECTION 7. Young People with Additional Needs

**7.1** Work Experience is especially important for those young people who, for whatever reason, are identified as requiring additional support in order to help them undertake tasks which may usually be seen as everyday or routine. The term 'additional needs' covers a range of difficulties which may be learning, emotional, physical or sensory. Your organisation may already employ people with such disabilities who carry out their work competently. It is important that similar young people are given the chance to try out the adult world in a safe environment.

**7.2** If you offer a placement to a young person with additional needs, your local Placement Officer and the school will work closely with you to consider the additional support required. Individual circumstances will vary enormously but issues are likely to be:

- **Introductions.** In some cases it may not be appropriate for the young person to make the first contact him or herself, as recommended in **Paragraph 3.5**.
- **Transport.** If the young person needs special transportation to and from the placement, there may be implications regarding the length of the working day the young person can spend with you.
- **Special provision such as wheelchair access.** Potential placements will need to be checked over and above usual health and safety requirements to ensure that the particular needs of the young person can be accommodated.
- **Provision of additional support staff.** Some young people require extra help and support to make the most of their Work Experience. If such support is required, the school will make arrangements for the young person's classroom assistant to accompany him or her. The assistant will know the young person well but will still need to be briefed about the aims of the Work Experience in order to relate them to the young person's individual learning programme. Whether extra support staff are deployed or not, you should be given a specific briefing on the young person's capabilities and limitations.
- **Additional attendance checking.** It may be necessary for the school to check the young person's attendance at the work place every day.
- **Recording of Work Experience** by means other than the standard issue log book or diary (See **Paragraph 5.1**).
- **Medication.** It is possible that regular and/or emergency medication may be required by the young person. Arrangements for its administration must be made and all personnel involved, particularly the supervisor, must be appraised of these arrangements.
- **Specific restrictions.** Any restrictions on Work Experience brought about by the young person's special needs must be recognised. Considerations might be the length of the working day, therapy and/or hygiene requirements, mobility, use of special equipment.

**7.3** Your Risk Assessment of placements will need to be very carefully considered with key personnel from the school before matching any young person with additional needs to a placement. It may be that a specific Risk Assessment will need to be done with regard to the individual concerned. The school's Work Experience Co-ordinator should arrange for all such young people to be visited whilst they are on placement. This should be in addition to the allocated support staff.

## Section 8. Useful Addresses

In this region, the contract for checking and allocating work experience placements is held by **The Humberside Partnership**. Their local Placement Officers are based in the following locations:

### **Beverley Connexions Centre**

3 North Bar Within  
BEVERLEY  
HU17 8AP  
Telephone: 01482 862741  
Fax: 01482 863787

### **Grimsby Connexions Centre**

Queen Street  
GRIMSBY  
DN31 1JA  
Telephone: 01472 355303  
Fax: 01472 355303

### **Hull Connexions Centre**

Queen Victoria House  
Alfred Gelder Street  
KINGSTON-upon-HULL  
HU1 2AY  
Telephone: 01482 223081  
Fax: 01482 218787

### **Scunthorpe Connexions Centre**

60 Oswald Road  
SCUNTHORPE  
DN15 7PB  
Telephone: 01724 282200  
Fax: 01724 281715

### **Learning and Skills Council Humberside:**

The Maltings, Silvester Square, Silvester Street, KINGSTON-upon-HULL, HU1 3HA  
Telephone: 0845 0194153  
Fax: 01482 383595

### **The Humber EBLO:**

County Hall, BEVERLEY, HU17 9BA  
Telephone: 01482 391627  
Fax: 01482 391611

## Secondary and Special Schools - East Riding of Yorkshire

You will be advised of the name of the Work Experience Co-ordinator when you are contacted with details of the placement

