

CUDDINGTON AND DINTON CHURCH OF ENGLAND SCHOOL POLICIES AND PROCEDURES

Work Experience Policy



'Let your light shine' Matthew 5:16 is central to all that we do as a Christian school community. We work together to nurture the well-being, learning and development of everyone, empowering all to shine as individuals through clearly understood values and behaviour, founded in the Christian faith.

Date written

May 2021

Date adopted by Governing Body

May 2021

Date for next review by Governing Body

May 2023

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INTRODUCTION

At Cuddington and Dinton Church of England School we welcome young people to join our school for work experience. The following document lays out the specific areas we have to consider, to keep a young person safe in our school.

The law at present requires employers to:

- Assess risks to all employees
- Do what is reasonably practicable to control those risks.

Young people may be particularly at risk because of their immaturity and inexperience and/or possible lack of existing or potential risks.

This Code of Practice gives guidance on the employment of young persons within the County Council.

DEFINITIONS

Young Person

- A person under the age of 18 years.
- Children under 13 years are generally prohibited from any form of employment.
- **Children between age 13 and the Minimum School Leaving Age (MSLA) (Just before or 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 Education Welfare Service.

WORK EXPERIENCE

The Health and Safety (Training for Employment) Regulations 1990 designate children on work experience as employees for the purpose of health and safety legislation.

Employers offering work experience placements to children must provide them with at least the same level of health, safety and welfare protection as they give their employees.

There are also some age-related restrictions, which prohibit young workers (including those on work experience), from working with particular machinery or undertaking particular tasks (see Appendix 1).

(For further information specific to work experience contact the Education Business Partnership. For information on employment of young persons contact the Education Welfare Service, Child Employment Officer).

HEALTH AND SAFETY (YOUNG PERSONS) REGULATIONS 1997

In addition to the above legislation specific to work experience, the Health and Safety (Young Persons) Regulations extend the basic requirement for risk assessment and require employers to:

- assess the risk to young persons under 18 years old **before they start work**
- take into account the young persons inexperience, immaturity and lack of awareness of existing or potential risks
- address specific factors in the risk assessment
- provide information about the risks and control measures in place to the parents/guardians of school age children
- take account of the risk assessment in determining whether the young person should be prohibited from certain work activities.

Exemptions to these requirements are:

- occasional or short-term work in a family undertaking where the work is not considered harmful, damaging or dangerous to young persons
- domestic service within a private household

Managers must ensure that:

- the risks to the health and safety of any young person who is directly employed by them have been assessed
- the risk assessment has been recorded
- the necessary control measures have been put into place
- the control measures are monitored from time to time
- the assessment has been communicate to the young person's parents/guardians
- the assessment has been communicated to the young person.

Contractors

Managers of establishments must also ensure that contractors who bring any young person onto their premises to undertake work have made an assessment of the risk to the young person's health and safety.

The contractor is directly responsible for the health and safety of any young persons which he employs but the manager must also inform the contractor of any risks which the contractor's employees might encounter when on site. For example, in potentially hazardous areas or areas which have been temporarily closed for maintenance or building work. Managers also have responsibilities for ensuring that any contractor they engage directly has given evidence that they comply with health and safety legislation.

Managers must report any shortcoming they observe in the contractor's health and safety arrangements to the contractor or his representative. If matters are not rectified, they should be prepared to stop work and engage a different contractor if necessary.

Risk Assessment

Managers may not take young persons into their employment unless:

- a risk assessment has been carried out for the work they will undertake, or
- an existing risk assessment is reviewed.
- Where young persons are already employed, the existing risk assessments must be reviewed accordingly.

The competent person carrying out the assessment/review of the assessment, must take the following factors into account:

- the inexperience, lack of awareness and immaturity of young persons (it should always be assumed that young persons have no experience and limited awareness)
- the fitting out and layout of their workstation and workplace
- the nature, degree and duration of any exposure to biological, chemical or physical agents
- the form, range use and handling of work equipment, their physical capability to use it, any built-in safeguards required and the degree of supervision required
- the way in which processes and activities are organised, taking into account the young person's abilities
- any health and safety training given or intended to be given to the young person
- risks associated with the agents, process and work listed in Appendix 1.

Employment of children

Before a "child" is employed, the manager must provide parents or guardians with the following information:

- identified risks to young persons
- the associated preventative and protective measures
- any information on risks to health and safety required to be provided in situations where two or more employers share a workplace.

Protection of Young Persons

Managers must protect young persons from any risks to their health and safety which are associated with the young person's:

- lack of experience
- lack of awareness of existing risks
- immaturity.

In addition, young persons must not be employed where the work:

- is beyond their physical or psychological capacity
- involves exposure to toxic or carcinogenic substances, or substances which cause heritable genetic damage, harm to unborn children, or cause any other chronic health effect (see Appendix 1 for detailed list)
- involves harmful exposure to radiation
- involves a risk of accidents which young persons may not reasonably recognise due to their insufficient attention to safety or lack of experience or training
- involves a risk to health from extreme temperatures (hot or cold), noise or vibration.

The above prohibitions on the employment of young persons over “MSLA” do not apply where:

- the young person is carrying out work for their training under proper supervision by a competent person
- any risks are reduced to the lowest level that is reasonably practicable in line with Health and Safety legislation.

The young persons must be provided with comprehensive and relevant information on:

- the risks to their health and safety identified by the assessments
- the preventative and protective measures required
- the procedures to be followed in the event of serious or imminent danger and the name of the person in charge of these procedures
- information on risks to health and safety supplied by other employers who share the same workplace.

