Health and safety assessment for work experience placements - **a good practice guide**

Produced by the National Work Experience Partnership Group

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Supported by the Learning and Skills Council

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Leading learning and skills

Health and safety assessment for work experience placements – a good practice guide

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Health and safety assessment for work experience placements – a good practice guide

Section 1 – Introduction

National Work Experience Partnership Group

A national partnership group including representation from the Learning and Skills Council (LSC) and the National Work Experience Support Group was established in late 2005. Its objective was to produce good practice guidelines for work experience organisations when assessing the suitability of work experience placements in terms of health and safety. As a result, this good practice guide has been developed, which includes – a **summary chart of health and safety requirements**; a **sample work experience placement assessment form**; and an **aide memoir for work experience assessors**.

Whilst the attached documentation has been developed as a method of effective practice it remains the responsibility of work experience organisations to have appropriate management systems in place and competent personnel to discharge their legal duties.

Purpose of the good practice guide

The purpose of this guidance is to assist work experience assessors in ensuring that learners on work experience are placed in organisations, which are safe, healthy and supportive. The task of work experience assessors is to assess the learning environment and relevant procedures in order that confidence can be evidenced in the health, safety and welfare of the learner. In order to achieve this, the work experience assessor needs to take into consideration the wider health and safety context, including effective management systems at each location. However the main focus is on how this impinges on the learner and the quality of the learning experience.

Work experience assessors are neither health and safety inspectors nor advisors. At all times the work experience assessor is making an informed judgement as to the safety and suitability of the placement. This includes negotiating improvements to an appropriate level where possible and deciding that a placement is unsuitable where this cannot be achieved. The attached documentation provides guidelines for the assessment of work placements and the ongoing monitoring of learners' health and safety. Consideration also needs to be given to other requirements which identify and apportion responsibilities between parties involved in the process – such as letters of understanding and service level agreements.

Other processes that should be taken into account with regard to ensuring compliance (as outlined in the 'summary chart of health and safety requirements') include:

- Preparation of learners.
- Parental consent and provision of risk assessment information to parents.
- Induction training.
- Debriefing of learners and employers.

Key elements of the good practice guide

The ‘summary chart of health and safety requirements’ provides an overall view of the necessary components required to fulfil both the legal and LSC requirements for work experience

The ‘sample work experience placement assessment form’ places the learner at the centre of the assessment process. All evidence on the general health and safety management systems relating to standards 1 to 9 of the LSC’s ‘standards for health and safety’ relates to this underlying focus. In addition, standard 10, the ‘risk assessment for young persons’ part of the form, is used as the main focus in identifying specific arrangements for the safety of learners. It should be noted that placement employers are responsible for assessing significant risks associated with all tasks performed by learners, including those on programmes involving longer periods of work placement on an ongoing basis. Obviously the risk assessments need to be updated when new activities are due to take place. The function of the work experience assessor is to act as a prompt for the employer when considering all the issues which need to be taken into account when describing the specific arrangements for the safety of learners.

The ‘aide memoir for work experience assessors’ accompanies the assessment form and provides work experience assessors with the most relevant health and safety information available at the time of publication. While its primary purpose is to inform the judgements made by work experience assessors, individual elements may be offered to placement employers as sign-posts to improve their own practices in relation to current health and safety legislation and child protection guidance.

Where there is uncertainty regarding health and safety issues during the assessment of work placements or ongoing monitoring visits, the work experience assessor should refer to their organisation’s competent health and safety person for advice.

Acknowledgements

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Section 2

Summary chart of health and safety requirements

Work Related Learning - Work Experience
(Summary of Health and Safety Requirements)

LSC funding agreement (including h & s clauses)

In place with

Funded Organisation (FO)

Does FO directly deliver the work experience programme?

Yes

FO is the Work Experience Organiser (WEO) and they need to manage, co-ordinate and monitor the programme (as indicated below)

No. They sub-contract it (e.g. to Trident, Connexions, etc)

Sub-contractor is the WEO and they need to manage, co-ordinate and monitor the programme (as indicated below)

When sub-contracted, by the FO, there must be a written agreement in place. The FO still retains responsibility for:

- Overseeing the delivery of the programme
- Ensuring the sub-contractor fulfils the requirements of the LSC funding agreement
- Intervening when necessary

! Service level agreements need to be in place with all relevant parties covering the requirements below !

Key h & s aspects *	Obligations placed on:
Preparation	School (WEO to co-operate and co-ordinate as per funding agreement)
Identification of work placement and learner matching process	School, including taking into account vulnerable learners or those with any additional needs (WEO – as above)
Suitability assessment of work placement, including HASPS standards 1 – 9 and 10 (specific risk assessment requirements)	WEO and work placement employer
Induction and task-specific training (including assessment of learner's capability and needs)	Work placement employer
Work placement on-site monitoring / review visit(s)	School (WEO to co-operate and co-ordinate as per funding agreement)
De-briefing on completion (to include information on incidents and adverse conditions	School (WEO – as above)
Injury and ill-health reporting and investigation, and complaints	Work placement employer, School and WEO (the School has the prime duty to report incidents to the WEO) (WEO must report to the LSC)
Implementation of lessons learned and improvements identified by other monitoring activities by the sharing of good practice	All parties (WEO to oversee)

Key legislation & guidance:

- HSW Act 1974
- MHSWR 1999
- HSE Guidance
- DfES Guidance
- LSC Guidance

(See page 2 for further details)

SAFE LEARNER / SAFE, HEALTHY & SUPPORTIVE ENVIRONMENT

***Note: This document has been designed for use by LSC staff and work experience organisers as a summary / reference source only. It is not a comprehensive description of all work experience health and safety requirements.**

Work Related Learning - Work Experience

Key legislation and guidance

A non-exhaustive list of statutory requirements and supplementary guidance, which has an impact on, or makes reference to, the health and safety requirements for young people and children, is provided below.

