

WORK EXPERIENCE GUIDELINES**General**

- Placement: The company should have the appropriate compulsory Employers Liability Insurance and should ensure that it covers students on work experience
- Health and Safety Check: Placement providers are required by Nottinghamshire County Council to have a verified Health and Safety check for work experience. **If the placement is deemed a low risk company, this is covered through a small risk assessment form being completed. If the placement is deemed a medium or high company, the MAP arrange for Linden Management (UK) Ltd to conduct a Health and Safety check at no cost to the placement.**
- Line Manager: Explain who will be in immediate charge of the student in the workplace and ensure that the managers are aware of their responsibilities under health and safety legislation.
- Safety policy: Explain the policy and point out any aspects that apply to students in particular. Emphasise the students' personal responsibilities.
- Safety literature: Distribute and explain any relevant safety literature, taking into account the students' ages, the length of their stay and their likely exposure to hazards.
- Key safety people: Introduce them to students or give them their names, locations and responsibilities.
- Prohibited areas: Describe any areas which students must not visit for safety reasons. Tell them why this is so.
- Child Protection - Employee's relationships with young people on work experience must be appropriate to their age and gender, and not give rise to comment or speculation. Attitude, behaviour and language all require care and thought.
- Accident, Illness or Significant Changes: In the event of any incident, which may affect the Young Person(s) health, safety and welfare, the employer should notify the school/college /academy immediately and co-operate with any accident investigation.
- Equal Opportunities: Employers should have an equal opportunities policy in place for work experience. No legislation with respect to equal opportunities relating to sex, creed or gender should be breached

Safety Precautions

- Safe systems of work: Describe any hazards associated with the work the students are to do or watch and explain the importance of safe working practices. Make sure students get any necessary further briefing they need before they move on to something new.
- Protective clothing: Where applicable, describe what is provided, when and why it must be used and how to make any necessary adjustments.
- Safety equipment. Explain when and why it must be used, where it is kept and how to use it.
- Hygiene: Tell students where the lavatories and washing facilities are. Where applicable, explain the use of barrier creams etc and tell students where they can be found.

Hazards

- **Dangerous substances:** Explain the importance of complying with the rules on the handling of chemicals and the advice given on container labels as detailed in the Control of Substances Hazardous to Health Regulations 1999 (COSHH). Stress that students must ask the supervisor if they are unsure of precautions to be taken.
- **Lifting heavy and awkward objectives:** Such work should have been assessed under the Manual Handling Operations Regulations 1992. Where appropriate, arrange for students to be shown the right way to lift objects and explain why it is important. Correct posture automation and lifting appliances are ways of avoiding injury.
- **Housekeeping:** Explain the importance of, for example, keeping drawers and cupboard doors shut; safe positioning of loose telephone computer cables etc; safe storage of material; keeping the work area clean and tidy.

Emergency Procedures

- **First aid:** Explain the first aid facilities.
- **Accident procedure:** Explain that all accidents must be reported; that all injuries, no matter how small, must be entered in the accident book, where the accident book is kept and to whom students should report in the event of any accident.
- **Fire alarm:** Explain what students should do if they discover a fire. Describe how they will know if the alarm has been raised.
- **Emergency evacuation:** Explain the procedure for emergency evacuation, including the route to be taken, the use of emergency exits, assembly points and reporting procedures. Stress that there should be no running during the evacuation.