### **Beverley Girls' High School**

Norwood  
BEVERLEY  
HU17 9EX  
Tel: 01482 881658

### **Beverley Grammar School**

Queensgate  
BEVERLEY  
HU17 8NF  
Tel: 01482 881531

### **Beverley Longcroft School**

Burton Road  
BEVERLEY  
HU17 7EJ  
Tel: 01482 862171

### **Bridgeview Special School**

Ferriby Road  
HESSLE  
HU13 0HR  
Tel: 01482 640115

### **Bridlington School Sports College**

Bessingby Road  
BRIDLINGTON  
YO16 4QU  
Tel: 01262 672593

### **Bridlington Headlands School**

Sewerby Road  
BRIDLINGTON  
YO16 5UR  
Tel: 01262 676198

### **Cottingham School**

Harland Way  
COTTINGHAM  
HU16 5PX  
Tel: 01482 847498

### **Driffield School**

Manorfield Road  
DRIFFIELD  
YO25 5HR  
Tel: 01377 253631

### **Ganton Special School**

Springhead Avenue, Willerby Road  
KINGSTON-upon-HULL  
HU5 5YJ  
Tel: 01482 564646

### **Hessle High School**

Heads Lane  
HESSLE  
HU13 0JQ  
Tel: 01482 648604

### **Hornsea School**

Eastgate  
HORNSEA  
HU18 1DW  
Tel: 01964 532727

### **Howden School**

Derwent Road,  
Howden  
GOOLE  
DN14 7AL  
Tel: 01430 430870

### **Hull High School for Girls\***

Tranby Croft  
ANLABY  
HU19 7EH  
Tel: 01482 657016

### **King's Mill Special School**

Victoria Road  
DRIFFIELD  
YO25 6UG  
Tel: 01377 253375

### **Market Weighton School**

Spring Road  
Market Weighton  
YORK  
YO43 3JE  
Tel: 01430 873848

### **Pocklington School\***

West Green  
Pocklington  
YORK  
YO42 2NJ  
Tel: 01759 303125

### **Riverside Special School**

Ainsty Street  
GOOLE  
DN14 5JS  
Tel: 01405 763925

### **St Anne's Special School**

St Helen's Drive  
Welton  
BROUGH

HU15 1NR  
Tel: 01482 810641

**Snaith School**  
Pontefract Road  
SNAITH  
DN14 9LB  
Tel: 01405 860327

**South Hunsley School**  
East Dale Road  
Melton  
NORTH FERRIBY  
HU19 2EQ  
Tel: 01482 631208/9

**Woldgate School**  
Kilnwick Road  
Pocklington  
YORK  
YO42 2LL  
Tel: 01759 302395

**South Holderness School Technology College**  
Station Road  
Preston  
KINGSTON-upon-HULL  
HU12 8UZ  
Tel: 01482 899315

**Vermuyden School**  
Centenary Road  
GOOLE  
DN14 6AN  
01405 768621

**Withernsea School Technology College**  
Hull Road  
WITHERNSEA  
HU19 2EQ  
Tel: 01964 613133/4

**Wolfreton School**  
South Ella Way  
Kirkella  
KINGSTON-upon-HULL  
HU10 7LU  
Tel: 01482 659356

Those schools marked \* are independent schools. All others are maintained by the Local Authority which can be contacted at:

*Department of Education, Leisure and Libraries  
County Hall  
BEVERLEY  
East Riding of Yorkshire  
HU17 9BA  
Tel: 01482 887700*

## **Work Experience Co-ordinators: Secondary and Special Schools and Units - Kingston-upon-Hull**

You will be advised of the name of the Work Experience Co-ordinator when you are contacted with details of the placement

### **Andrew Marvell School**

Barham Road  
Bilton Grange Estate  
KINGSTON-upon-HULL  
HU9 4EE  
Tel: 01482 799132

