

Work Experience through a school or local education authority

Overview

This advice sheet is for trainers taking a work experience placement through a school or local education authority. Work experience is open to students in their last two years of compulsory schooling or students taking post 16 courses as a study placement.

- Emphasis is on the learning aspect of the experience.
- May be a block of work experience, say a week or two weeks, or an extended work placement over a period of weeks for a study placement.
- Those under school leaving age may take part only in schemes where the arrangements are made as part of the student's education by the Local Education Authority or School.

Before a Work Placement starts

- A clear agreement should be in place between the employer, school (or local education authority) and parents

If you are in any doubt as to the status of the placement, then it is important that you check with the school or local education authority. This is particularly important if the person is aged 16 – 19 as if they are not on a course which allows them to undertake work experience, their status may be a worker and entitled to the National Minimum Wage and other employment rights.

- Planning for work experience may include:
 - Find out the objectives of the learner including projects or assignments
 - Giving information about the company and its activities to schools and parents
 - Ensuring that other employees are informed about work experience
 - Complying with legal requirements such as health and safety and child protection regulations (see below)
 - Organising a clear induction for day 1
 - Providing a planned programme of work
 - Ensuring adequate supervision and monitoring throughout the placement
 - Reviewing how things went after the placement

Health and Safety

- Learners on work experience placements with an employer are regarded in health and safety law as their employees.
- The school or college also retains a duty of care during the placement.
- The school or college will undertake a preplacement health and safety assessments or employers. This may be done by a contractor on behalf of the school or college.

Insurance

- Learners on work experience should be covered under Employers Liability Insurance and Public Liability Insurance as are other employees.
- Notify your insurers that a work experience learner will be on the premises and the dates.

During the Work Experience Placement

Hours of Work

- Normally a matter for agreement between the employer, school and students.
- The student cannot work for more than 5 days in any consequence seven day period
- If the student has a Saturday job, the hours would be aggregated so the work placement hours would need to be reduced accordingly
- The student should not be asked to work more than a standard 8 hour day.
- The hours should be agreed beforehand
- A minimum half hour break should be allowed after 4.5 hour period of working

Pay

- It is unpaid
- Employers can assist with travel expenses or meal costs if they wish.

Visiting of Placements

- The school or college will normally send someone out to visit the learner during the work placement so time will need to be set aside for this.

Travel to work placements

- The work experience student has the responsibility for their travel.

Reporting of accidents

- Responsibility to report all accidents to students that are reportable under RIDDOR
- Also must notify immediately the parent and the school/college

Day One Induction

- Welcome and talk through working hours, breaks, clothing, wearing of jewellery
- Explain the health and safety risks and how they are controlled, checking the student has understood what they have been told
- Advise them of fire, accident reporting procedures, first aid procedures

- Discuss the placement, finding out their motivation to best decide what tasks they can do
- Find out their relevant experience, knowledge and skills
- Advise them of confidentiality issues and social media policy
- You could use the attached induction pack and amend that to your individual requirements

Health and safety, equality and child protection regulations

Risk Assessment

Under health and safety law, work experience students are your employees. You treat them as you treat other young people you employ but taking into account their immaturity and that risks in a racing yard may be unfamiliar to them.

The HSE advice is as follows:

- Use your existing arrangements for assessments and management of risks to young people
- Avoid repeating your assessment of the risks if a new student is of broadly similar level of maturity and understanding to existing young workers and has no particular or additional needs (the organiser or parent should tell you if they have)
- *If you do not currently employ a young person, have not done so in the last few years or are taking on a work experience student for the first time or one with particular needs, then you will need to review your risk assessment before they start*
- Discuss the placement in advance with the organisers
- Take account of what the organisers, parents or carers tell you about the student's physical and psychological capability and any particular needs due to any health conditions of learning difficulties
- The risks in a racing yard may be less familiar to the student and you will need to make arrangements to manage those risks. This will include induction, supervision, site familiarisation and any protective equipment worn
- You will need to consider what work the student will be doing or observing, the risks involved and how these are managed
- You will need to satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice
- In higher risk environments, consider specific factors, so for example will there be exposure to toxic substances? You should also have control measures in place. This will also apply to legally required age limits on the use of some equipment and machinery. Consider if anything further is needed to control the risks to young people.
- Explain to the parents or carers what the significant risks are and what has been done to control them. This can be done in whatever way is simplest and suitable, including verbally, and is very often done via the school or college. If done verbally, ensure you make a record.

- In the induction explain the risks and how they are controlled, checking that they have understood what they have been told
- Check that students know how to raise health and safety concerns

Child Protection Policy/Safeguarding

There are considerations regarding protecting children from abuse, including sexual abuse, physical and emotional abuse

- You will need to have child protection/safeguarding policy in place – the NTF standard document is in the handbook area of the NTF website and the BHA has safeguarding policy and other safeguarding information on its website
- The school, college or Local Education Authority may have additional requirements

Other Work Experience programmes and Children/Young Workers

There are other schemes run through the Jobcentre for work experience which include 16 – 24 work experience, working together (volunteering) and work trials. If a worker is coming to you through any of these schemes the Job Centre will provide information.

Please see chapter 19 of the NTF employment guide for advice upon children working during school holidays or term time, other than on work experience placements. This chapter has information on the hours that can be worked.

Other than the above, it is likely that for employment law purposes any young worker over school leaving age will be working for you as an employee. Chapter 19 of the NTF employment guide has information on young workers, hours and special considerations. Young people are required to continue in education, training or apprenticeships to the age of 18 and they are required under the BHA rules of racing to undertake training with an approved training provider. This does, though, not prevent them from working. For further information contact the NTF, BHA or training provider.