

# WORK EXPERIENCE POLICY

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## **CONTENTS**

## **PAGE**

### **SECTION 1: GENERAL GUIDING PRINCIPLES**

Policy statement	3
Scope	3
Principles	4

### **SECTION 2: PROCEDURE**

Application	5
Disclosure and Barring checks	5
Responsible Officer	5
Induction	6
Health and Safety	6
End of the placement	6

### **SECTION 3: APPENDICES**

Appendix 1 Application for work experience placement	7
Appendix 2 Tasks and work plan	9
Appendix 3 Induction programme	10
Appendix 4 Work experience agreement	11
Appendix 5 General risk assessment	13
Appendix 6 Guidance note on safety of young persons at work or on work placements	15
Appendix 7 Certificate of Achievement	18

## SECTION 1: GENERAL GUIDING PRINCIPLES

### POLICY STATEMENT

Young people are among the most disadvantaged groups in the labour market because they lack the experience of the workplace and the job-specific skills that employers ask for. Work experience is something employers value, alongside attitude, almost more than qualifications.

Over the last generation there have been unprecedented changes with traditional jobs and industries disappearing and being replaced by a more varied landscape in an increasingly global economy. The problem is exacerbated by a lack of careers information in schools alongside the increase in the cost of higher education.

Work experience can help to challenge employer perceptions of young people's skills and attitudes, give young people access to networks and help them to make more informed career choices. Research shows that the more contact young people have with employers, the better their chances of finding themselves in employment. This is a win-win situation for everyone.

Work experience is vital to young people at school, college and as they enter the labour market. It helps young people to make the transition from education into working life by giving them:

- First-hand experience of the workplace and an insight into jobs and sectors;
- Increased confidence and employability skills;
- Experience to build their CVs and access to networks;
- An understanding of how recruitment works;
- Insight into how their skills and abilities translate to the workplace.

For the council offering work experience is beneficial for a number of reasons:

- **Recruitment opportunities and building talent pipelines:** work experience placements enables the Council to access a wider range of talent while also making a useful contribution to strategic talent management and workforce planning;
- **Fresh ideas:** young people offer new ideas and ways of thinking, reflecting the interests and needs of the next generation of customers and consumers;
- **Staff development:** offering work experience placements can provide opportunities for existing staff to supervise and mentor a young person, therefore helping to develop their management and other professional and personal skills.
- **More engaged workforce:** providing work experience sends a positive message to the wider workforce about the values of the organisation;
- **Workforce diversity:** every business recognises the value of a diverse workforce and a broad talent pool. Young people are a huge part of this.
- **Engagement with the local community** helps boost local economic development and can also lead to increased loyalty and higher profile.

### SCOPE

This policy is to ensure that there is a consistent approach to providing work experience placements and that all staff involved in the work experience programme fully understand the process by which work experience is managed, from application through to the commencement of the placement and all necessary stages in between. It is also intended to help managers and staff involved with students on work experience placements.

## PRINCIPLES

Good quality work experience placements are those that are:

- flexible for both the employer and the young person;
- purposeful, relevant and really challenge a young person to think about their career goals and abilities;
- planned and supervised, so that a young person's time is well spent;
- clear about the roles, responsibilities and expectations of the student and employer, and;
- reviewed at the end, with the employer providing feedback on the young person's performance.

Work experience may be defined as “a placement on employers' premises in which a learner carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspect of the experience”.

All applications for work experience placements will be considered on an equal basis.

Work experience placements are only permitted by law for students during Key Stage 4 and above, i.e. Years 10, 11, 12 and 13. The minimum age for work experience placements is 14 years of age.

The Working Time Regulations apply to work experience placements aged 16 to 17. The key points are they should not normally work more than 8 hours per day, have a rest break of 30 minutes if the day lasts more than 4.5 hours, have a daily rest break of 12 consecutive hours and have 2 consecutive rest days off per week

Each work experience placement must have a council employee designated as the Responsible Officer for the student, who should be designated a manager in their council role and will hold full responsibility for the work experience placement whilst on council premises including health and safety.