### **Archbishop Thurstan School**

Hopewell Road  
KINGSTON-upon-HULL  
HU9 4HD  
Tel: 01482 781912

### **David Lister School**

Rustenburg Street  
KINGSTON-upon-HULL  
HU9 2PR  
Tel: 01482 376304

### **Endeavour High School**

Fountain Road  
Beverley Road  
KINGSTON-upon-HULL  
HU5 1AD  
Tel: 01482

### **Fountain House Pupil Referral Unit**

Fountain Road  
KINGSTON-upon-HULL  
HU2 0LH  
Tel: 01482 226166

### **Frederick Holmes Special School**

Inglemire Lane  
KINGSTON-upon-HULL  
HU6 8JJ  
Tel: 01482 854538

### **Hull Grammar School**

Cottingham Road  
KINGSTON-upon-HULL  
HU5 2DL  
Tel: 01482 440144

### **Hymers College**

Hymers Avenue  
KINGSTON-upon-HULL  
HU3 1LW  
Tel: 01482 343555

### **Isaac Newton School**

Hemswell Avenue  
KINGSTON-upon-HULL  
HU9 5LB  
Tel: 01482 708575

### **Kelvin Hall School**

Bricknell Avenue  
KINGSTON-upon-HULL  
HU5 4QH  
Tel: 01482 342229

### **Pickering School**

Pickering Road  
KINGSTON-upon-HULL  
HU4 7AE  
Tel: 01482 352939

### **Kingswood High School**

Wawne Road  
Bransholme  
KINGSTON-upon-HULL  
HU7 4WR  
Tel: 01482 879967

### **Malet Lambert School Language College**

James Reckitt Avenue  
KINGSTON-upon-HULL  
HU8 0JD  
01482 374211  
Tel: 01482 374211

### **Newland Girls' School**

Cottingham Road  
KINGSTON-upon-HULL  
HU6 7RU  
Tel: 01482 343098

### **Northcott Special School**

Dulverton Close  
Bransholme  
KINGSTON-upon-HULL  
HU7 4EL  
Tel: 01482 825311

### **St Mary's RC College**

Cranbrook Avenue  
KINGSTON-upon-HULL  
HU6 7TN  
Tel: 01482 851136

**Schoolgirl Mums' Unit**

Ground Floor, The Avenues Centre  
Park Avenue  
KINGSTON-upon-HULL  
HU5 4DA  
Tel: 01482 493919

**Sir Henry Cooper School**

Thorpepark Road  
Orchard Park Estate  
KINGSTON-upon-HULL  
HU6 9ES  
Tel: 01482 854687

**Sutton Place Safe Centre**

347 Saltshouse Road  
KINGSTON-upon-HULL  
HU8 9UR  
Tel: 01482 374186

**Sydney Smith School**

First Lane  
Anlaby  
KINGSTON-upon-HULL  
HU10 6UU  
Tel: 01482 652622

**Teskey King Special School**

Inglemire Lane  
KINGSTON-upon-HULL  
HU6 8JH  
Tel: 01482 854588

**Trinity House School**

Princes Dock Street  
KINGSTON-upon-HULL  
HU1 2LJ  
Tel: 01482 326421

**Tweendykes Special School**

Tweendykes Road  
KINGSTON-upon-HULL  
HU7 4XJ  
Tel: 01482 826508

**Winifred Holtby School Technology College**

Midmere Avenue  
Bransholme  
KINGSTON-upon-HULL  
HU7 4PW  
Tel: 01482 82620

Those schools marked \* are independent schools. All others are maintained by the Local Authority which can be contacted at:

*Hull City Council  
Education Department  
Essex House  
Manor Street  
Kingston-upon-Hull  
HU1 1YD  
Tel: 01482 300300*

**Work Experience Co-ordinators: Secondary and Special Schools and Units - North Lincolnshire**

You will be advised of the name of the Work Experience Co-ordinator when you are contacted with details of the placement

