

PROVISION OF WORK EXPERIENCE IN THE UNIVERSITY PROCEDURE

INTRODUCTION

The aim of this Procedure is to ensure the health and safety of children and vulnerable adults who visit the University for Work Experience.

The University welcomes the opportunity to provide work experience opportunities to young people. It recognises that work experience offers them an introduction to the world of work and is an essential part of their education.

By accepting young people on work placements the University also accepts the responsibilities that come with it. The University is aware that, under health and safety legislation, students on work placements are regarded, for health and safety purposes, as our employees and as such will be afforded the same protection as employees. Because young people can be at particular risk for reasons including their possible lack of awareness of existing or potential risk, immaturity and inexperience, the University cannot rely on their competence and will ensure it discharges its duty of care and protection by, e.g. greater supervision.

This Procedure applies to all Schools and Departments and applies on all campuses.

This Procedure covers the placing of children or young persons on work experience anywhere within the University. It also applies to any activities of the University occurring in areas outside of the University (e.g. visits to other workplaces with University Staff or field trips) which may be incorporated into the work experience programme.

The Procedure applies equally to work experience placements organised by Schools or Education Authorities and to those organised by the children or their parents.

For the purposes of this Procedure, a child is defined as anyone who has not yet reached their 16th birthday. The requirements of this Procedure also apply to young persons (a person at least 16 years old but who has not yet reached their 18th birthday – these persons are regarded as children under the Protection of Vulnerable Groups (Scotland) Act 2007) and vulnerable adults (those who have a level of intellectual and/or emotional maturity that can be categorised as less than that usually shown by a 16 years old).

It is not necessary for staff who are supervising Work Experience School Students to be screened under the Protection of Vulnerable Groups (Scotland) Act 2007) as such supervision is incidental to their normal roles and therefore exempt under the Act.

For the purposes of this Procedure children or young persons on work experience will be referred to as Work Experience Students.

There is a specific requirement, under the Management of Health and Safety Regulations 1999, for employers to assess the risks to young people under 18 years old before they start work or a work experience placement. The University regards the assessment of risk as the key element of the Procedure and will ensure this legal duty is carried out. It places the

responsibility for carrying out the risk assessment on the School or Department where the Work Experience Student will be working.

The procedure details how the University is organised for receiving students on work experience, and is designed to ensure a safe and healthy working environment, not only for the students, but also for others who may be affected by the presence and actions of such young persons.

RESPONSIBILITIES

Deans of Schools / Directors / Heads of Department

Responsible for all health and safety within their School or Department and therefore must:

- Ensure risk assessments are completed, including for work experience
- Allocate sufficient resources for all control measures required by the risk assessment

Lead Facilitator for any Work Experience Placements

Responsible for undertaking planning and a risk assessment for the work experience to ensure risks are managed to an acceptable level, and for ensuring this procedure is followed.

Health, Safety and Wellbeing Champion

Act as the focal point for health, safety and wellbeing within their school or department and bring any concerns reported to them, and related to this procedure, to the attention of the school or department Health, Safety and Wellbeing Committee as appropriate. Any urgent concerns should be raised with the Dean of School / Head of Department immediately.

PROCEDURE

Prior to the Placement

Schools and Departments can organise work experience placements within their own areas of control, so long as the requirements in this procedure are met. This may be done either directly by the School or Department liaising with the Work Experience Organiser (normally the local council on behalf of schoolchildren) or, where there is a Schools Liaison coordinator, through that person. The School / Department must notify the Resilience and Safety Team whenever a placement is organised.

The University Representative, that is, the person within a School or Department who is facilitating the placement on behalf of the University (or the School or Department), must co-ordinate the placement with the Work Experience Organiser. This will include sharing the risk assessment as well as other information such as the duties to be carried out whilst on work experience, contact details and relevant dates and times, including arrangements at the beginning and end of the day. Where the Work Experience Student is still of compulsory school age, the University Representative must ensure that arrangements are in place for the student and that Work Experience School Student's parents or guardian have been advised of the findings of the health and safety risk assessment.

It is a legal requirement that the University School or Department receiving the Work Experience School Student carries out such a risk assessment and supplies it to the parents prior to the commencement of the placement. Normally, in the case of school children, the local council involved obtains parental consent and ensures that information, including the findings of the risk assessment, is passed to the parents or guardian prior to the commencement of the placement.

Joining the Department/School

When the Work Experience Student first joins the School or Department they should be given a tour of those areas where they will be required to work. It should be explained who will give supervision and to whom the Work Experience Student will report while working in the department. They should be introduced to those supervisors at that time. During this tour the location of fire exits, toilets, prohibited equipment/areas should be shown and the emergency procedures for fire and first-aid explained to the student.

