

WHAT PAPERWORK IS INVOLVED?

If your company is a new work experience provider for the MAP, we will ask you to complete a risk assessment.

The MAP Risk Assessment

This is a form which must legally be completed prior to the commencement of any work experience placement. Once completed, the form covers all placements for the academic year and the following:

- Low risk company: Three years from the date of completion
- Medium risk company: Two years from the date of completion
- High risk company: One year from the date of completion.

All medium and high risk placements may be required to undergo Health and Safety vetting; this is a legal requirement. This is conducted by Linden Management (UK) Ltd who complete these checks on behalf of the MAP.

If a Young Person's Risk Assessment is completed for a student, we ask that a copy is forwarded to the MAP to be attached with the company's MAP risk assessment.

Low/ medium/ high – Which is your company?

Risk Level		Sector				
Low	Business & Admin	Charities	Education (not schools)	Finance	Primary schools	Secondary schools
Low – High (depending on job description)	Animal related	Early Years & Childcare	Hair & Beauty	Health & Medical including NHS	ICT	Media & Performing Arts
	Property	Retail				
Medium – High	Building & Construction Forces & Police Travel & Tourism	Care Homes Hospitality	Councils & Legal Logistics	Electrical Motors	Engineering Manufacturing	Environmental Sport & Fitness

For information on employer's responsibilities on work experience, please see: <http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm>