



## Guidance document for accepting work experience pupils at the University of Leeds

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### 1. Introduction

- 1.1. Well planned and effectively organised work experience is a significant step in preparing young people for adult and working life as it can:
  - 1.1.1. help to develop students' personal and social skills;
  - 1.1.2. help to develop the attitudes and key skills they need for the world of work, e.g. communication, working with others and problem solving;
  - 1.1.3. Give them opportunities to learn directly about working life and the working environment, first hand.
  
- 1.2. Offering work experience can be beneficial to the University by:
  - 1.2.1. raising the profile of the University and building links with local schools and colleges;

- 1.2.2. improving the quality & preparedness of young people who may shortly be entering the labour market;
  - 1.2.3. providing an opportunity for relatively junior staff to practice supervisory skills by supervising placements.
- 1.3. This guidance document outlines the steps the University needs to take to assess, monitor and review the health and safety arrangements for work experience placements.

## **2. Responsibilities**

Heads of School/Service and other staff with responsibility for work experience placements will be responsible for ensuring that the procedures and recommended actions outlined below are followed.

## **3. Regulations**

- 3.1. Provisions for work experience or work-based activities are made under several pieces of legislation, i.e. The Education (Work Experience) Act 1973, The Education Act 1996 (as amended by the School Standards and Framework Act 1998) and by amendments to the Employment Act 1990.
- 3.2. The Health and Safety (Training for Employment) Regulations 1990 require that students on work experience are treated as employees for health and safety purposes. The Management of Health and Safety at Work Regulations 1999 require employers to carry out a specific risk assessment for young people before they start work (this includes work experience pupils); this needs to consider factors such as the relative inexperience, lack of awareness of risks and physical and mental immaturity of young people in the work environment.

## **4. Faculty/School/Service responsibilities when accepting work experience pupils**

### Preparation & Planning

- 4.1. Before any placement begins, it is important that it is properly planned to ensure that it offers a realistic experience for the pupil and it will not cause too much disruption to staff. Considerations should include:
  - 4.1.1. the time available;
  - 4.1.2. who would be able to supervise the placement;
  - 4.1.3. what tasks are suitable;
  - 4.1.4. are there any activities/risks that the placement should not be exposed to.
- 4.2. A specific person should be designated as a supervisor for any placement and the pupil should be made aware of this as soon as they start.
- 4.3. Before the pupil arrives, the pupil's school/college should be asked to declare any relevant medical information (this should be declared in the Work experience placement contract – Appendix 2)
- 4.4. It is recommended that the pupil should make a short preliminary visit prior to the placement to meet the supervisor and gain some idea of what to expect from the placement and what is expected from them. The school placement coordinator may also wish to visit.

- 4.5. Safety Supervisors within Faculties/Schools/Services must be informed that a work experience placement will be taking place and be provided with all relevant documentation, e.g. risk assessments, placement dates and details of the activities the pupils will be involved in, prior to the placements arrival.
- 4.6. The designated supervisor must ensure that a suitable and sufficient risk assessment has been completed covering all activities and areas that the placement will be exposed to. The extent of the risk assessment should be relevant to the risk i.e. the risk assessment for a placement in an office environment will not need to be as detailed as one in a workshop.
- 4.7. There will need to be close liaison with the school/college work experience coordinator who will need to be provided with all relevant documentation e.g. risk assessments, insurance etc.

#### During the Placement

- 4.8. It will be the responsibility of the designated supervisor to ensure that the pupil receives a thorough induction and the appropriate training and supervision throughout the period of the placement.
- 4.9. It is likely that the pupil will be expected to keep a record of their experiences. Ideally, time should be allowed to complete this daily with involvement by the designated supervisor.

#### After the placement

- 4.10. The supervisor should make time at the end of the placement to discuss the placement with the pupil and give feedback. In some cases the University may be asked by the school to complete a brief report.

