

Policy Review

This policy will be reviewed in full annually

The policy was last reviewed and agreed by Adam Russell, Head of Quality on 10th August 2018

It is due for review in August 2019

Aim of Policy

This policy is in response to our vision to provide a world-class technical and creative education to inspire, nurture and train the next generation of jewellers

Purpose of Policy

To provide purposeful and planned work experience for 16-18 year old learners on a study programme and to be given the opportunity to develop vocational and employability skills in real working conditions.

All 16-18 learners are required to carry out a minimum of 30 hours work experience whilst enrolled onto a study programme at the Academy. Our learners arrive at the Academy with a wide and varied profile of work experience. Some of our learners are already employed in family run businesses or other vocationally related organisations; others are working in non-vocationally related employment, and others have very little or no work experience.

The Academy aims to provide all learners with meaningful work experience where the learner learns. The role of the Academy is to work collaboratively with both learners and employers to agree learning objectives, so the learner can practice skills in a supervised environment and be prepared for work. The work experience enables the learner to explore roles related to the vocational subjects to help with their choice of further and higher education.

All learners are required to attend a series of preparation sessions which include CV writing and interview skills, and to complete a work log.

Placements for learners

- The employer has primary responsibility for the health and safety of the learner and should be managing any significant risks
- The organiser must take reasonable steps to satisfy themselves that they are doing this. The organiser must talk through with the employer what the learner will do and any relevant precautions and make a note of the conversation.
- The organiser should rely on past experience within the local authority area and not repeat health and safety visits where the employer is known to the organisation, has a good track record and the learner's needs are no different to those on past placements.
- The organisation will work with parents to ensure employers know in advance about learners who might be at greater risk, for example due to health conditions or learning difficulties, so they can take these properly into account.
- 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
- Placement providers (employers)

- Under health and safety law, work experience students are your employees. You treat them no differently to other young people you employ.
- If you are advised to do something that is contrary to, or goes beyond, this guidance you can question it by contacting HSE's Myth Buster Challenge Panel
- Your existing employers' liability insurance policy will cover work placements provided your insurer is a member of the Association of British Insurers, or Lloyds, so there is no need for you to obtain any additional employer's liability insurance if you take on work experience students. The ABI website confirms this.
- What you need to do:
- Simply use your existing arrangements for assessments and management of risks to young people
- if you have fewer than five employees you are not required to have a written risk assessment
- Avoid repeating your assessment of the risks if a new student is of a broadly similar level of maturity and understanding, and has no particular or additional needs (the organiser or parent should tell you if they have)
- if you do not currently employ a young person, have not done so in the last few years or are taking on a work experience student for the first time, or one with particular needs, review your risk assessment before they start
- discuss the placement in advance with organisers and take account of what they and the parents or carers tell you of the student's physical and psychological capacity and of any particular needs, for example due to any health conditions or learning difficulties
- keep any additional work in proportion to the environment:
- for placements in low-risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the student, your existing arrangements for other employees should suffice
- for environments with risks less familiar to the student (eg in light assembly or packing facilities), you will need to make arrangements to manage the risks. This will need to include induction, supervision, site familiarisation, and any protective equipment needed
- for a placement in a higher-risk environment such as construction, agriculture and manufacturing you will need to:
- consider what work the student will be doing or observing, the risks involved and how these are managed
- satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice
- you may, in particular for higher-risk environments, need to consider specific factors that must be managed for young people, including exposure to radiation, noise and vibration, toxic substances, or extreme temperatures. Where these specific factors exist in your workplace, you should already have control measures in place. This will also apply to legally required age limits on the use of some equipment and machinery (eg forklift trucks and some woodworking machinery). Consider whether you need to do anything further to control the risks to young people
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- explain to parents/carers of children what the significant risks are and what has been done to control them. This can be done in whatever way is simplest and suitable, including verbally, and is very often done via the school or college
- when you induct students, explain the risks and how they are controlled, checking that they understand what they have been told
- check that students know how to raise health and safety concerns
- More information about managing risks is available in Health and safety made simple.

Legal requirements and recommended best practice

There are certain legal requirements and recommended best practices that are in place to ensure the safety of all parties involved in a work placement. The main areas to be aware of are:

1. “Health and Safety at Work”

The Health and Safety (Training and Employment) Regulations 1990 state that all those receiving training or work experience from an employer in the workplace are deemed to be ‘employees’ for the purposes of Health and Safety legislation. This legislation imposes responsibilities on the employer but also on the student as an ‘employee’:

- to take responsibility for their own health and safety and that of others who may be affected by what they do or do not do.
- to co-operate with the employer and to follow instructions on Health and Safety.
- not to interfere with or misuse anything provided for their health, safety or welfare.

The employer should be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the student at the start of the placement. It is important that this is confirmed.

2. Working Time Regulations

Under the Working Time Regulations 1998 there are stringent daily and weekly working time limits for young workers (those that are over compulsory school age but under 18). Young workers may not work for more than 8 hours in any one day and 40 hours in any one week. Young workers are also entitled to a daily rest of 12 consecutive hours, a weekly rest of 48 hours and a rest break of 30 minutes where daily work time is more than 4½ hours. The employer should comply with the Working Time Regulations and should not require the student to work in excess of the limits set out above.

3. Risk Assessment

The employer should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the student, taking into account the age and limited experience of the young person and that the key findings will be communicated to the student before the commencement of the placement. The employer should be informed of any medical conditions the student has, which could result in an increased risk to the student or an employee’s health and safety during the placement. The employer will then be able to identify any significant risk and the necessary control measures put in place to ensure the safety of the student.

4. Disclosure and Barring Service (DBS)

For Post-16 work experience DBS checks are not required. Paragraph 99 of the DfE's statutory safeguarding guidance states: Schools and colleges are not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience. This is reiterated in a DfE advice document about post-16 work experience, published in March 2015. It explains, on page 13, that as of July 2012, work experience providers are no longer required to carry out enhanced DBS checks on staff supervising young people aged 16 to 17. However, we would advise a student against a placement where they will have substantial unsupervised contact with an employee or supervisor on a 1:1 basis, particularly if located in an isolated environment or whilst travelling.

5. Employer's and Public Liability Insurance

Employer's Liability Insurance covers the firm's legal ability for injuries sustained by employees (including students on work experience) whilst at work. Confirmation should be requested and received that the prospective 'employer' does have both Employer's and Public Liability Insurance in force and that the latter does not exclude abuse. The employer must notify their insurers that they participate in work experience placements. If the employer does not confirm that these Insurances are in place, students should not attend such establishments. It should be noted that Sole Traders have no requirement for Employers' Liability Insurance and a student would not have the protection available under such insurance. Placements with Sole Traders should therefore be avoided unless such insurance was confirmed as being in place.

6. Motor Vehicle Insurance

If the student will travel with an employee or their supervisor during the placement, it is essential that the vehicle is insured appropriately to cover the work experience student for business travel.

7. Child Protection:

The employer is responsible for the welfare of the student during a work placement and is aware of child protection issues, particularly responsibility under the Criminal Justice and Court Service Act 2000 to disclose the names of individuals who are disqualified from working with children, where known to them.

Please Note:

If placements are organised by the student and parents, parents need to be aware of these matters and should satisfy themselves that they are happy with the employers' arrangements for the work experience.