**Baysgarth School**

Barrow Road  
BARTON on HUMBER  
DNI8 6AE  
Tel: 01652 632576

**Brumby School**

Cemetery Road  
SCUNTHORPE  
DNI6 INT  
Tel: 01724 860237

**Foxhills School**

Foxhills Road  
SCUNTHORPE  
DNI5 8LJ  
Tel: 01724 860458/9

**Frederick Gough School**

Grange Lane South  
Bottesford  
SCUNTHORPE  
DNI6 3NG  
Tel: 01724 860151

**High Ridge School**

Doncaster Road  
SCUNTHORPE  
DNI5 7DF  
Tel: 01724842447

**Huntcliff School**

Redbourne Mere  
Kirton Lindsey  
GAINSBOROUGH  
DN21 4NN  
Tel: 01652 648276

**Millbrook House Pupil Referral Unit**

School Road  
Ashby  
SCUNTHORPE  
DN16 2TD  
Tel: 01724 843664

**North Axholme School**

Wharf Road  
Crowle  
SCUNTHORPE  
DNI7 4HU  
Tel: 01724710368

**St Bede's RC School**

Collum Avenue  
Ashby  
SCUNTHORPE  
DNI6 2TF  
Tel: 01724 861371

**St Hugh's Special School**

Bushfield Road  
SCUNTHORPE  
DN16 1NB  
Tel: 01724 842960

**St Luke's Special School**

Burghley Road  
SCUNTHORPE  
DN16 1JD  
Tel: 01724 844560

**Scunthorpe Child Adolescent & Family Unit**

Shelford Street, Off Mary Street  
SCUNTHORPE  
DN15 6NV  
Tel: 01724 200080

**Sir John Nelthorpe School**

Grammar School Road  
BRIGG  
DN20 8AA  
Tel: 01652 658229

**South Axholme School**

Burnham Road  
Epworth  
DONCASTER  
DN9 1BY  
Tel: 01427 872121

**South Leys School**

Enderby Road  
SCUNTHORPE  
DNI7 2JL  
Tel: 01724 868388

**Thomas Sumpter School**

Chandos Road  
SCUNTHORPE  
DNI7 IHA  
Tel: 01724 868666

**Vale of Ancholme School**

Westmoor House  
Grammar School Road  
BRIGG  
DN20 8BA  
Tel: 01652 652908

**Winterton School**

Newport Drive  
Winterton  
SCUNTHORPE  
DN15 9QD  
Tel: 01724 732777

**Young Parents' Unit**

Henderson Centre  
Henderson Avenue  
SCUNTHORPE  
DN15 7RW  
Tel: 01724 278668

All the listed schools and units are maintained by the Local Authority which can be contacted at:

*North Lincolnshire Council  
Education and Personal Development Directorate  
Hewson House  
Station Road  
BRIGG  
DN20 8XJ  
Tel: 01724 297240*

## **Work Experience Co-ordinators: Secondary and Special Schools and Units - North East Lincolnshire**

You will be advised of the name of the Work Experience Co-ordinator when you are contacted with details of the placement

### **Cambridge Park Special School**

Cambridge Road  
GRIMSBY  
DN34 5EB  
Tel: 01472 230110

### **Havelock School**

Holyoake Road  
GRIMSBY  
DN32 8JL  
Tel: 01472 693946

### **Healing School**

Low Road  
Healing  
GRIMSBY  
DN37 7QD  
Tel: 01472 882882

### **Hereford School**

Westward Ho  
GRIMSBY  
DN34 5AH  
Tel: 01472 310015

### **Humberston Park Special School**

St Thomas Close  
Humberston  
DN36 4HS  
Tel: 01472 811063

### **Humberston School**

Humberston Avenue  
Humberston  
GRIMSBY  
DN36 4TF  
Tel: 01472 319990

### **Immingham School**

Carver Road  
IMMINGHAM  
DN40 1JT  
Tel: 01472 576455

### **Lindsey School**

Grainsby Avenue  
CLEETHORPES  
DN35 9NF  
Tel: 01472 500123

### **Matthew Humberstone School**

Chatsworth Place  
CLEETHORPES  
DN35 9NF  
Tel: 01472 328888

### **Phoenix House Pupil Referral Unit**

Harold Street  
GRIMSBY  
DN32 7NQ  
Tel: 01472 351412

### **St James' School\***

22 Bargate  
GRIMSBY  
DN34 4SY  
Tel: 01472 503260

### **St Mary's RC High School**

Wootton Road  
GRIMSBY  
DN33 1HE  
Tel: 01472 878869

### **Waltham Toll Bar School**

Station Road  
New Waltham  
GRIMSBY  
DN36 4RZ  
Tel: 01472 500505

### **Weelsby Hall Special Unit\***

Weelsby Road  
GRIMSBY  
DN32 9RU  
Tel: 01472

### **Western School**

Cambridge Road  
GRIMSBY  
DN34 5TD  
Tel: 01472 507891/2

### **Whitgift School**

Crosland Road  
GRIMSBY  
DN37 9EH  
Tel: 01472 887117

**Wintringham School**

Weelsby Avenue  
GRIMSBY  
DN32 0AZ  
Tel: 01472 871811

Those school and unit marked \* are independent. All others are maintained by the Local Authority which can be contacted at:

*North East Lincolnshire Council  
Education Department  
Eleanor Street  
GRIMSBY, DN.32 9DU  
Tel: 01472 313131*

## Section 9. Appendices

### Appendix 1.

#### Child Protection Guidance for Employees

It is important that you are aware of potentially risky situations when working with young people and take appropriate steps to protect both the young person and yourself.

