

Work Placements

Health, Safety and Welfare arrangements

The consistent use of specified learner risk assessment tools for all types of placement i.e. work placement, extended work placement, work placement visits, work shadowing and also 'Take your son/daughter to work day(s)' are necessary, as they are an integral part of safeguarding learners.

Other factors affecting learner risk assessments include:

- the maturity and experience of the learner;
- the learner's likely behaviour;
- the age of the learner at the beginning of the placement;
- the advice and wishes of the learner's parent(s)/carer(s);
- whether the placement will provide an opportunity for the learner to be more independent and responsible for his/her own actions and timekeeping;
- the potential risks of the activity; and
- the environment of the placement.

The application of risk assessment as well as management of health, safety and welfare will be further expanded upon in the following sections of this publication:

- safeguarding learners on work experience
- safeguarding learners on extended work experience

The Management Regulations

The Management Regulations came into operation December of 1999. They modified the 1992 Management Regulations which in turn had developed many of the principles already established by the Health and Safety at Work Act (HSWA) in 1974. The Regulations make it quite clear that health and safety must be managed systematically, like any other aspect of an organisation's affairs. Some of the main requirements of the Regulations relate to:

- Risk Assessments (Regulation 3) of the Management of Health and Safety at Work Regulations (MHSWR) requires employees to undertake risk assessments on all tasks and activities that take place in the course of their business, to identify risk and related precautions.
- Management System (Regulation 5 of the MHSWR) to ensure that precautions are implemented
- A competent source of health and safety advice being appointed (Regulation 7 of the MHSWR)
- Emergency procedures being developed (Regulation 8 of the MHSWR)

The 1999 regulations incorporated previous amendments to the 1992 regulations, relating to **young persons, new and expectant mothers and fire risks**.

There is no specific system of risk assessments that must be used by law under the MHSWR, only that whatever system is used should follow the Approved Code of Practice (ACOP) applicable to these regulations, supported by any guidance and referenced sources of information included. This applies in general to all regulations, where the relevant approved

codes of practice interpret the regulations into current good practice most likely to be acceptable in law.

It is important to remember that some operations are covered by separate regulations directly applicable to them, such as Control of Substances Hazardous to Health (COSHH); Noise at Work, Manual handling; Display Screens etc., each of which governs any specific risk assessment in addition to the general risk assessments called for under the MHSWR. Again, the format of such assessments is not set in law, only the approach needed to comply with ACOP and, hence, the regulation itself.

To apply the principle as outlined above, the employer will be required to carry out a risk assessment for any learner that will be placed with their company. Where the risk assessment shows there is a risk to the safety, physical or mental health or development of young people, appropriate precautions must be put into place and implemented. (Regulation 5 of the MHSWR)

Whilst a general risk assessment form covers most requirements, there are likely to be individual forms tailored for each specific risk assessment, which the employer will need to take into account.

An additional valuable source of information, that can and should be used in a risk assessment, is the accident book. This should contain information not just on accidents that have occurred, but on accidents that might have or nearly occurred (commonly referred to as 'near misses'.)

Assessment should involve all relevant personnel e.g. senior staff, teachers, maintenance staff, and providers of any placement schemes, even learners where their input can contribute to understanding some of the problems so that an accurate and balanced view of the hazards associated with any activity can be identified and the risks assessed and controlled.

Appendix A - 'Specific hazards to young people', p.92 which lists the types of activity that a learner may undertake in a placement and the associated risk. Where necessary, a Work Experience Co-ordinator should make contact with their respective CYPS Health and Safety Team to obtain further advice. Where a home learning base/school organises its own placements a health, safety and welfare assessment must be completed by LEBC, where a learner is of compulsory school age and/or has a specific learning disability and/or vulnerability.

Furthermore, before the learner is placed, the placement provider must complete a risk assessment. For further information see the section entitled '*Safeguarding Learners on Work Experience*' p.48

Reporting incidents

In the event a learner suffers an accident, the procedure is that the employer is to fill in their appropriate accident reporting form, and then a copy of this document must be sent to the home learning base/school. On receipt of the placement provider's accident reporting form, the home learning base/school should fill out their Accident/Incident Form (Form 'S02'- Leicester City Council or Form E669 Revised 06/08 – Leicestershire County Council) attach the placement provider's incident form and send *all* the documentation immediately to their respective Children and Young People's Service Health and Safety Team.

In the case of an accident that is reportable under RIDDOR e.g. breaking of a limb, fall from a height or serious injury sustained, the placement provider will need to officially report the incident either by ringing 0845 300 9923 or by using the official RIDDOR website online facility (<http://www.hse.gov.uk/riddor/index.htm>).

Details of the accident should be reported immediately by the placement provider to the home learning base/school. The home learning base/school should then report the incident immediately to its respective Children and Young People's Service Health and Safety Team, and also their Designated Senior Person for Child Protection (DSP), in order to ensure that any safeguarding/child protection issues have not been inadvertently overlooked.

The failure by the home learning base/school to report the incident immediately is a contravention of local authority safeguarding and health and safety policies. This contravention would indicate a statutory breach has occurred, which could result in criminal proceedings and/or civil proceedings.

For further information see:

- Code of Practice No:7 – Reporting Accidents, Incidents, Dangerous Occurrences and Assaults. Leicestershire County Council
- Incident Reporting. Health and Safety Management Standard Issue 1 (August, 2006)

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Below is an aide memoir that summarises the main activities to be completed. The aide memoir does not have to be completed for every learner. A Work Experience Co-ordinator may wish to photocopy the aide memoir and use it for when batch placements are organised. If an individual is new to the role of Work Experience Co-ordinator, s/he may wish to use the aide memoir for each placement being organised.

When organising a placement, has the following been done by the:

Work Experience Co-ordinator

A Health Safety and Welfare risk assessment has been completed by the LEBC for those learners that are of compulsory age or who have a learning disability	<input type="checkbox"/>
The placement provider has completed a risk assessment for the learner(s)	<input type="checkbox"/>
The appropriate risk and control measures have been made known to the learner and understood by the learner's parent(s)/carer(s) ¹	<input type="checkbox"/>
A copy of the assessment and control measures have been given to the learner and the learner's parent(s)/carer(s)	<input type="checkbox"/>

¹ Where a Work Experience Co-ordinator is of the opinion that, the parent(s)/carer(s) of the learner have not understood the appropriate risks and control measures pertaining to the placement, the Co-ordinator should discuss this with his/her line manager, in order that an alternative method of communication can be employed.