



University of Brighton

**GUIDELINES FOR MANAGERS
ON STUDENT WORK
PLACEMENTS WITHIN THE
UNIVERSITY**

DECEMBER 1997

lb/workexp
March 26, 2003

WORK EXPERIENCE PLACEMENTS

INTRODUCTION

These guidance notes are for managers who agree to give students short unpaid placements to provide them with experience in the work environment.

The university is responsible under the Health and Safety at Work Act 1974 for the health, safety and welfare of any students on work experience placements.

The Management of Health and Safety at Work Regulations 1992 have been amended to include the Health and Safety (Young Persons) Regulations 1997 which came into force on 3 March 1997. These regulations state that employers must meet certain criteria before they can employ (this includes work experience placements) a young person (i.e. someone under the age of 18 years). For the purposes of the regulations a child is considered to be someone who is not over compulsory school age.

The good practice within the regulations should be taken into account when taking on people of any age for work experience.

The following guidance will enable the university to comply with these regulations in respect of work experience placements and is intended to inform managers about their responsibilities. Managers need to take account of students' capabilities and ensure that students' are informed of the risks that are associated with the activities that they will be carrying out. All work experience students should be given information about health and safety on their first day with the university.

GENERAL GUIDANCE

1. HEALTH AND SAFETY REQUIREMENTS

A. Risk Assessment

Before arranging a work experience placement the manager must ensure that a risk assessment has been undertaken to assess the workplace and the workstation at which the young person will work.

Things that need to be considered are:-

- * the inexperience, lack of awareness of risks and immaturity of young persons.
- * the nature, degree and duration of exposure to physical, biological and chemical agents.
- * the types of equipment and any restrictions on use, methods of use and the work activities to be shown.
- * the health and safety training to be given.

B. Inform the School etc.

The student's school etc. should be notified in advance about any risks identified by the assessment and about the preventative, protective measures that are in use.

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After ensuring that a risk assessment has been carried out it is up to the manager to make sure that the student and his/her school etc. are provided with copies of the risk assessment and health and safety guidelines. A copy of the university's Health and Safety policy should be given to the student to read in his/her own time.

C. Working Requirements

Young persons under compulsory school age should not be expected to do any of the following:-

- * work beyond their physical or psychological capabilities.
- * work involving harmful exposure to radiation or any agents which can chronically affect health.
- * work involving risks to health from noise vibration or extreme heat or cold.
- * work which involves the risk of accidents.

However, young persons above 16 years of age can gain work experience within areas where the above risks are present when:

- * it is necessary for their training.
- * the young person will be supervised by a competent person.
- * any risk will be reduced to the lowest level that is reasonably practicable.

D. Responsibility of the Student's School etc.

There are specific requirements in respect of the employment of children (i.e. those under compulsory school age) which the school is responsible for when placing the student. They are the following:-

If a child is given a work experience placement then a person with parental responsibility/rights for the child should be told:-

- * where he/she is to be placed.
- * the findings of the risk assessment.
- * protective/preventative measures taken to lessen the risks.

2. INDUCTION

During the first two days the induction checklist (**in Appendix A**) should be completed and signed by the student to confirm that he/she has been given an induction into the organisation. This checklist includes domestic arrangements as well as health and safety issues. The original checklist should be given to the student and a copy should be retained within the department/faculty in which the student has been placed.

A member of staff within the department/faculty should be assigned to supervise the work of the student while on placement. That person will then be able to provide the student with a report of what he/she has achieved which can be given to the school etc.

Quite often students are expected to collect specific evidence for course assessment purposes (e.g. NVQ units) during the work placement. It is important that the work placement plan covers 'jobs' which will give the student the opportunity to gain that evidence. Pre-planning is required as specific 'jobs' can not always be carried out once the student starts.

If a student has a disability you should ask in advance of the start date, if there is any support that is required to enable the student to carry out the work placement. This could include providing a private area for the person to take medication, making arrangements for safe evacuation in case of a fire and ensuring that the work environment is suitable.

3. INSURANCE

The university has both public liability and employers liability insurance which will cover the placement of work experience students. If you have any queries regarding the completion of this information for the school etc. please contact the Insurance Assistant in the Finance Department on extension 2726.

4. THE PURPOSE OF WORK EXPERIENCE

The objective is to enable students to experience what working life is like, within an area that they are interested in prior to leaving school etc. It may also help them to decide which career they wish to pursue.

As work experience is unpaid, it is not necessary to involve the Personnel Department. However, someone within the department/faculty where the student is placed should keep a record of work experience placements. The induction checklist should also be kept and any other documentation relating to the placement.

INDUCTION CHECKLIST

Only for Students Placed on Work Experience within the University

Name of Student:.....

Date(s) of Placement: From:..... To:.....

Programme:

Date

Initials

Departmental tour and introductions Location of toilets Location of canteen/staff room Lunch, tea, coffee arrangements Fire escapes and fire drill procedure First aid arrangements (inc location of first aid box) Dress code Work space Telephone policy (for personal calls) How to make external and internal telephone calls Post arrangements Safety policy received, read & understood Accident reporting & location of accident book Equipment regs/procedures Manual handling procedures (if applicable) Protective clothing arrangements (if applicable) COSHH regulations (if applicable) Explain what the work experience plan is - what tasks they will do etc.		
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Signed(by Student):..... Date:.....

Signed(by Manager):..... Date:.....

Note: The original should be kept by the student and a copy should be retained by the department/faculty for future reference.