- **You must inform your employer if you are disqualified from working with children under the Criminal Justice and Court Services Act.**
- Physical Contact: You may have to assist a young person in carrying out a technical operation, but physical contact should be kept to an absolute minimum.
- Wherever possible, avoid being alone with a young person on placement.
- Be friendly but do not engage in practical jokes or horseplay.
- If the placement involves you travelling alone with a young person on placement, inform a colleague of your proposed journey details. If possible, take a mobile phone with you.
- If there are any concerns about the attitude or behaviour of the young person, or if the young person tells you anything that concerns you, pass this information on to your supervisor, Placement Officer or the named person in the school.

## **Appendix 2. High Risk Workplaces; Codes of Practice**

The Humber EBLO has been advised by the Health and Safety Executive that placements in particular workplaces are regarded as high risk. These are:

- Agriculture
- Catering
- Construction
- Engineering
- Equestrian
- Transport

In the interest of safety, a Code of Practice has been produced for each of these workplaces, all of which are contained in this Appendix. If you offer such placements, please make sure you are familiar with the Code of Practice and the employment legislation pertaining to your place of work. This information is intended for guidance purposes only and should not be treated as an authoritative statement of the law.

Further advice on Health and Safety matters can be obtained from:

### **The Health and Safety Executive**

Edgar Allen House  
241 Glossop Road  
SHEFFIELD  
S10 2GW

### **Advice to Employers offering Work Experience Placements to Young People in AGRICULTURE**

The Health and Safety Executive advises that certain activities in agriculture are regarded as too dangerous for young people of compulsory school age to undertake, and has drawn up a list of activities which are PROHIBITED to young people still in compulsory education. This list includes:

- Operating a circular saw on farms or in other agricultural work
- Feeding produce into the drum feeding mouth of a threshing machine
- Supervising a vehicle containing a dangerous substance
- All work in excavations, shafts or tunnels
- Working at more than 2 metres above ground level
- Children below school leaving age driving a tractor in agriculture or horticulture
- Children below school leaving age using ladders in agriculture or horticulture

In addition, no young person should be expected to lift, move or carry a load so heavy as to be likely to cause injury to himself/herself.

### **THE APPROVED CODE OF PRACTICE 'PREVENTING ACCIDENTS TO CHILDREN IN AGRICULTURE' (PACA)**

This Code contains many specific prohibitions, and should be consulted by Placement Providers planning to use farms, market gardens, and other agricultural/horticultural placements. Some of the prohibitions are listed below. THIS LIST IS NOT EXHAUSTIVE. The Code of Practice must be read in its entirety.

## **Advice to Employers offering Work Experience Placements to Young People in AGRICULTURE (continued)**

### **Prohibited Activity**

1. Children below school leaving age driving, operating or helping to operate the following machines:

- Trailers, tankers or feeding equipment with built in conveying mechanisms (except ground wheel driven or rotary-type side delivery manure spreaders)
- Power driven machines incorporating any built-in cutting, splitting, grinding or crushing mechanism
- Chemical applicators
- Machines incorporating power-operated soil engaging parts. Ditching and drainage equipment
- Threshers, trussers and mobile or stationary balers
- Loading shovels (including skid steer loaders), lift trucks (including rough terrain type), track laying vehicles and similar machines
- Grain and slurry conveying equipment
- Powered feed preparation equipment

2. Children below school leaving age cleaning or maintaining any of the machines listed above.

3. Children below school leaving age driving, operating, assisting in the operation of, cleaning or maintaining of any other machine.

4. Children below school leaving age, riding on any tractor or trailer.

5. Children below school leaving age entering an enclosed yard, pen, stall or transport box occupied by a bull, boar, stallion, ram or stag or other potentially dangerous animal.

## **Advice to Employers offering Work Experience Placements to Young People in CATERING**

The Health and Safety Executive advises that certain activities in catering are regarded as too dangerous for young people of compulsory school age to undertake, and has drawn up a short list of activities which are PROHIBITED to young people on Work Experience in their final two years at school. Children below school leaving age must not be allowed to:

- Work with dough brakes and dough mixers
- Work with meat mincing machines
- Work with pie and tart making machines
- Clean machinery when it is in motion or when there is a risk from adjacent machinery
- Be employed in connection with the sale or delivery of intoxicating liquors

## **Advice to Employers offering Work Experience Placements to Young People in CATERING (continued)**

In addition no young person should be expected to lift, move or carry a load so heavy as to be likely to cause injury to himself/herself.