The councils' liability insurance covers work experience students unless:

- They are asked to do a task outside their capabilities;
- The task is not identified or excluded in the risk assessment;
- They do something we wouldn't undertake as a council.

Simplified Health and Safety guidance makes it clear that if the council already employ young people, risk assessments won't need to be repeated for work experience students.

During the placement the student will be supervised at all times.

Students must not be given unsupervised access to confidential information. Information which is deemed confidential by the council must be treated as such by the student.

The role of the student should be made clear to anyone with whom they interact during placement. It must be made clear that the student is not an employee of the council.

All placements are unpaid and the council will not meet any costs of travel, subsistence or any other costs incurred by the student.

Both parties who are involved in the work experience placement can terminate the placement at any stage.

The average duration of a work experience placement is around two weeks; however, the nature, length and arrangements for work experience vary greatly.

For work experience placements that are under two weeks in duration it will not be necessary to issue an identity badge. The Responsible Officer can provide a letter of authority for the placement.

All work experience placements must be given an induction briefing prior to starting work.

If the student is going to use any IT applications during their placement a username and password must be arranged by the Responsible Officer via the IT helpdesk. When the placement is complete a request to delete the relevant account must be made.

## **SECTION 2: PROCEDURE**

### *Application*

Applications for any work experience placements should be made to individual managers who are readily able to assess if they have the capacity to accommodate the student. All applicants should complete the application at appendix 1 and ensure it contains all the necessary signatures.

When the application for a work experience placement has been completed and returned to the Council the dates and times of the placement can be confirmed with the student by the manager.

### *Disclosure and Barring Checks*

The council do not need to carry out an Enhanced Disclosure and Barring Services (DBS) check on members of staff supervising young people aged 16-17, however the CBC Safeguarding group have confirmed the following approach for students under the age of 16.

- Team based work experience– where the placement is infrequent eg once a year for 1 or 2 weeks and the student would be working in a team environment the whole team does not have to undergo a DBS check.
- One to one work experience – where the student is assigned to one person who they would be shadowing for the majority of the period an Enhanced DBS check should be undertaken.

### *Responsible Officer*

It is essential there is a dedicated person, the Responsible Officer, to supervise the student on work experience who should be clear about how the student will be supported, supervised and mentored during work experience to ensure they have a quality and supportive experience with the council.

In addition, where possible a separate mentor should be appointed to support the student more informally. This would be a good development opportunity for an employee who wants to develop their management capabilities.

The Responsible Officer should hold all completed paperwork on any work experience placements and forward the completed Work Experience Agreement (appendix 4) to HR when it has been signed by the student. The Responsible Officer can delegate tasks to other staff, however they still hold overall responsibility for the placement.

The Responsible Officer will be accountable for ensuring all Risk Assessments are completed prior to the commencement of the student and that CBC staff in the team have completed their mandatory safeguarding training.

The Responsible Officer should ensure the student is introduced to the structure of working life by planning a schedule to help them see what they'll be doing each day. It is important to give the student a variety of tasks and if possible rotate them between departments so they get a good insight into the workplace. Appendix 2 provides a 2 week planning template for the tasks and work plan for the work.

### *Induction*

People on work experience should receive an induction to the workplace that will help them to integrate quickly and learn about working life, as they may not know how it functions and how they should behave. The induction is an opportunity to:

- get to know the student;
- understand their previous experience;
- talk about the expectations on each side;
- establish the student's goals;
- provide space for the student to ask questions.

Appendix 3 provides a check list for the induction process for a work experience placement.

On the first day of the placement the student must sign the work experience agreement at appendix 4 in duplicate. 1 copy is to be retained by the student and 1 copy is for the Responsible Officer to send to HR to provide a central register of work experience placements and to ensure all obligations by CBC have been met.

### *Health and Safety*

There are very few work activities a young person cannot do due to health and safety law. However, it's important to remember that the Responsible Officer has primary responsibility for the health and safety of the student and should be managing any significant risks. This can be achieved by explaining the risks and how they are controlled when inducting any individual undertaking work experience, checking that they understand what they have been told and know how to raise health and safety concerns.