Statutory requirements	Ref
Health and Safety at Work Act 1974.	1974 C37
Management of Health and Safety at Work Regulations 1999 (Approved Code of Practice and Guidance).	L21
Health and Safety (Training for Employment) Regulations 1990.	SI 1990/1380
Safe Use of Work Equipment - Provision and Use of Work Equipment Regulations 1998 (Approved Code of Practice and Guidance).	L22

Health and Safety Executive guidance	Ref
Successful health and safety management.	HSG 65
Managing health and safety on work experience – A guide for organisers.	HSG 199
Young people at work – A guide for employers.	HSG 165
The Right Start – Work experience for young people: Health and safety basics for employers.	INDG 364
Health and safety of children and young people in catering.	CAIS 21
Website: www.hse.gov.uk www.hse.gov.uk/youngpeople	

Department for Education and Skills guidance	Ref
Work-related learning and the law – Guidance for schools and school-business link practitioners.	DfES/0457/2004
Work experience – A guide for secondary schools.	SPD/WES/01/02/02
Work experience – A guide for employers.	SPD/WES/01/1199(rev)
Safeguarding children in education.	DfES/0027/2004
Websites: www.dfes.gov.uk www.teachernet.gov.uk	

Learning and Skills Council guidance & resources	Ref
Policy statement on learner health and safety.	January 2006
Learner health and safety – External implementation guide.	LSC/AA000/0959/04
Standards for health and safety – Information on the LSC's health and safety standards for learners.	LSC-P-NAT-060079
Assessing the workplace and employer training tool (CD Rom).	LSC/AA000/1206/04
Be Safe booklet and workbook.	LSC-P-NAT-050030
Be safe – Promoting a safe learner culture (DVD).	2003
Safeguarding pupils on Young Apprenticeships	LSC-P-NAT-050391
Apprenticeships – A short guide for union safety representatives	LSC-P-NAT-050031
Guidance for Providers – Safe behaviour is sound business.	LSC-P-NAT-060073
Guidance for Employers – Safe behaviour is sound business.	LSC-P-NAT-060074
Pocket guide to supervising.	LSC-P-NAT-060075
Aide memoir / guidance for supervising learners (laminated card).	LSC-P-NAT-060076
Risk It – Living with risk (Video).	602525
Risk It – Living with risk (DVD).	116500
Websites: www.safelearner.info www.lsc.gov.uk	

Section 3

Sample work experience placement assessment form

Sample - Work Experience Placement Assessment Form
Note: This form must be used in conjunction with the aide memoir for work experience assessors (Version 1: 22 September 2006).

CONTROL SHEET

Placement employer's details

Employer's name:		Number of employees:	
Nature of business:		Main contact:	
Workplace address: (Tel / fax / e-mail):		Health and safety contact:	
		Supervisor(s):	
Type of work carried out at workplace location:			
Occupational activities assessed:			

Assessment outcome

Recommendation:	Suitable ☐	Suitable with conditional action plan ☐	Unsuitable ☐
Risk category:	High ☐	Medium ☐	Low ☐

Assessment type

Initial assessment ☐	Re-assessment ☐	Other (please specify):	Date of next assessment:

The Employer or their representative - Please sign to agree that this is an accurate record of the assessment:

Signed:	Print name:	Job title:	Date:

Work experience organisation - Assessment undertaken by:

Name:	Job title:	Date:

Action Plan			
Ref	Further action required (if necessary)	Target date	Confirmation of completed actions
CRB Disclosure required?		Yes ☐	No ☐

For office use only - Quality assured by:

Name:	Job title:	Date:

Sample - Work Experience Placement Assessment Form
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PLACEMENT EMPLOYER HEALTH AND SAFETY SYSTEMS ASSESSMENT

Health and Safety Standards (1 – 9)

1	Basic health and safety requirements	Yes/No	Comments
1.1	Is the employers' liability insurance policy current and is other insurance cover in place as appropriate to the business' undertaking (e.g. public liability and vehicle insurance)? Has the insurance company been informed?		Insurer's name: Policy number: Expiry date:
1.2	Has the employer registered with the appropriate enforcing authority for health and safety (OSR1 / F9 Form)?		
1.3	How does the employer keep up to date with the requirements of health and safety legislation?		
1.4	Does the employer display appropriate health and safety signs and notices?		
1.5	**Child protection:** Have child protection issues been considered and appropriate actions implemented to safeguard young people?		

2	Health and safety policy	Yes/No	Comments
2.1	Is there a current health and safety policy in place?		
2.2	Does the policy include arrangements for the health and safety of young persons?		