### **5. Health and safety issues**

- 5.1. It is essential that on the first day of a Work Experience Placement the designated supervisor spends some time running through an induction and any useful information about the workplace, in particular, that he/she and/or the local Health and Safety representative point out any possible Health and Safety hazards in the work area and any safety arrangements which must be observed (a checklist of the Health and Safety issues to be included can be found in Appendix 1). Although there are no specific regulations about the type of work pupils are allowed to undertake during work experience, the Education Act states that pupils under the age of 16 should be treated as a young person in relation to prohibited activities e.g. Working with Radiation, Genetically modified micro-organisms etc.
- 5.2. The Management of Health & Safety at Work also require a specific risk assessment to be undertaken, for young persons (includes pupils under 16) it is important to remember that they may be unused to some of the potential hazards which more experienced workers are aware of through experience and training. Things to consider might include:
  - 5.2.1. Any areas or activities that the pupils should be prohibited from?
  - 5.2.2. Are there areas where things are not tidied away very well and may cause a trip hazard to?

- 5.2.3. Are there any particular hygiene requirements which need to be spelled out e.g. in catering or food preparation areas?
- 5.2.4. Are there any special safety arrangements, including special equipment or protective clothing etc. designed to reduce risk and should this be provided for the duration of the placement?
- 5.2.5. Will there be a need to lift or carry anything as part of the placement and, if so, is there a need to assess the pupil's ability to do this safely and is any training required?
- 5.2.6. If they are offered the opportunity to work on specialised equipment or machinery, this should only be done under close supervision, with appropriate training provided for the safe use of that equipment by a competent person.
- 5.2.7. Will they be exposed to any hazardous substances and, if so, what precautions are needed? Routine i.e. low risk operations are suitable for work experience provided adequate information and instruction is given. Work experience placements should not be given high risk activities to carry out.
- 5.2.8. Ensure they know the fire drill, fire exits, location of the first aid kit and identity of any designated first aiders.
- 5.2.9. If they are to be given any tasks to do on a computer or VDU, ensure that the workstation (desk, seating arrangements etc.) are adaptable to them and that the work is organised to allow appropriate breaks doing other tasks.
- 5.3. In all cases the School/Service Health & Safety Co-ordinators should be made aware of the placement.

## **6. Accidents on work experience**

In the event of an accident to a pupil on work experience an accident report should be completed as per University procedures, the University should also contact the school/college work experience coordinator with full details of the accident and subsequent investigations. In the case of a serious accident, the school/college must be notified immediately.

## **7. Security issues**

During the time they are with us, pupils may have cause to move around the University either as part of the experience visiting other departments, or simply to the refectory or shops on site during breaks. In this case you might consider providing them with temporary visitors' security badges which can be obtained from Media Services.

## **8. Working hours and payments**

- 8.1. The Working Time Regulations 1998 apply to students on work experience placements. Students should not work for more than five days in any consecutive seven day period. However, the number of hours worked and pattern of work is normally a matter for agreement by the University, school and students. Students should not be asked to work excessively long hours or unnecessarily unsociable hours. It is strongly recommended that students should not be asked to work more than an eight hour day.

- 8.2. Work experience is part of students' education and there should be no payment for work performed, to the students, the school or the LEA. Some 'out of pocket' expenses such as travelling expenses may be offered.

## **9. Insurance**

The University's Employers' Liability Insurance and/or Public Liability Insurance will cover any accidents etc to pupils whilst on their work experience provided it is an official placement through a school. In the event of accidental damage caused by the pupil to University property whilst on placement, Leeds City Council hold insurance to cover this and the school's work experience coordinator should be contacted to discuss this.

## **10. Confidentiality**

Some work activities/areas may have concerns about taking pupils for work experience in areas that may involve sensitive research or information. In some cases this may lead to a decision to not permit work experience pupils to be taken in these areas. Alternatively it may be sufficient to make it clear to the pupil and the school in advance that there is an element of confidentiality in some of the things they may come into contact with and they must not reveal anything on a confidential nature to anyone outside of the University.

## **11. Documentation**

- 11.1. A Health and Safety Induction checklist can be found in Appendix 1. This is intended as a guide, there may be additional items you wish to include. Once completed and signed, a copy of the checklist should be retained by the Supervisor and a further copy sent to the School/Service Health & Safety supervisor.
- 11.2. An example of the sort of form you may want to use before the placement starts to ensure all parties consent to the placement is included as Appendix 2. This may be particularly helpful where there is an element of confidentiality in the area of work of the placement.

## **12. Further information**

- 12.1. The following publications and booklets also contain useful additional information:
- 12.1.1. Managing Health and Safety on Work Experience: a guide for organisers, HSE Books 2000, ref. HSG 199, ISBN 0 7176 1742 4
- 12.1.2. The Supervision of Trainees on Work Based Learning Programmes, DfES 2002, ISBN 1 84185 676 2
- 12.1.3. Safety Advisory Service, University of Leeds (tel: 3434201)

**Appendix 1: Work Placement - Health and Safety Induction Checklist**

Name of student	Start date
Hours of Work	Emergency contact Details
Student's School/College Contact Details	University Coordinator Details
Outline of work Activities	

The following items should be included in induction.

<b>Health and Safety issues</b>	<b>Date completed</b>
Health and safety policy received or location known	
Risk assessment completed and any relevant control measures explained	
Person responsible for health and safety identified	
Code of Conduct and work activities explained	
Building entrances, exits and layout identified	
Fire arrangements - alarm sound, escape routes, location of fire extinguishers, what to do in an emergency clearly explained and demonstrated	
Welfare facilities - toilets, washing, changing, refreshment, rest areas identified	
First Aid arrangements - location of first aid facilities and names of first aiders	
Location of health and safety information - notice board, newsletter	
Special working arrangements - Specific hazards of the workplace - fire, electricity, noise, dust, chemicals, machinery, heavy lifting, repetitive work, infection, etc. - Areas and activities that are prohibited	
Instruction and training on equipment the placement will be expected to use	
Protective clothing and equipment arrangements	
Details of any relevant operating procedures	
Others issues identified by University school / service Please add details:	

Signed by University Representative responsible for the pupil whilst at the University when induction completed.

Name ..... Signature ..... Date .....

Student signature ..... Date .....

A copy of this form should be retained by the designated supervisor and a further copy sent to the School/Service Health & Safety Supervisor

## Appendix 2: Work Experience Placement Contract

### For completion in Faculty/School/Service

This is to confirm that the School/Service of .....  
at the University of Leeds is willing to offer a work experience placement for the period from  
..... to .....

The Placement Student will be under the overall supervision of .....  
although he/she may shadow other members of the staff of the School/Service during the  
placement period.

I confirm that a risk assessment has been completed for the placement student.

Signed (Head of School/Service or nominee)..... Date:.....

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### For completion by Student's school or college

On behalf of the School/College of ..... I accept the above  
mentioned placement and confirm that the following student will attend for the agreed period:

Name of Student.....

I understand that there may be information which the student has access to during the  
placement which may be of a confidential nature and I have explained the importance of  
respecting this confidentiality both during and after the placement period.

I have declared any relevant medical condition that the student may have (eg. skin allergies,  
asthma, need for regular medication etc) and provided details in an attached note.

I have also attached any other relevant information in case of emergency.

Signed (Placement Coordinator)..... Date:.....

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### For completion by the placement student

I accept the offer of a work placement at the University of Leeds

I understand that during the placement I may become aware of information or research  
which the University needs to remain confidential. I agree to respect this confidentiality and  
not to disclose any such information without permission either during or after the placement  
period

I agree to follow all health and safety instructions and understand that if I am concerned  
about my safety in any way I should raise this immediately with my placement supervisor.

Signed..... Date.....