The Responsible Officer must undertake a risk assessment using the general risk assessment at appendix 5 and taking into account the guidance notes in appendix 6.

For further advice on health and safety visit [www.hse.gov.uk/youngpeople](http://www.hse.gov.uk/youngpeople)

### *End of the placement*

At the end of the work experience placement a meeting with the student and Responsible Officer should take place to review how everything went, for both the person on work experience as well as the council. Some students may have a log/ diary which they must fill in during their placement which the Responsible Officer may be asked to provide comments or feedback on.

The Responsible Officer should assess the success of the placement and, if appropriate, offer further support to the individual by agreeing to act as a referee and encouraging the young person to stay in touch.

The Certificate of Achievement at appendix 7 can be awarded to the student at the end of the placement.

**APPLICATION FOR WORK EXPERIENCE PLACEMENT**

FULL NAME:	GENDER: MALE/ FEMALE
ADDRESS:	NEXT OF KIN:
POST CODE:	RELATIONSHIP:
MOBILE NUMBER:	CONTACT NUMBER:
DATE OF BIRTH:	EMAIL ADDRESS:
AGE: (If under 16 a DBS may be required for your supervisor)	CURRENT SCHOOL/ EDUCATION PROVIDER:
SCHOOL/ COLLEGE CONTACT NAME AND NUMBER:	SCHOOL ADDRESS:
EXAMS DUE TO BE TAKEN:	EXPECTED/ OBTAINED GRADE:
WHAT DATES ARE YOU AVAILABLE FOR WORK EXPERIENCE: (Please be specific)	TRANSPORT – HOW WOULD YOU GET TO THE PLACEMENT:
WHICH AREA WOULD YOU LIKE TO WORK IN: (Please be specific and relate to your career aspirations if possible)	DO YOU HAVE ANY HEALTH CONDITIONS WHICH MAY AFFECT YOU IN THE WORKPLACE: (If yes, please describe)
DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY:	DO YOU REQUIRE ANY ADAPTATIONS IN THE WORKPLACE: (If yes, please describe)

**STUDENT**

The council places considerable importance on the need for health and safety at work. You have responsibility to acquaint yourselves with the health and safety rules in the workplace, to follow these rules and make use of the facilities and equipment provided for your safety. It is essential that all accidents, however minor, are reported.

The council will also expect you to observe other rules and regulations governing the workplace which are drawn to your attention by the officer responsible for your placement during your induction. Please note that there is a no smoking policy covering all work places and that there are security arrangements applicable to most locations.

I have read and understood the above requirements and declare that all the information on this form is true.

Signed.....

Print name..... Date.....

**PLEASE OBTAIN THE FOLLOWING SIGNATURES IF UNDER 18 YEARS OLD**

*Parent/ Guardian*

I have read and understood the above requirements. I will ensure the student carries out these obligations. I give permission for ..... to attend the placement with Chesterfield Borough Council.

Signed.....

Print name..... Date.....

*Teacher*

I have read the work experience information and give permission for the student to attend the placement. I also confirm the student is currently studying at .....

Signed.....

Print name..... Date.....



**TASKS AND WORK PLAN**

DAY	TIME	PERSON	LOCATION	AREA OF WORK
MONDAY	AM			
	PM			
TUESDAY	AM			
	PM			
WEDNESDAY	AM			
	PM			
THURSDAY	AM			
	PM			
FRIDAY	AM			
	PM			
MONDAY	AM			
	PM			
TUESDAY	AM			
	PM			
WEDNESDAY	AM			
	PM			
THURSDAY	AM			
	PM			
FRIDAY	AM			
	PM			

Please keep this document with you during your placement so you know where you should be each day. If you need any support or are unclear on what you should be doing or where you should be please contact (**insert name**) on (**insert number**)

**INDUCTION PROGRAMME**

The Responsible Officer should ensure a thorough induction is provided for each placement, which should include:

- An introduction to the organisation, including how the company is structured, and the key people who the individual on work experience will have contact with;
- A clear outline of what they will be doing during their time with you.

TOPIC	DATE DISCUSSED	INITIALS OF MANAGER	INITIALS OF STUDENT
Introduction to the council			
Explanation of the department			
Health and Safety procedures including any PPE			
Fire/ evacuation procedures			
Confidentiality and Data Protection issues			
Code of conduct and any other relevant procedures			
Introduction to colleagues			
Introduction to mentor (if one identified)			
Tour of premises			
Clarify if any adaptations required for workplace			
Absences during placement			
Appropriate dress			
Appropriate use of mobile phone			
Task and work plan for the placement			
Hours of work including breaks			
Refreshment facilities including where to make/ purchase food and drinks			
First Aid facilities			
Toilet facilities			
Contact numbers in case of emergency/ sickness			
Telephone etiquette			
Any other areas			

## **Work Experience Agreement**

DATE

Name and Address of the Individual

Dear (inset name)

### **Work-experience Placement Agreement**

I am writing to welcome you to Chesterfield Borough Council and I hope you will enjoy your time spent with us. Whilst on your placement you will report to (enter Responsible Officers name). You are requested and required to conform to the regulations and conditions outlined to you by (enter Responsible Officers name).

You must follow the instructions of any member of staff designated by that department. You are required to conform to and observe all safety, security and other regulations outlined by Chesterfield Borough Council. I would like to draw your attention to the following conditions that will apply to your work experience placement. Please sign both copies of this letter and return one to the manager supervising your placement, the other should be retained by you for your own reference.

#### **Confidentiality**

Any matters of a confidential nature, in particular information relating to Chesterfield Borough Council customers must under no circumstances be passed on to any unauthorised person or persons. You must be aware that, regardless of any action taken by Chesterfield Borough Council a breach of the Data Protection Act 1998 could result in criminal or civil action for damages against you. This applies before, during and after the period of work experience

#### **Chesterfield Borough Council Policies and Procedures**

During the placement you should comply with all Chesterfield Borough Council policies and procedures, particularly, in relation to Health & Safety, Confidentiality and Data Protection.

#### **Loss/Damage of Personal Effects**

Please refrain from bringing to the placement any valuables or volumes of cash. Should you incur loss or damage to any personal property during the period of your work experience by burglary, fire, theft or otherwise, Chesterfield Borough Council can accept no liability. If you choose to bring such equipment it is your sole responsibility for its safety.

#### **No Smoking Policy**

Chesterfield Borough Council operates a no smoking policy for staff and visitors within all buildings and grounds.

#### **Health and Safety at Work Act**

You are reminded that in accordance with the Health and Safety at Work Act 1974, you have a duty to take reasonable care to avoid injury to yourself and to others by your work activities, and that you are to co-operate with Chesterfield Borough Council and others in meeting statutory requirements. Chesterfield Borough Council meets its obligation to provide Employer's or Public Liability insurance. You are required to report any safety and/or safeguarding issues, incidents or accidents to me straight away.

**Absences during placement**

If you are not able to attend the placement for any reason please contact (insert name) on (insert contact number) at Chesterfield Borough Council as soon as the premises open and also advise your school/ education provider.

**Removal of Chesterfield Borough Council property**

Materials or goods which are the property of the council are not to be removed from council premises unless it is the normal course of duty and the necessary authorisation has been obtained from your supervisor.

**Acceptance of Gifts**

You must not accept any gifts or money during the placement, if you are offered anything at all during your placement speak to your supervisor.

**Conduct**

Any concerns about your conduct during your placement with Chesterfield Borough Council may result in the immediate termination of your placement.

**Concerns or questions**

During the placement if you have any concerns or questions associated with the place of work please discuss them with me immediately.

**Declaration**

Please sign the attached form to confirm your acceptance of this work experience placement on the conditions outlined above.