3	Risk assessment and control	Yes/No	Comments
3.1	Have risk assessments been carried out to identify significant risks and put adequate risk control measures in place? (Cross reference to Standard 10 for risk assessments relating to young persons)		

4	Accidents, incidents and first aid	Yes/No	Comments
4.1	Have adequate arrangements for first aid equipment and / or facilities been made?		
4.2	Have adequate arrangements for first aiders and / or appointed persons been made?		
4.3	Are accidents and first aid treatment appropriately recorded?		
4.4	Are or will all RIDDOR reportable events be reported to the enforcing authority and work experience organisation, and will the employer investigate them and take suitable remedial action?		

5	Supervision, information, instruction and training	Yes/No	Comments
5.1	Are employees adequately supervised?		
5.2	Is initial induction and ongoing health and safety information, instruction and training given to all employees?		

6	Work equipment and machinery	Yes/No	Comments
6.1	Is machinery and work equipment provided to the appropriate standards, including appropriate guards and other control measures?		
6.2	Is machinery and work equipment adequately maintained?		
6.3	Are safe electrical systems and electrical equipment provided and maintained?		

7	Personal protective equipment and clothing	Yes/No	Comments
7.1	Is PPE/C provided, free of charge, to employees / learners as determined through risk assessment?		
7.2	What arrangements are in place to ensure that PPE/C is used properly and effectively?		

8	Fire and emergencies	Yes/No	Comments
8.1	Has a suitable and sufficient fire risk assessment been carried out?		
8.2	Are adequate arrangements in place for dealing with fires and other emergencies?		

9	Safe and healthy working environment	Yes/No	Comments
9.1	Are premises and the working environment safe and healthy?		
9.2	Are adequate welfare facilities and arrangements provided?		
9.3	Are measures in place to ensure that the risks presented by workplace transport and travel are properly controlled?		

Sample - Work Experience Placement Assessment Form
Note: This form must be used in conjunction with the aide memoir for work experience assessors (Version 1: 22 September 2006).

PLACEMENT EMPLOYER RISK ASSESSMENT FOR YOUNG PERSONS

Health and Safety Standard (10)

Learning activities: ----------

Learner's name & school (if appropriate): ---------- Employer's name: ----------

Key considerations

When assessing the risks to young people, the employer should ensure that they:

- Take into account the young person's age, inexperience, immaturity and lack of awareness of risks.
- Give consideration to any other learning difficulties, disabilities or medical / health conditions.
- Consider the young person's aptitude, ability and attitude initially and on an ongoing basis.
- Consider the need for adequate supervision and, where necessary, suitability checks for child protection purposes.
- Result in adequate control measures that are explained to the young person and their supervisor.
- Determine the need for any personal protective equipment.
- Result in the provision of adequate information, instruction and training for the young person.
- Identify any necessary prohibitions or restrictions relating to tasks, areas and work equipment.

Key tasks. locations & areas	Hazards and significant risks	Risk control measures

Prohibited or restricted tasks, areas or work equipment:

Detail any relevant learning / behavioural difficulties, disabilities or medical / health conditions that may be restrictive or require special consideration prior to the young person starting their work placement:

(Use a continuation sheet if necessary)

Section 4

Aide memoir for work experience assessors

Aide Memoir for Work Experience Assessors

Introduction

The purpose of this aide memoir is to provide work experience assessors with basic 'prompts' to assist them in assessing work experience activities and locations in line with health and safety legislative requirements and the Learning and Skills Council's (LSC) health and safety standards for learners. **It must be used in conjunction with the sample work experience placement assessment form (version 1: 22 September 2006).**

As stated above, this document has been developed to assist work experience assessors. It is not a detailed interpretation of all aspects of health and safety law. Assessors will need to be deemed as competent by their employer in order to meet both the relevant legal requirements and the LSC's contractual conditions.

1. Basic health and safety requirements

References

1.1 Insurance

HSE40(rev1)

- The employer should have a current employers' liability insurance policy in place and the certificate of insurance should be on display.
- Work experience learners will normally be covered by an employer's liability insurance policy, but the insurer must be notified of the learners and the activities they will undertake. Other insurance cover should be adequate as required by the business e.g. public liability and vehicle insurance.
- In situations where the work placement is exempt from holding employers' liability insurance (e.g. Government Departments, Local Authorities, NHS Trusts, etc), supplementary indemnity in the form of additional insurance should be in place to cover the risks. Where learners are placed with family members, it will also be necessary to have an adequate level of insurance cover available (e.g. personal accident insurance cover).
- Work experience organisations should also have arrangements in place to ensure that insurance cover is kept valid and up to date.

1.2 Registration

- The employer should be registered with the appropriate enforcing authority for health and safety. This will be either the Local Authority or the Health and Safety Executive (HSE) and the appropriate registration form should be used (OSR1 or F9 form). The general rule is that that the 'enforcing authority' for industrial premises is the HSE and, for commercial premises within its area it is the local authority. Further details are contained in the Health and Safety (Enforcing Authority) Regulations 1998.

1.3 Advice and assistance

- The employer should have appointed (or have access to) a competent person(s) to advise and assist in complying with the requirements of health and safety legislation. This should be done in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

1.4 Signs and notices

INDG184L

- Appropriate health and safety signs should be on display in order to communicate health and safety information. Employers are required to display specific safety signs whenever there is a risk that has not been avoided or controlled by other means. Examples of some commonly used signs are given on the next page:

Prohibition	Mandatory	Warning	Fire safety & safe condition	Fire equipment

1. Basic health and safety requirements (Continued)

References

- Where the health and safety law poster is on display, the boxes for the 'local' details should all be filled in.
- As an alternative to displaying the poster, employees can be provided with, and instructed on the content of, the leaflet entitled – Health and safety law: what you should know.