### **GENERAL ADVICE**

The Food Hygiene Regulations 1970, The Food Safety Act 1990 and The Offices, Shops and Railway Premises Act 1963 apply.

It is important that protective clothing, in particular overalls and a net or hat to cover the hair is worn at all times when food preparation and cooking are undertaken.

Particular care should also be taken with young people on Work Experience in the use of knives or other sharp implements or work in close proximity to stoves or other heat sources where there is risk of burns or scalds.

## **Advice to Employers offering Work Experience Placements to Young People in CONSTRUCTION**

The Health and Safety Executive has advised that certain activities in construction should be regarded as too dangerous for young people of compulsory school age to undertake, and has drawn up a short list of activities which are PROHIBITED to young people on Work Experience in their final two years at school. This list includes:

- Children below school leaving age undertaking any task on building sites (defined as places where new buildings are being erected)
- Children below school leaving age working at more than 2 metres above ground level
- Children below school leaving age doing work in excavations, shafts or tunnels

In addition, no young person should be expected to lift, move or carry a load so heavy as to be likely to cause injury to himself/herself.

### **GENERAL ADVICE**

The Factories Act 1961 applies to building operations and works of engineering construction as defined at Section 176 of the Act.

Building operations include the construction, structural alteration, repair, re-pointing, re-decoration and demolition of buildings.

Works of engineering construction include construction work on railway sidings, docks, harbours, inland waterways, tunnels, bridges and sewerage works.

**Section 127** of the Factories Act 1961 requires employers to inform the Health and Safety Executive of any building operations or works of engineering construction that are likely to continue for more than six weeks. This notification should be made not later than seven days after the commencement of the work. **This type of building site should not be used for Work Experience.**

There are also many Construction Regulations which impose minimum requirements for reducing or removing many of the specific hazards faced by construction workers.

## **Advice to Employers offering Work Experience Placements to Young People in CONSTRUCTION (continued)**

Regulation 5 of the Construction (General Provisions) Regulations 1961 specifically requires any construction firm employing more than a total of 20 people on site, to appoint in writing one or more Safety Supervisors. Trainees are treated as employees for the purpose of the Construction Regulations.

## **Advice to Employers offering Work Experience Placements to Young People in ENGINEERING**

The Health and Safety Executive has advised that certain activities in engineering should be regarded as too dangerous for young people of compulsory school age to undertake, and has drawn up a short list of activities which are PROHIBITED to young people on Work Experience in their final two years at school. This list includes:

- Carrying out any process which involve the use of hot metals, power driven capstans or milling machines.
- Driving or operating power driven haulage winches, cranes, fork lift trucks, locomotives or any other mechanically propelled vehicle in an engineering environment.
- Cleaning or maintaining any of the machines listed above.
- Working with any materials solvents or solutions that are hazardous to health.

In addition no young person should be expected to lift, move or carry a load so heavy as to be likely to cause injury to himself/herself.

## **Advice to Employers offering Work Experience Placements to Young People in EQUESTRIAN Activities**

The Health and Safety Executive has advised that certain activities in connection with working with horses should be regarded as dangerous for young people of compulsory school age to undertake, and has drawn up a short list of general advice for supervisors to note when offering a placement to young people on Work Experience in their final two years at school. This includes:

Taking necessary precautions to minimise the risk to young people from falls, bites, kicks or being crushed by horses. In addition, care must be taken to prevent infections being contracted from livestock, vermin or soiled bedding.

Young people need to be instructed in correct techniques for approaching, handling and grooming horses in a safe manner. They also need to know how to safely lead horses.

An approved hard riding hat and hard soled boots or shoes with heels must be worn when riding. Many students may profess to already have experience of riding, but this must not be taken as evidence of proficiency. If a young person is to ride during the course of a placement, the supervisor must first satisfy him or herself that the student is proficient.