Yours sincerely

Insert Name  
Insert Job Title

**Acceptance of Placement**

I confirm that I have read and understood the conditions outlined in the above letter and agree that I will observe the conditions as set out.

Signed: .....

Print Name: .....

Date: .....

**GENERAL RISK ASSESSMENT**

<b>ASSESSMENT TITLE:</b>		<b>ASSESSED BY:</b>	
<b>ASSESSMENT DATE:</b>		<b>SIGNATURE:</b>	
<b>REVIEW DATE:</b>			
<b>SERVICE:</b>		<b>SERVICE MANAGER:</b>	
<b>SERVICE AREA:</b>		<b>SIGNATURE:</b>	

**RISK RATING & RESIDUAL RISK**

<b>LIKELIHOOD (PROBABILITY)</b>	<b>5. Almost Certain</b>	<b>5.</b>	<b>10.</b>	<b>15</b>	<b>20</b>	<b>25.</b>
	<b>4. Probable</b>	<b>4.</b>	<b>8.</b>	<b>12.</b>	<b>16.</b>	<b>20.</b>
	<b>3. Possible</b>	<b>3.</b>	<b>6.</b>	<b>9.</b>	<b>12.</b>	<b>15.</b>
	<b>2. Possible (Under unfortunate circumstances)</b>	<b>2.</b>	<b>4.</b>	<b>6.</b>	<b>8.</b>	<b>10.</b>
	<b>1. Rare</b>	<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
	<b>1. Minor Injury (No 1<sup>st</sup> Aid required)</b>	<b>2. Minor Injury (1<sup>st</sup> Aid required)</b>	<b>3. Injury Requires Hospital Treatment</b>	<b>4. Major Injury resulting in Disability</b>	<b>5. Fatality</b>	
	<b>CONSEQUENCES (IMPACT)</b>					

Risk Rating is calculated by multiplying the likelihood against the consequences, e.g. taking a likelihood of 4, which is classified as Probable, and multiplying this against a consequence of 2, which is classified as a Minor Injury 1st aid required, would give you an overall risk rating of 8, which would be risk rated as a medium risk. Residual risk is the risk left after adding additional control measures.

**High risk equals 16 to 25.**

High Risks activities should cease immediately until further control measures to mitigate the risk are introduced.

**Medium risk equals 8 to 15.**

Medium Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period. Note: Medium risks can be an organisations greatest risk, it's Achilles heel, this due to the fact that they can be tolerated in the short-term.

**Low risk equals 1 to 6.**

Low Risks are largely acceptable, subject to reviews periodically, or after significant change etc.

ASSESSMENT STAGES	HAZARDS IDENTIFIED	WHO IS AT RISK?	EXISTING CONTROL MEASURES	RISK RAT. (1 - 25)	ADDITIONAL CONTROL MEASURES	RES. RISK (1-25)

**GUIDANCE NOTE ON SAFETY OF YOUNG PERSONS AT WORK**  
**OR ON WORK PLACEMENTS**

**1.0 DEFINITIONS**

- 1.1 A 'child' is a person who is not over the compulsory school age as construed in accordance with the Education Act 1996.
- 1.2 A 'young person' is a person who has not reached the age of 18.
- 1.3 Children under the age of 13 years are prohibited from any form of employment.
- 1.4 Children between the age of 13 years and the minimum school leaving age (just before or just after their 16th birthday) are prohibited from being employed in industrial undertakings such as factories, construction sites, etc., except when on work experience schemes approved by the local education authority.
- 1.5 The Health and Safety (Training for Employment) Regulations 1990 have the effect of designating children on work experience as employees for the purposes of health and safety legislation.

**2.0 INTRODUCTION**

- 2.1 Young persons at work are seen as being particularly at risk in the workplace because of their possible lack of awareness of existing or potential risks, immaturity and inexperience.
- 2.2 Similarly, students on work experience share the same risks, when they find themselves outside the school environment and in the company of adult strangers and with unfamiliar chains of command. Their lack of experience leaves them vulnerable to potential risks to their health and safety, both from the tasks they will be doing and from the working environment, for example the presence of powerful chemicals or machinery.
- 2.3 Excessive lifting and carrying can also present a serious risk to young persons due to the fact that their physicality may not yet be fully developed.