C1500 10/99

1.5 Child protection

- In the first instance, all work experience organisations should refer to their Local Authority for detailed guidance and protocols relating to the safeguarding of children.
- The Protection of Children Act 1978 & 1999 applies to all young persons below the age of 18. Employers have a special duty of care for persons covered by this Act and should operate a child protection policy in circumstances where their business includes the training and / or care of young persons as defined by this legislation. They should also ensure that any employees with formal contractual responsibilities for this age group have undergone a Criminal Records Bureau (CRB) check and that the checks are documented and updated as appropriate.
- Where such procedures are not in place, the work experience organisation will need to ensure the employer formally adopts a basic 'off the shelf' child protection policy to cover all work experience placements (an example is included in Section 10). In circumstances where an employee is effectively in a one-to-one mentoring relationship with the child on placement, then a CRB check will also be required (see Section 10 for additional guidance). The management of CRB checks is the responsibility of the school or Local Authority, but it should be noted that when a CRB check is necessary the placement must not be sanctioned until the process has been completed. Work experience organisations will need to consider how they will initiate and manage this process in practice.
- One other aspect of safeguarding children at work is the expectation that schools will carry out 'in principle' risk assessments on all learners prior to negotiating placements with employers. Where appropriate, the outcomes of these risk assessments should be made available to employers as well as any work experience organisation or agency involved in providing an independent assessment of safety and suitability (see Section 10 for additional guidance).

2. Health and safety policy

2.1 General requirements

INDG259(rev1)

- The policy should include a clear commitment to health and safety.
- Responsibilities and arrangements for health and safety should be clearly stated.
- The policy statement and details of responsibilities and arrangements should be in writing where there are five or more employees.

2. Health and safety policy (Continued)

References

INDG232

- Ask if the employer consults and communicates with staff on matters that may affect their health and safety.
- The employer should also have arrangements for reviewing their health and safety performance.

2.2 Arrangements for young persons

- If there is no reference to the specific health and safety requirements relating to young people in the safety policy, suggest that it could be considered during the next policy review.
- Where relevant, there should be adequate written arrangements in place for safeguarding children and vulnerable adults.

3. Risk assessment and control

3.1 Risk assessment – general requirements

INDG163(rev2)

- Risk assessments of the activities and premises / location should have been carried out to identify the significant risks and introduce adequate risk control measures.
- The assessments should take into account the specific requirements relating to young persons, including consideration of their age, inexperience, immaturity and lack of awareness of risks. Any other groups identified as being especially at risk should also be considered during risk assessments.
- During the risk assessment process, the need for more detailed assessments, required under the provisions of other health and safety regulations, may be identified. These may include assessments necessary to comply with regulations relating to manual handling, hazardous substances, noise and vibration, display screen equipment, work equipment, etc. Other key HSE priority areas include working at height, transport, musculoskeletal disorders, slips and trips, asthma and stress.
- Where appropriate, the employer should have measures in place to control the risks relating to employees' work when they are working off site.
- The significant findings of the risk assessments should be recorded (this is optional where there are less than 5 employees).
- Risk assessments should be reviewed periodically and when there are significant changes to the work, following incidents and where the results of active monitoring of risk control measures indicate the need.

4. Accidents, incidents and first aid

4.1 First aid equipment

INDG214

- Employers are required to provide adequate first aid equipment and facilities. What is adequate will depend on the circumstances in the workplace and should be based on an assessment of first aid needs.

4.2 First aid personnel

- Similarly, the number of first aiders and / or appointed persons will be dependant on the circumstances of the particular workplace and should be determined by assessing the first aid needs.

4. Accidents, incidents and first aid (Continued)

References

- The table below offers suggestions on how many first aiders or appointed persons might be needed, **but it must only be used after a detailed assessment of first aid needs has been carried out.**

Category of risk	Numbers employed at any location	Suggested number of first aid personnel
Lower risk: e.g. shops and offices, libraries	• Fewer than 50 • 50 – 100 • More than 100	• At least one appointed person • At least one first aider • One additional first aider for every 100 employed
Medium risk e.g. light engineering and assembly work, food processing, warehousing	• Fewer than 20 • 20 – 100 • More than 100	• At least one appointed person • At least one first aider for every 50 employed (or part thereof) • One additional first aider for every 100 employed
Higher risk e.g. most construction, slaughter-houses, chemical manufacture, extensive work with dangerous machinery or sharp instruments	• Fewer than 5 • 5 – 50 • More than 50	• At least one appointed person • At least one first aider • One additional first aider for every 50 employed
Additional notes: • Increased provision will be necessary to cover for absences. • The minimum first-aid provision on any work site is a suitably stocked first-aid box and an appointed person to take charge of first aid arrangements.		

4.3 Record keeping

BI510

- The facility to record accidents and any first aid treatment given should be in place. An accident book which complies with the Data Protection Act 1998 must be used. This requires that personal details entered into accident books must remain confidential and should be removed and stored in a secure location.

4.4 Reporting requirements and accident investigation

HSE31(rev1)

MISC310(rev2)

- The employer should be aware of the types of accidents, incidents and ill-health that need to be reported to the enforcing authority, and how to report such events. The requirements are as detailed within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).
- In addition, it is important to reinforce the requirement for the employer to report any relevant injuries or work-related ill-health to the learner's school and / or work experience organiser. Relevant injuries and ill-health conditions are the same as those required to be reported in accordance with RIDDOR 95, with the addition of work-related road traffic accidents involving learners.
- The HSE operates an Incident Contact Centre, which is a 'one-stop' reporting service for work-related heath and safety incidents. The service can be contacted by phone, internet, e-mail or by post.

4. Accidents, incidents and first aid (Continued)

References

HSG245

- All accidents and incidents should be appropriately investigated with suitable remedial actions identified and implemented to minimise the chances of recurrence (i.e. by applying the lessons learned).

5. Supervision, information, instruction and training

5.1 Supervision

LSCPNAT060073
LSCPNAT060074
LSCPNAT060075
LSCPNAT060076

- Adequate arrangements should be in place to provide employees with competent supervision.
- The level of supervision will be determined by a range of factors, including – the degree of risk associated with the activities being performed; the age and / or experience of the employee; and any special needs that an individual may have.

5.2 Information, instruction and training

INDG345

- Appropriate initial training on health and safety should be provided to employees on recruitment. A non-exhaustive list of topics that could be covered during a health and safety induction is provided below:

  - Key aspects of the health and safety policy (statement, organisation and arrangements), including employer's and employees' responsibilities.
  - H & S law leaflet "what you should know".
  - Be Safe leaflet and relevant placement company health and safety literature.
  - The risks identified by risk assessments and the measures in place to prevent or control the risks.
  - Fire safety precautions and the procedures to be followed in the event of an emergency evacuation.
  - Arrangements for reporting accidents and incidents, and for obtaining first aid assistance.
  - The supervision arrangements and the procedure for reporting hazardous or faulty conditions, work equipment, etc.
  - Precautions and instructions for the safe use of hazardous substances.
  - Measures in place for preventing or reducing the risks associated with manual handling and lifting.
  - Details of the controls in place for the safe use of work equipment and machinery, and the safe operation of workplace transport.
  - The importance of good housekeeping, keeping the work area tidy and the correct storage of materials.
  - Arrangements for the provision and use of personal protective equipment and clothing.
  - Welfare arrangements and personal hygiene requirements.
  - Arrangements for personal safety.
  - Details of any necessary arrangements for additional support.
  - Who the key people are e.g. supervisor, first aider, fire warden, safety adviser, safety representative, etc. This could be included during a walk round or 'tour' of the premises or work location.
  - Details of any prohibited or restricted tasks, activities, areas or work equipment.
  - Any specific additional requirements relating to the placement company e.g. rules, dos / don'ts

5. Supervision, information, instruction and training (Continued)

References

- Where a child below minimum school leaving age is at work, or on work experience, there is an extra requirement on the employer to provide the parents or guardians with information on the key findings of the risk assessment and the control measures taken before the child starts work.
- There should be a method in place to establish whether any training provided has been fully understood and to monitor its effectiveness in the workplace.
- Health and safety training needs should be identified and appropriate ongoing and refresher training provided e.g. periodically (if skills do not get used regularly), to take account of new or changed risks, when work or responsibilities change, etc.
- Employers should record health and safety information, instruction and training provided to employees.
- Where necessary, pre-employment medical / health screening should be carried out and ongoing health surveillance made available.

6. Work equipment and machinery

6.1 Standards and controls

INDG229(rev1)

- Machinery and other work equipment provided for use should be suitable for the work, manufactured to the appropriate standard and, where relevant, provided with appropriate guards and other adequate control measures based on risk assessment.

6.2 Maintenance

- All machinery and work equipment needs to be maintained so that it remains in an efficient state, in efficient working order and in good repair. For certain types of machinery and work equipment, employers will be required to carry out regular inspections and thorough examinations.

6.3 Electrical equipment

INDG231

- Electrical systems and equipment, including portable electrical appliances should be fit for purpose and inspected, tested and maintained in a safe working condition. The frequency of inspection and testing should be proportional to the risk and in line with legislative requirements and HSE guidance.

7. Personal protective equipment and clothing (PPE)

7.1 Provision of PPE

INDG174(rev1)

- As determined by risk assessment, PPE (of an appropriate standard) needs to be provided for use at work whenever there are risks to health and safety that cannot be controlled in other ways.
- Employers are also required to – assess PPE before it is used to ensure it is suitable for the task; provide adequate storage facilities; and maintain (and in some cases inspect / test) and replace PPE when necessary.

7.2 Proper use of PPE

- In addition to the individual responsibility that employees have to use PPE correctly, the employer should have adequate measures in place to monitor staff to ensure it is being properly used.

8. Fire and emergencies

References

8.1 Fire risk assessment

Fire safety – a short guide

- All businesses are required to carry out a suitable and sufficient fire risk assessment to identify the measures necessary to prevent and control the risks from fire.
- An adequate assessment should normally result in the following (non-exhaustive) list of measures – avoidance, or reduction of, ignition sources and combustible materials; adequate fire detection and warning / alarm systems; effective means of escape including escape routes and unobstructed exits; appropriate fire fighting systems / equipment; and procedures for the maintenance and testing of all relevant fire safety measures and equipment. It is regarded as good practice to keep some form of fire log / record book to capture this information.