## **YOUNG PEOPLE MUST BE SUPERVISED AT ALL TIMES WHEN WORKING IN PROXIMITY TO HORSES.**

## **Advice to Employers offering Work Experience Placements to Young People in TRANSPORT**

The Health and Safety Executive has advised that certain activities in transport should be regarded as too dangerous for young people of compulsory school age to undertake, and has drawn up a short list of activities which are PROHIBITED to young people on Work Experience in their final two

years at school. This list includes:

- Supervising a vehicle containing a dangerous substance
- Driving or operating power driven capstans, haulage winches, locomotives or any other mechanically propelled vehicle on a construction site
- All work in excavations, shafts or tunnels
- Working at more than 2 metres above ground level
- Operating or helping to operate loading shovels (including skid steer loaders), lift trucks (including rough terrain type), track laying vehicles and similar machines.

In addition no young person should be expected to lift, move or carry a load so heavy as to be likely to cause injury to himself/herself.

### **GENERAL ADVICE**

Under no circumstances should a young person on Work Experience be allowed to drive any type of vehicle, whether on a public highway or on private property.

## Appendix 3: Example of Placement Details and Risk Assessment

New one required

BIG ENGINEERING PLC  
MIDLAND TRADING ESTATE  
ANYTOWN  
AA1 2BB  
TEL: 01222 123456

Placement: Clerical Assistant.

Contact: Ms Margaret Typper  
Office Manager.

Hours: 9.00 - 5.30 1 hour lunch 12.30 - 1.30  
Monday to Friday.

Interview: Ms Typper wishes to have an informal chat either by  
telephone or in person before placement.

Lunch provided? No. Packed lunch or buy from sandwich delivery. Drinks  
purchased from machine in staff room.

Supervision details: Supervised at all times EXCEPT lunch time by  
Doreen McKenna, Senior Clerk.

Transport: Own arrangements

Appearance: Must be very clean and smart. No jeans or trainers

Job description: Basic word processing; filing, library and reception  
duties, photocopying, taking messages

Risk Assessment:	<b>RISK</b>	<b>CONTROL MEASURES</b>
	Display Screen Equipment:	Checked for compliance with H&S regulations. Training given on induction.
	Slip and trip hazards:	Office checked daily.
	Machine areas:	Restricted access.
	Car park and moving vehicles:	Controlled by gate security.

Any health problems/deficiencies making this placement unsuitable?

Hearing: **No** Eyesight: **Minimum requirement for using DSE.** Skin: **No**

Breathing: **No** Allergies: **No** First Aid: **Trained personnel on site.**

Protective clothing required: **No** Protective clothing provided: **N/A**

Academic Level: Working towards Grade D GCSE or above

Suitability for  
special needs: With prior discussion.

Wheelchair OK? Yes, disabled toilet facilities available.

Prohibited Access to heavy engineering machine areas and loading

areas:                    bays prohibited.

## Appendix 4. Example of Induction Checklist

Sandra to email

### WORK EXPERIENCE INDUCTION CHECKLIST

- |    |   |                      |                          |
|----|---|----------------------|--------------------------|
| 1. | Issue of:   | Name badge           | <input type="checkbox"/> |
|    |   | Site Map             | <input type="checkbox"/> |
| 2. | Tour around site showing:                               | Supervisor's office  | <input type="checkbox"/> |
|    |   | Accident Procedure   | <input type="checkbox"/> |
|    |   | First Aid procedure  | <input type="checkbox"/> |
|    |   | Toilet facilities    | <input type="checkbox"/> |
|    |   | Dining facilities    | <input type="checkbox"/> |
|    | Explain:  | Smoking policy       | <input type="checkbox"/> |
|    |   | Traffic on site      | <input type="checkbox"/> |
|    |   | Safety signs         | <input type="checkbox"/> |
|    |   | Personal safety      | <input type="checkbox"/> |
|    |   | Dress requirements   | <input type="checkbox"/> |
|    |   | Safety eqpt provided | <input type="checkbox"/> |
| 3. | Fire regulations:                                       | Sound of fire alarm  | <input type="checkbox"/> |
|    |   | What to do           | <input type="checkbox"/> |
|    |   | Where to report to   | <input type="checkbox"/> |
| 4. | Prohibited areas of site:                               | Loading Bays         | <input type="checkbox"/> |
|    |   | Machine Shop         | <input type="checkbox"/> |
| 5. | Prohibited machinery:                                   | Pattern Cutters      | <input type="checkbox"/> |
|    |   | Angle Grinders       | <input type="checkbox"/> |
| 6. | Expectations re: behaviour, attitude, timekeeping       |                      | <input type="checkbox"/> |
| 7. | Supervisor has knowledge of any specific learning needs |                      | <input type="checkbox"/> |
| 8. | Signing In/Out procedure                                |                      | <input type="checkbox"/> |

*Young Person's*

*Signature:*.....

