



EXPERIENCE

# INFORMATION PACK PARKLANDS HIGH SCHOOL

15TH - 19TH JULY 2024



# Introduction

Parklands High School believes that work experience is a valuable opportunity for our students. It reinforces their career choices, even if only to confirm what they do not want to do. For others, it can be a turning point in making them realise what they need to do in their school work to make sure they secure the best possible career path.

We have developed this pack to provide the employer with information relating to the legal requirements when hosting a work experience student.

Please complete the information within this pack and return it to the student you are accepting on work experience.

## Responsibilities of a Work Experience Provider

As placement provider (employer) you have the primary responsibility for the health and safety of the student attending for work experience. The information below, taken from the Health & Safety Executive work experience advice for placement providers, will support you in making the appropriate arrangements for a successful and safe work experience.

## Managing risks to students

- Simply use your existing arrangements for assessments and management of risks to young people.
- If you have fewer than five employees you are not required to have a written risk assessment.
- Avoid repeating your assessment of the risks if a new student is of broadly similar level of maturity and understanding, and has no particular or additional needs (the organiser or parent/carer 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, review your risk assessment before they start.
- Discuss the placement in advance with organisers/parents and take into account what they tell you of the student's physical and psychological capacity and of any particular needs, for example due to any health conditions or learning difficulties.
- Keep any additional work in proportion to the environment:
- For placements in low-risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the student, your existing arrangements for other employees should suffice.
- For environments with risks less familiar to the student (eg. in light assembly or packing facilities), you will need to make arrangements to manage the risks. This will need to include induction, supervision, site familiarisation, and any protective equipment needed.
- For a placement in a higher risk environment such as construction, agriculture and manufacturing, you will need to:
  - Consider what work the student will be doing or observing, the risks involved and how these are managed.
  - Satisfy yourself that the instruction, training and supervisory arrangements have been properly thought through and that they work in practice.

- You may, in particular for higher-risk environments, need to consider specific factors that must be managed for young people, including exposure to radiation, noise and vibration, toxic substances, or extreme temperatures. Where these specific factors exist in your workplace, you should already have control measures in place. This will also apply to legally required age limits on the use of some equipment and machinery (eg forklift trucks and some woodworking machinery). Consider whether you need to do anything further to control the risks to young people.
- Explain to parents/carers of children 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.
- When you induct students, 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.

<https://www.hse.gov.uk/youngpeople/workexperience/>

## Insurance

Your existing employers' liability insurance policy will cover work placements provided your insurer is a member of the Association of British Insurers, or Lloyds, so there is no need for you to obtain any additional employers' liability insurance if you take on work experience students. This can be confirmed by visiting the Association of British Insurers website:

<https://www.abi.org.uk/products-and-issues/choosing-the-right-insurance/business-insurance/liability-insurance/employers-liability-insurance/work-experience-students/>

If you are a sole trader, and currently do not hold a valid Employee Liability Certificate, you are required by law to ensure the appropriate cover is in place when taking on a work experience student.

**The entire document must be returned to school once completed.**

**I will email all the relevant details to employers once the placement has been fully approved - it is vital that I have an email address for the main contact for the placement.**

## Employer Placement Provider Details

First Name and Surname of Student undertaking WEX
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## Employer Contact Details

Company name	
Company address	
Main contact within company	
Contact role (ie Manager, Supervisor)	
Contact number	
Email address	
Employers Liability Certificate details (Please complete fully and clearly)	Insurer: Policy Number: Expiry Date:

## Work Experience Role

Job title	
Overview of work experience to be gained	
Work risk level (please circle)	Low                      Medium                      High
Working hours	
Dress code/any special instructions	

## Confirmation of Arrangements - Employer

Please sign below to confirm you have, or will put, the appropriate arrangements in place for managing the safety of a student on work experience

Description	Signature/Initials
Seen the student information sheet (page 7 of this document) containing contact details for the student/parent/carer and school	
Discussed the work experience placement with the student and parent/carer to communicate what work the student will be undertaking	
Reviewed (if applicable) any appropriate risk assessments to include young workers	
Induction, training, supervision, site familiarisation to be completed in advance of any work taking place	
Provide any protective equipment or clothing needed	
Have appropriate Employers Liability Insurance in place	

If there is anything further you wish to make us aware of, please detail here:

# Work Experience Agreement

Please complete the relevant information below and return to Miss P Berry, Parklands High School

Student Work Experience Agreement		1
<p>I agree to take part in the placement as described throughout this form and will adhere to the standards expected of me whilst at the place of work. I will follow the workplace's health and safety procedures and any training that I am required to take. I will also report any concerns I have regarding the placement and/or health and safety to a senior member of staff. I will carry out the tasks required of me during the placement to the best of my abilities.</p>		
Student Name		Date
Signature		

Parent/Carer Agreement		2
<p>As the parent/carers of the above named student, I consent to them taking part in a work experience placement with the named employer as described throughout this form. I have advised on any <b>medical conditions, learning difficulties and/or other vulnerabilities</b> the student has that may impact their ability to carry out certain duties and/or affect their health and safety.</p>		
Parent/Carer Name		Date
Signature		

Employer Agreement		3
<p>Our organisation agrees to provide the student named above with a work experience placement. We also agree to provide the student with the necessary information, induction, instruction and training so they know how to fulfil their role properly and do so safely.</p>		
Employer Name		Date
Signature		

**Please ensure that ALL THREE sections are completed before returning to school**

# Year 10 Work Experience: 15<sup>th</sup> - 19<sup>th</sup> July 2024

## Emergency Contact Details

### Student Details

Surname:

Forename(s):

Date of Birth:

Age at time of WEX:

Address:

Home Tel. No:

Mobile No:

Any medical information that might impact on student's performance - please detail:

### Emergency Contact Details

Name:

Address (if different to above):

Work Tel. No:

Home/Mobile No:

Relationship to student:

### School Details:

Parklands High School, Southport Road, Chorley PR7 1LL

Contact No: 01257 264596

WEX Co-ordinator: Miss P Berry

### Student Declaration:

- I confirm that the information above is accurate.
- I understand that I must inform school and my workplace should I be unable to attend work for whatever reason.

Student Signature:

Date:

A parent/carer and student must complete this form in full, prior to any interview taking place. The employer must sign the declaration on page 4 to say that they have seen this emergency contact details form. Any information that may impact on the placement must be disclosed, in order that the employer can safely support the student during the WEX week.

A copy of the form will be emailed to employers once the placement has been fully approved.



**PLEASE RETURN THE WHOLE BOOKLET TO SCHOOL.**

**Ensure you have completed ALL sections.**

Parklands High School, Southport Road, Chorley PR7 1LL  
Email: [pberry@parklandsacademy.co.uk](mailto:pberry@parklandsacademy.co.uk)