Appendix 1 Unacceptable Risk to Young Persons

Young persons should not undertake work which might expose them to the following risks:

- ionising radiation
- work in high pressure atmospheres
- biological agents belonging to category group 3 that can cause severe human disease and may be a serious hazard to employees – they may spread to the community, but there is usually an effective prophylaxis or treatment available
- biological agents belonging to category group 4 that can cause severe human disease and may be a serious hazard to employees – they may spread to the community, but there is usually no effective prophylaxis or treatment available
- chemical agents which are classified as:

toxic, very toxic, corrosive or explosive

harmful with one or more of the following risk phrases:

R39 – danger of very serious irreversible effects

R40 – possible risk of irreversible effects

R42 – may cause sensitisation by inhalation

R43 – may cause sensitisation by skin contact

R45 – may cause cancer

R46 – may cause heritable genetic damage

R48 – danger of serious damage to health by prolonged exposure

R60 – may impair fertility

R61 – may cause harm to the unborn child

- irritant with one or more of the following risk phrases:

R12 – highly inflammable

R42 – may cause sensitisation by inhalation

R43 – may cause sensitisation by skin contact

carcinogens (and certain related work processes)

- lead and lead compounds
- asbestos
- manufacture and handling of fireworks and other explosive devices
- work involving fierce or poisonous animals
- industrial animal slaughtering

- the handling of equipment for the production, storage and use of compressed, liquefied or dissolved gases
- work in vats, tanks, reservoirs or carboys containing any of the chemical agents listed above
- work where there is a risk of collapsing structures
- work involving high voltage electricity
- work where the pace of the work is controlled by machinery and payment is based on results.

HEALTH AND SAFETY (YOUNG PERSONS) REGULATIONS 1997

RISK ASSESSMENT

Note: This risk assessment must be completed and approved by a competent person before the young person begins work. A copy must be given to the young person. A copy must be provided to the parents/guardians of the young person.

Health and Safety Information

(For each question please circle "Yes" or "No" as appropriate)

Has the employee been given a copy of the Service Area Health and Safety Statement?

Yes / No

Has the employee been given a copy of the Establishment Health and Safety Statement?
(If applicable)

Yes / No

Name of person responsible for completing the Young Person's Health and Safety Induction

.....

Has the employee been advised who will be their supervisor during their time at work?

Yes / No

Name of Supervisor

Emergency Procedures

Has the employee been made aware of the fire evacuation procedures and other emergency arrangements?

Yes / No

Has the employee been made aware of the fire escape route and assembly point?

Yes / No

Accident Reporting Procedure

Has the employee been made aware of the accident reporting procedure?

Yes / No

First Aid

Has the employee been made aware of the first aid procedure and the location of first aid boxes?

Yes / No

Welfare Facilities

Has the employee been made aware of the location of the:

- (a) toilet facilities Yes / No
- (b) washing facilities Yes / No
- (c) facilities and provisions for persons with disabilities (if appropriate) Yes / No
- (d) facilities for obtaining food and refreshment (including drinking water) Yes / No

Prohibited Areas

Has the employee been made aware of any areas which they must not visit unaccompanied by their supervisor?

Yes / No

List any such areas below:

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.....

Has the employee been made aware of any areas they should not visit at any time?

Yes / No

List any such areas below:

.....

.....

Has the employee been made aware of any equipment they must not use unless under supervision?

Yes / No

List any such equipment below:

.....

.....

Has the employee been made aware of any equipment they must no use at all?

Yes / No

List any such equipment:

.....
.....

Has the employee been briefed on any specific hazards they are likely to encounter during their work?

Yes / No

List below any such hazards:

.....
.....

Risk Assessment

What tasks will the employee undertake as part of their work?

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.....
.....

To what hazards will the employee be exposed in the course of their work? E.g. chemicals, manual handling, electricity etc.

.....
.....
.....

How might they be harmed?

.....
.....
.....

Are existing precautions adequate?

Yes / No

If not, then what additional precautions are required to minimise risk?

.....
.....
.....

Signature of Assessor:

Job Title: Date:

The following checklist should be used to ensure that the young person will not come into contact with any prohibited work.

Is the young person in the course of their work to be exposed to any of the following?

Work beyond their physical capacity	(Delete as appropriate) Yes / No
Work involving substances which:	
are toxic	Yes / No
are carcinogenic	Yes / No
cause inheritable genetic damage	Yes / No
cause harm to unborn children	Yes / No
cause any other long term health effect	Yes / No
Involve harmful exposure to radiation	Yes / No
Involve a risk of accidents which young persons may not reasonably recognise due to:	
insufficient attention to safety	Yes / No
lack of experience or training	Yes / No
Involves a risk to health from:	
extreme temperatures (hot or cold)	Yes / No
noise	Yes / No
vibration	Yes / No

If the answer to any of the above is yes, give details below to show how the work will be modified to eliminate the unacceptable risks.

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Will the work involve work with any of the following?

Note: Write “not applicable” against any risk not encountered. Complete the assessment details for risk encountered in the work.

In each case please identify:

- hazards identified*
- assessment of risk*
- control measures required*
- training required*
- Work Equipment (Machinery/Tools)

hazards identified

assessment of risk
control measures
training required

Lifting and Handling Activities (including repetitive work)

hazardous activities identified
assessment of risk
control measures
training required

Hazardous Chemicals:
Biological Agents:

hazardous activities identified
assessment of risk
control measures
training required

Work with Electrical Equipment

hazards identified
assessment of risk
control measures
training required

Display Screen Equipment

work for more than 3 hours a day with computer	Yes / No
workstation assessed	Yes / No
workstation modified as appropriate	Yes / No, N/A
training given	Yes / No

Noise

work for 8 hours per day at a noise intensity > 75dB(A)	Yes / No
noise level assessed	Yes / No
noise level controlled	Yes / No
training given	Yes / No
details of training	
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