See section 14 for fire safety website details

8.2 Arrangements for emergencies

- Risk assessments should also give consideration to the need to develop suitable arrangements and procedures for evacuation when fire or other foreseeable emergencies occur.
- There should be named / designated persons to take control and assist during emergencies, and practise drill should be held on a regular basis to check that emergency procedures work effectively.

9. Safe and healthy working environment

9.1 Premises and environment

INDG244

- The premises where work takes place (including the structure, fabric, fixtures and fittings) should be safe and healthy i.e. they should be suitable for the type of work, adequately maintained and kept in a clean and tidy condition.
- Similarly, the working environment should be safe and healthy, which essentially means the provision and maintenance of adequate temperature, lighting, working space and workstations / seating, traffic routes ventilation and noise levels, and protection from falls and falling objects.
- Exposure to hazards from physical, chemical and biological risks should also be adequately controlled.

9.2 Welfare facilities

INDG293

- Employees should be provided with adequate welfare facilities, including – suitable and sufficient toilets and washing facilities which should be maintained, kept clean and be easy to access; an adequate supply of drinking water; accommodation for clothing and changing facilities; and facilities to rest and eat meals.

9.3 Workplace transport and travel

INDG199(rev1)

- Adequate measures should be in place, as a result of risk assessments, to ensure that the risks presented by workplace transport are properly managed and controlled. For example – adequate routes for vehicles and pedestrians, driver training, minimising reversing movements, vehicle maintenance, safe loading / unloading operations, speed restrictions, signage, etc.

9. Safe and health working environment (Continued)

- Vehicles in which learners and employees are expected to travel on company business need to be maintained in a road worthy condition (MOT, Tax and servicing, etc). They should also be fitted with appropriate safety equipment (seat belts, first aid kit, etc) and the employer should have supporting policy and procedures with regard to their competent operation.
- There should be arrangements in place to allow reporting and communication to company bases, destinations, etc and adequate procedures in the event of breakdown and other emergencies.

10. Managing the learner's health and safety

Completing the 'Placement employer risk assessment for young persons' form

The employer has the prime responsibility for carrying out risk assessments but, in most cases, the work experience assessor will provide some supporting information in relation to the generic and, where necessary, specific assessments for the activities performed by learners.

The form is laid out to provide a process-led format for capturing the risk assessment details as required by health and safety standard 10. The first column focuses on the key tasks to be undertaken and gives space for more precise descriptions, where appropriate. The second column allows the hazards associated with the tasks to be identified along with the risks that may result. Following an evaluation of the risks, the third column provides space to enter the details of the control measures necessary to adequately control the risks to learners. As a minimum, and in addition to the other risk control measures identified, the third column must include details of - induction training; task-specific information, instruction and training; the supervision arrangements and, where appropriate, details of the PPE to be provided.

Having captured the main risk assessment information, the form then allows the assessor to record any identified prohibitions or limitations placed on the learner, which will supplement the risk control measures already identified.

The next box on the form should be used to discuss and record any learning difficulties, disabilities or medical / health conditions that will need special consideration if they could pose additional risks for learners performing the key tasks identified. This includes, but is not limited to, sight or hearing impairments, colour vision defect, mobility, vertigo, respiratory problems, heart disease, allergies, epilepsy, dyslexia, diabetes, special educational needs, etc. It is the responsibility of schools, in liaison with learners and their parents, to provide the employer and work experience organisation with any relevant information relating to individual learners.

This page of the form can be copied and used to inform the learner, supervisor, school and parents of the hazards, risks and control measures to be observed.

Health and Safety Executive (Regulations, Approved Code of Practice and Guidance)

(Note: The following information is a summary only. It is not a legal commentary or authoritative guide. Please refer the general references section for further information).

In carrying out or reviewing a risk assessment, an employer who is to 'employ' a young person on work placement is required to take particular account of the:

- Age, inexperience, lack of awareness of risks and immaturity of young persons.
- Fitting-out and layout of the workplace and the workstation.
- Nature, degree and duration of exposure to physical, biological and chemical agents.

10. Managing the learner's health and safety (Continued)

- Form, range, and use of work equipment and the way in which it is handled.
- Organisation of processes and activities.
- Extent of the health and safety training provided, or to be provided, to young persons.
- Risks from specified agents, processes and work (as detailed in HSE publication HSG165).

Employers also have to protect young persons from risks to their health and safety due to lack of experience, absence of awareness of existing or potential risks or the fact that they may not yet be fully matured. As a consequence, young persons are not allowed to carry out work:

- That is beyond their physical or psychological capacity.
- Involving harmful exposure to agents which are toxic, carcinogenic, cause heritable genetic damage or harm to the unborn child or which in any other way chronically affect human health.
- Involving harmful exposure to radiation.
- Involving the risk of accidents which it may be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training.
- In which there is a risk to health from extreme cold or heat, noise or vibration.

Following risk assessment, and after control measures have been taken against the risks detailed above, if significant risk still remains then no child (young person under the compulsory school leaving age) can be allowed to do this work.

A young person, above the minimum school leaving age, cannot do this work unless:

- It is necessary for their training; and
- They are being supervised by a competent person; and
- The risks will be reduced to the lowest level reasonably practicable.