The Work Experience Student should be instructed on their duties including any limits and prohibitions. They should be talked through those sections of the departmental Safety Regulations which will be relevant to them, have these explained to them and be given adequate time (and encouraged) to ask questions.

The checklist at Appendix 1 at the end of this Procedure must be completed as well as a risk assessment. A copy of each should be kept in the School/Department, and a copy sent to the Resilience and Safety team.

Risk Assessment

1. Why is a risk assessment necessary?

Children and young persons are a high risk group in the workplace. They are at greater risk because they are likely to be inexperienced, unaware of health and safety risks and physically or mentally less mature. Because of this, health and safety legislation specifically requires that the risks posed to young persons in the workplace are assessed.

2. Who must carry out the risk assessment?

An appropriate member of staff from the School / Support Department within whose area the Work Experience Student is to work is responsible for carrying out the assessment and this assessment must be in writing. It is a legal requirement that the assessment is carried out before the work experience placement starts.

3. What is involved in the risk assessment process?

An appropriate member of staff must look at what can cause harm to the Work Experience Student in the work area and from the work activities in which the Work Experience Student will be involved, and make a judgement whether the existing precautions are sufficient or if additional risk control measures are necessary to prevent harm. Where additional risk control measures are necessary these should be put in place to remove risks altogether or reduce them to the lowest level possible prior to the commencement of the placement.

The assessor must take into account the increased risk facing the Work Experience Student due to their age and development, as well as any specific information about the Work Experience Student's needs that may be passed on by the Work Experience Organiser- for example the student may have a physical or intellectual disability or medical condition. In the case of a disabled Work Experience Student who would have difficulty using stairs for access or emergency egress, the Resilience and Safety Team must be advised so that they can arrange for a 'Personal Emergency Evacuation Plan' to be developed for the student concerned prior to the commencement of the placement.

Particular issues to be looked at when carrying out an assessment include:

- how the workplace is fitted and laid out;
- what type of work equipment will be used and how it will be handled;
- how the work is organised
- the need to assess and provide health and safety training;
- the nature of any physical, biological and chemical agents the Work Experience Student may be exposed to, for how long and to what extent; and,
- the risks from certain work hazards, including certain work prohibited because of their age

Where it is found that a significant risk remains in spite of all reasonable steps having been taken to control it, the Work Experience Student must not be allowed to do the work. A record of the risk assessment must be kept by the School / Department. The assessment must be kept under review during the placement and, if found to be lacking in any respect, revised.

A generic Risk Assessment covering more than one Work Experience Student carrying out similar duties during placements may be prepared and used but care should be taken to ensure that these generic assessments are relevant to all involved. All risk assessments must be reviewed in the light of experience and revised as required.

Emergency Evacuation of Premises

Any person arranging a work experience for a Work Experience Student within University premises must be mindful of the needs of that student with regard to emergency evacuation. A placement student in a wheelchair or who uses crutches may need to be assisted down stairways. The University's emergency evacuation procedures, in all but very exceptional circumstances, provide for rescue of those persons unable to use stairs unaided in an emergency. If assistance may be required the Resilience and Safety Team should be informed one month prior to the placement to allow arrangements to be planned, detailed advice and guidance on emergency evacuation procedures to be given and a Personal Emergency Evacuation Plan formulated.

Incident Reporting

Any incident involving a school student, or as a result of a school student's action, must be reported without delay to the Resilience & Safety team and the University's online incident report form completed.

Please contact ResilienceandSafety@uws.ac.uk if you require any further information.

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| Procedure Author – Head of Resilience and Safety | Procedure Owner – University Secretary |
| Parent Policy Statement - Health, Safety and Wellbeing Policy | Public Access or Staff Only Access – Public |
| Version 1 – May 2019 | Changes and Reason for Changes – Revised Procedure |

APPENDIX 1- Work Experience in the University: Induction Checklist

The Work Experience Student:

- 1. Has attended health and safety awareness briefing.
- 2. Has been issued with an identification badge and made aware of requirement to report to person responsible when coming on site.
- 3. Has been made aware of emergency evacuation procedures, given a tour of the site and shown the fire alarms, emergency exit routes and assembly points.
- 4. Has been made aware of safe access and egress routes.
- 5. Has been made aware of first aid arrangements and accident reporting procedure as well as location of welfare facilities.
- 6. Has been made aware of any hazards particular to the area in which they will be employed, and any prohibited equipment and “no go” areas.
- 7. Has been introduced to the member of staff who has been delegated to oversee young person and introduced to them.
- 8. Has been issued with PPE (where appropriate).
- 9. Has been assisted in setting up their work-station in accordance with DSE Regulations, (where appropriate).

Signature of responsible Person:.....

Signature of young person:.....

Date:/...../.....