**3.0 RISK ASSESSMENT**

- 3.1 The Council has a duty to assess risks to young persons and children on work placement schemes before they start work.
- 3.2 Specific risk assessments need to be undertaken considering all the hazards specific to young persons and copies of the risk assessment made available to the individuals parents or guardians.
- 3.3 Risk assessments need to consider:-
  - 3.3.1 the inexperience of young persons in the workplace, their immaturity and lack of awareness of existing and potential risks;
  - 3.3.2 what health and safety training needs to be given to the young person;

- 3.3.3 what hazardous substances they may be exposed to (i.e. chemicals, biological agents, radiation, etc.);
  - 3.3.4 the hazards present in the workplace (i.e. noise, vibration, extremes in temperature;
  - 3.3.5 the hazards they may be exposed to in the use of work equipment.
- 3.4 Where children on work placement schemes are to be introduced into the workplace, their parents/guardians must be provided with information detailed in the risk assessment regarding the risks they are likely to be exposed to and the control measures in place to protect them from these risks.
- 3.5 The risk assessment may determine that young persons should be prohibited from certain work activities, except where they are over the minimum school leaving age and it is necessary for their training. In such cases, risk must be reduced so far as is reasonably practicable and a competent person must be designated for their welfare and supervision.
- 3.6 If a significant risk remains despite your best efforts to do what is reasonably practical to control them, young persons should not be employed to work where these significant risks exist.
- 3.7 In particular a young person must not be allowed to:
- 3.7.1 work beyond their physical and psychological capabilities (i.e. lifting and carrying excessive weights, work in cramped conditions for prolonged lengths of time, etc.);
  - 3.7.2 carry out work which involves harmful exposure to noise, vibration and excessive heat or cold;
  - 3.7.3 be exposed to any agents which can chronically affect health, including those with toxic or carcinogenic effects or cause genetic damage to an unborn child;
  - 3.7.4 be exposed to any significant element of danger in the workplace (i.e. working on live electricity mains, working at height, working with rotating machinery, etc.);
  - 3.7.5 be exposed to violence or aggression (i.e. handling large amounts of cash);
  - 3.7.6 be exposed to harmful ionising or non-ionising radiation.
- 4.0 **TRAINING**
- 4.1 The prohibitions set out in 3.7 will apply to children under the minimum school leaving age who are employed or undergoing training such as work experience.
- 4.2 The prohibitions will not apply where young persons over the minimum school leaving age are doing work necessary for their training, under proper supervision by a competent person and providing risks are reduced, so far as reasonably practicable, in line with current health and safety legislation.
- 4.3 Young persons must be given appropriate training when they start and throughout their work period. Topics which need to be covered include:



- 4.3.1 Corporate and Departmental Health and Safety Policy and any local rules (i.e. site rules on a construction site);
  - 4.3.2 key safety people in the Department;
  - 4.3.3 hazards of the job and safety precautions;
  - 4.3.4 manual handling;
  - 4.3.5 any 'no go' areas in the Department;
  - 4.3.6 what plant and equipment may be used and what may not;
  - 4.3.7 emergency procedures;
  - 4.3.8 hazardous substances in the workplace and the control measures in place to reduce risk;
  - 4.3.9 what PPE is used in the workplace, why, and how it is used, how it is maintained and what the procedures are for replacement.
- 4.4 Young persons must be told to only work within the bounds of their (limited) experience and the instructions they have received. They must also be told to what do and who to tell if they come across a situation they suspect may be a danger to themselves or others.



# CERTIFICATE OF ACHIEVEMENT

*This certificate acknowledges that (insert name) undertook a work experience placement in (insert date) within the (insert department name) of Chesterfield Borough Council*

Signed..... Placement manager on behalf of  
Chesterfield Borough Council

Name .....

Date .....