

Work Experience Policy		
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Work Experience Policy.

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Policy Statement.


Under Health and Safety law every employer must ensure, so far as reasonably practicable, the health and safety of all their employees, irrespective of age. Under Health and Safety law, work experience students are employees, who must be treated no differently to other young people employed at the Centre. As the placement provider, The Avon Centre (TAC) has primary responsibility for the health and safety of any student and will manage any significant risks.

Aim and Scope.

This policy is designed to alert work experience organisers, schools and colleges, parents and the students undertaking the work experience of the importance of maintaining a good standard of health and safety within TAC, and the responsibilities for maintain this. It sets out to identify the responsibility of the employer, i.e. TAC, the school or college, the parents and the students themselves in undertaking this.

Related Policies and Procedures.

- Work Experience Policy Statement.
- TAC Health and Safety Policy.
- TAC Food Safety policy.
- TAC Fire Safety Policy.
- TAC Safeguarding Policy.
- Young People at Work Risk Assessment.

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Related Legislation.

- Management of Health and Safety at Work Regulations 1999.

Context.

TAC has a legal duty to ensure the health, safety and welfare of employees and volunteers while at work or engaged in volunteer activity. Under Health and Safety Law, work experience students would be TAC's employees. Employees and volunteers have a responsibility to take reasonable care of themselves and others in the working environment.

Definition.

- A young person is anyone under 18.
- A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- Lack of experience.
- Being unaware of existing or potential risks.
- Lack of maturity.

TAC must consider:

- The layout of the workplace.
- The physical, biological, and chemical agents they will be exposed to.
- How they will handle work equipment.
- How the work and processes are organised.
- The extent of health and safety training needed.
- Risks from agents, processes, and work.

TAC needs to consider whether the work the young person will do:

- Is beyond their physical or psychological capacity.
- Involves harmful exposure to substances that are toxic, can cause cancer, can damage, or harm an unborn child, or can chronically affect human health in any other way.
- Be aware of substances a young person might come into contact within their work, consider exposure levels and ensure legal limits are met.
- Involves harmful exposure to radiation.
- Involves risk of accidents that cannot reasonably be recognised or avoided by young people due to their insufficient attention to safety or lack of experience or training.
- Has a risk to health from extreme cold, heat, noise or vibration.

Duties of the Employer (TAC).

- Discuss the placement in advance with organisers and take account of what they and the parents or carers have to say about the student's physical and psychological capacity and of any needs, for example due to any health conditions or learning difficulties. Emphasise that

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if needed, the learning provider will provide their own support for supported learners. This support will be responsible for ensuring the learners follow the policies and guidelines provided.

- Keep any additional work in proportion to the environment, whether it is low, high, or less familiar environment.
- Consider what work the student will be doing or observing, the risks involved and how these are managed.
- Be satisfied that the instruction, training, and supervisory arrangements have been properly thought through and that they work in practice.
- Consider specific factors in different environments, for example noise or extreme temperatures.
- Explain to parents/carers any significant risks and what has been done to control them.
- At the students' induction, 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.

Duties of the Organisers (School/College).

- Take reasonable steps to ensure that the placement provider is managing any significant risks.
- Work with parents to ensure employers know in advance about students who might be at greater risks because of, for example, health conditions or learning difficulties.
- Discuss with the employer what work the student will be doing or observing, the risks involved and how they are managed.
- Satisfy yourself that the instruction, training, and supervisory arrangements have been properly thought through.
- Check that the student knows how to raise any health and safety concerns.
- Provide support if needed for supported learners, be responsible for ensuring the learners follow the policies and guidelines provided.

Duties of the Student.

- Ensure you have had an induction and satisfy yourself that you have understood the instruction and training.
- Notify the employer of any concerns you have.
- Behave responsibly in the workplace. Do not endanger yourself or colleagues by silly behaviour or tomfoolery. Be aware of the risks.
- Report any concerns, particularly any perceived bullying or malpractice.