Learning and Skills Council Guidance

The LSC's guidance leaflet on the health and safety standards supplements the above requirements by including references to:

- Ensuring that the risk assessment results in adequate control measures that are fully explained to the young person and their supervisor. For children under the compulsory school age, details of the risks and control measures need to be communicated to the parents or guardians prior to the work placement starting.
- The need to provide competent supervision and a designated person to take overall responsibility for the learner. In cases where the learner is a child, as designated under child protection legislation (under 18 years old), this may require formal checks of suitability for reasons of child protection (see child protection guidance below).
- The requirement for the employer to provide induction and ongoing information, instruction and training to the learner, reflecting the result of the risk assessment, environment and tasks, and the learner's age, inexperience and any additional needs.
- Determining the need for any personal protective equipment, providing it free of charge and ensuring its proper and effective use.

Child protection

Safeguarding children in education - Department for Education and Skills (DfES)

This document was published in September 2004 with further guidance on work experience added in November 2004. The main focus is on long term extended work experience defined as work

10. Managing the learner's health and safety (Continued)

placements extending beyond 15 days (i.e. equivalent to 1 term's worth of one day per week work experience). However, the guidance should be considered for all types of work experience, particularly where 'vulnerable' children are concerned and in situations where any child is placed in the sole charge of a single adult for significant periods of time.

Risk assessment of learners

Before organising work experience for whatever purpose – standard / vocational / alternative curriculum – schools should put into place a formal risk assessment process in respect of each cohort of learners / students. It is expected that all children under compulsory school-leaving age will be normatively immature to some extent, but this alone does not make them specifically vulnerable under the guidance issued in 'Safeguarding Children'. Statemented learners are automatically defined as 'vulnerable' but the category may also apply to children with histories of emotional and/or behavioural difficulties as well as those with debilitating medical problems. Consequently, some children in any cohort are likely to be so defined and consideration will need to be given as to how to cater for that vulnerability when on placement. Each individual, once identified, will need to be considered as a unique case in relation to the specifics of the proposed placement. Control measures at various levels must be taken to reduce the risks to vulnerable children:

1. Consider a non-placement way for the learner to gain equivalent experience.
2. Support the learner in placement with an ancillary staff member.
3. Support the learner in placement with a friend.
4. Ensure that the learner (and his/her parents or a member of school staff) have met the placement employer prior to the start of work experience.
5. Ensure that the placement employer is operating a child protection policy.
6. Ensure that 'what-if' scenarios have been considered - and practiced where possible - with the learner prior to the start of a placement.
7. Set up a more frequent monitoring regime than would be the case in a normal placement.
8. Ensure that the learner has a mobile phone and an emergency contact number.

In all of the above it is essential that placement employers are made aware, in confidence, of a learner's special circumstances/characteristics in so far as they may effect the placement and have the potential to place the employer and his/her employees at some degree of risk. Such information should be kept to an appropriate minimum and should be factual rather than conjectural. 'In principle' permission for such disclosure needs to be sought from parents (of pre-16 learners) and learners themselves (if over 16) under the data protection act. Schools must understand that the requirements of health and safety law take precedence over data protection issues. No such placements can be sanctioned where permission to disclose relevant information is not granted.

Child Protection Policies

Placement employers are expected to have a child protection policy in place if they are offering training or work experience to children and young people (under 18). In reality, most employers will not have developed any such policies in which case it is recommended that an approved 'off-the-shelf' policy be offered to the provider for formal adoption and use throughout the placement.

What follows is an example of content which might be included in a policy giving guidance on appropriate behaviour when relating to young people:

1. <u>Touch</u>
   There may be occasions when you need to touch a young person (e.g. when you are guiding them in carrying out a technical operation) but these should be kept to a minimum.

10. Managing the learner's health and safety (Continued)

2. Behaviour
   Whilst it is important to reassure a young person who may be nervous and will be particularly reliant on your guidance, you should avoid being over-familiar. Never permit 'horseplay' which may cause embarrassment or fear.

3. Environment
   Where possible avoid being on your own in an isolated or closed environment with a young person.

4. Travel
   Ensure that there is a known destination and check-in times with a third party in situations where a young person will be travelling alone with an adult during the placement. It is a good idea to make available a mobile phone (or equivalent) in such situations.

5. Mentor
   Care should be taken over the choice of staff having daily responsibility for young people. Those placed immediately in charge of young people should be competent in their work-role, have mature attitudes and feel at ease in their company.

6. Disclosure
   Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to your line manager and share your concern with an appropriate representative of the educational authority (usually this will be a school's work experience co-ordinator or the headteacher).

7. Disqualification
   You are reminded that you are required by law to protect children from harm and that any employees are required, under the Criminal Justice and Court Services Act 2000, to declare it if they are disqualified from working with children.

CRB checks

The potential need for a CRB check will be identified by a work experience assessor at the time of his/her initial visit - or revisit - to a placement employer. A good rule of thumb is to take the view that whenever a placement supervisor is acting in situations equivalent to mentoring, then a CRB check should be considered. The final decision will be based on the existence of one or more of the following criteria but may be mitigated if it is considered that there are sufficient controls to safeguard the student's situation.

- The placement supervisor has been identified as having a recorded contractual responsibility for training or otherwise looking after children or young people - in such cases the employer should already have instituted a CRB check as part of the contract of employment.
- The learner may be vulnerable – in such cases, the school has responsibility for informing the work experience organisation.
- The placement employer is a sole trader.
- The placement employer works from home.
- The placement supervisor works mainly or entirely on his/her own – e.g. building trades such as a plumber or electrician.
- The placement supervisor is peripatetic – e.g. van/lorry driver.
- The placement is in an isolated environment.
- The placement involves unsocial hours.
- The placement involves a residential element.