*Employer's*

*Signature:*.....

## Appendix 5. Sample of a planned programme for a week's placement

**Employer: Phantom Fashions, Couture House, Everpool Trading Estate, Everpool**  
**Hours of work: 8.00 a.m. to 12.30 p.m. 1.30 p.m. to 5.00 p.m.**

<b>Monday a.m.</b>	Induction and tour of site with Ms Gappher, Factory Manager. Background to Company. Video: The Phantom Fashion Season.
<b>Monday p.m.</b>	Fabric Purchasing Department with Mr Wragg, Chief Buyer. Issue of protective laboratory clothing. Instruction in uses of different types of materials, fabric testing and sampling. Laboratory testing of finishes added to fabrics.
<b>Tuesday a.m.</b>	Design Studio with Miss Drorem, Design Assistant. Brief: Produce a design for a waistcoat to be worn as an individual fashion item or as part of a complete outfit.
<b>Tuesday p.m.</b>	Design Studio with Miss Drorem, Design Assistant. Developing ideas on Computer Aided Design System. Formulating an appropriate pattern to be plotted. Planning the fabric to lay before cutting.
<b>Wednesday a.m.</b>	Cutting Room With Mr Slicett, Materials Assistant. Selecting fabric for manufacture of waistcoat. Cutting of fabric into components using scissors.
<b>Wednesday p.m.</b>	Machine Shop alongside Mrs Battersby, Chief Sample Hand. Timing of each stage of production of waistcoat.
<b>Thursday a.m.</b>	Machine Shop alongside Mrs Battersby, Chief Sample Hand. Continue manufacture of waistcoat. Use of CAM for buttonholes and wherever else appropriate.
<b>Thursday p.m.</b>	Sales Department with Mr Floggitt and Mrs Sellers. Finished garment evaluated, costed and considered for marketing.
<b>Friday a.m.</b>	Outlet visit with Mrs Sellers. Visit to Upforits Teenwear Shop, High Street, Everpool.
<b>Friday p.m.</b>	Placement Evaluation. Talk with Ms Gappher and with Mr Stileman, Managing Director (if available) about placement. Filling in forms and completing Diary.

## Appendix 6. Example of Employer's Report Form

### WORK EXPERIENCE - EMPLOYER'S REPORT

Name of Young Person.....

Name of School.....

Name of Company.....

Department.....

Please tick the appropriate column	Excellent	Good	Fair	Needs Improvement
Motivation				
Interest in work				
Initiative				
Self Confidence				
Enthusiasm				
Competence				
Adaptability				
Attitude to other staff				
Attitude to customers/clients				
Relationship with supervisor				
Ability to understand instructions				
Punctuality				
Attendance				
Personal Appearance				
Honesty/integrity				
Personal Responsibility				
Conscientiousness				

Please add any comments you may wish to make about this pupil:

.....  
 .....  
 .....

Would you be willing to take our pupils for Work Experience next year? YES  NO

Name of Supervisor.....Signature.....

**Please return this completed form to (*Work Experience Co-ordinator*) at (*name & address of school*) in the stamped envelope provided.**

## Appendix 7. Membership of the Working Party for the production of this file

Vince Barrett	Teacher Training Manager	THP Tel: 01482 223081
Sandra Strachan	Senior Placement Officer	THP Tel: 01482 862741
Paul Salmon	Senior Placement Officer	THP Tel: 01472 355303
Lindy Swalwell	Work-Related Learning Development Manager	Humber EBLO Tel: 01482 391627
Brenda Hardy	Tutor/Assessor Teacher Development	THP Tel: 01482 223081
Jonathan Leafe	Managing Director	Strawberry Corporate Publishing Tel: 01482 210701
Martin Longbottom	Safety and Special Learning Adviser	Learning & Skills Council Humberside Tel: 0845 0194153
Lesley Murray	Careers & Work Experience Co-ordinator	South Hunsley School Tel: 01482 631208.