10. Managing the learner's health and safety (Continued)

Once a placement has been identified as requiring a CRB check, the school (or local authority) will need to take charge of the process using whatever standard protocols have already been identified for their own staff appointments. Placements identified as requiring a CRB check must not be used until the work experience organisation has been informed of the outcome by the school.

11. Action plan

In some cases the placement assessment will result in the need for further actions, agreed with the employer, to address identified shortfalls or enhance the arrangements already in place. It will be down to an informed judgement by the work experience assessor as to the priority afforded to the action points. For example, this could range from 'safety-critical' actions that will be required before a work placement can begin to 'softer' actions that can be checked at the next scheduled visit to the placement employer. It may also be necessary, under certain circumstances, to make a decision not to use the placement as a result of the findings of the placement assessment. The action plan should also be utilised to record whether any CRB disclosure recommendations have been made.

All necessary actions should be recorded on the front page (Control sheet), a copy of which should be left with the employer to enable them to confirm the completion of the actions. The copy retained by the work experience organisation should be used to confirm that appropriate actions have been taken by the employer within the agreed target dates. It should however be remembered that work experience organisations have no legal responsibility to ensure that employers comply with health and safety law – this is the role of the enforcing authorities.

12. Quality assurance

The work experience organisation should have suitable arrangements in place to quality assure the effectiveness of the assessment process.

13. Monitoring the health and safety of learners

In addition to the need for on-site work placement visits for short term work experience programmes, learners on longer term programmes should be regularly monitored to ensure that they have a good understanding of health and safety and that health and safety standards within the learning environment are being maintained. **(NB: It is during these extended placements that work placement employers – often with the best of intentions – are most likely to alter arrangements / tasks involving the learner <u>without</u> prior agreement with the work experience organiser).**

The frequency of monitoring visits will be dependant on the level of risk, taking into consideration the individual needs of the learner and the type of work activities being carried out at the work placement. The regime should consist of an 'initial' monitoring visit conducted soon after the learner commences the placement, followed by visits at defined regular intervals.

The purpose of the very important initial visit is to ensure that the previously agreed health and safety standards are in place. It also provides an excellent opportunity to discuss the information given to learners during their induction and to confirm that they fully understand the arrangements in place for securing their health and safety.

During monitoring visits, the following aspects should be reviewed by observation and / or discussions with learners and the relevant work placement supervisory personnel:

1. Outstanding actions or other matters identified during the original suitability assessment of the work placement, or from previous monitoring visits, should be checked.
2. It should be confirmed that sufficient ongoing health and safety information, instruction and training is being given. This may be due to the existence of new or increased risks e.g. as a

13. Monitoring the health and safety of learners (Continued)

result of changes to tasks, activities, the working / learning environment or location, or the introduction of new procedures. In some cases risk assessments may have been reviewed and revised and as a result adequate information needs to be given on the risks and any new control measures introduced. Regular refresher training may also be necessary e.g. to reinforce key points or precautions.

3. The learner should know the supervision arrangements and the level of supervision should continue to be appropriate to both the individual needs of the learner and the risks associated with the activities being carried out.
4. Both the learner and the work placement supervisor should fully understand all the prohibitions and restrictions that have been identified.
5. The learner should also be aware of:

    - Procedures for reporting accidents, incidents and ill health;
    - First aid arrangements; and
    - Emergency procedures.

6. Appropriate personal protective equipment should continue to be provided and the learner should be wearing it when required.
7. It should be established whether or not the learner has experienced any accidents or instances of harassment or bullying, and whether these have been reported and properly investigated. It is also good practice to pose an 'open' question to enquire whether the placement supervisor or learners have any other concerns.
8. The working / learning environment of the learner should be observed to ensure that standards relating to premises, working areas, work equipment and working practices are being maintained.

Issues such as allegations of bullying, harassment and threatening situations should be referred to the school Child Protection Officer in the first instance.

Following the monitoring visits, where necessary, improvement measures should be discussed and agreed. It is also recommended that an accurate record of each visit is maintained.

14. General references

A sample of some very useful further reference sources is provided below:

- L21 - Management of Health and Safety at Work Regulations 1999 (Approved Code of Practice and Guidance).
- HSG 65 - Successful health and safety management.
- HSG 199 - Managing health and safety on work experience - A guide for organisers.
- HSG165 - Young people at work - A guide for employers.
- INDG 364 - The Right Start - Work experience for young people: Health and safety basics for employers.
- HSE Starter pack – Health and safety advice and guidance for new and small businesses.
- DfES - Work-related learning and the law - Guidance for schools and school-business link practitioners.
- DfES - Safeguarding children in education.
- DfES - Work experience - A guide for employers.
- LSC - Standards for health and safety.
- LSC - Safeguarding pupils on young apprenticeships.
- Local Authority child protection guidelines.

Websites: www.hse.gov.uk www.hse.gov.uk/youngpeople www.safelearner.info

www.dfes.gov.uk www.teachernet.gov.uk www.firesafetylaw.communities.gov.uk

Health and safety assessment for work experience placements – a good practice guide

22 September 2006

This publication is available in electronic form on the Learning and Skills Council website: www.safelearner.info