



**SECTION 1: Student Information**

Student Name: .....

Registration Group: .....

**SECTION 2: Employer Information**

Company/Organisation: .....

Company Address: .....

.....

..... Postcode .....

Contact Name: .....

Position held: .....

Telephone: .....

Email: .....

Will the work experience placement be at the above address? Yes  No

If no, what is the placement address?

.....

.....

Postcode.....

Work Experience Job Title: .....

Work Experience Activities: .....

.....

.....

Hours of work: From: ..... To: ..... Breaks & Lunch: .....

**Employers Liability Insurance**

Provider: .....

Policy Number: .....

Expiry Date: .....

**Public Liability Insurance**

Provider: .....

Policy Number: .....

Expiry Date: .....

Do you have a written Health & Safety Policy and arrangements? Yes  No

Do you have written risk assessments? Yes  No

**SECTION 3: This section must be completed/ authorised by a company manager or supervisor**

I confirm the work experience placement offer for the above dates and understand that as placement provider (employer) we will have primary responsibility for the health and safety of the student and should be managing any significant risks.

Signed: .....

Date: .....

Print name: .....



Thank you for agreeing to offer a work experience placement to our student. Work experience offers young people the opportunity to prepare for employment and helps them become familiar with the skills and attitudes a modern business requires. Please see bullet points below for more information on having a student on placement in your company.

### **Insurance**

You should hold Compulsory Employer's Liability Insurance (ELI)\*. The ELI certificate should be available to see at each place of business where the policy holder employs people covered by the policy.

We would ask you to contact your insurers to arrange for your policy to be extended to cover: *'students of school age on un-paid, approved work experience'*. This should not incur any additional premium because:

*\*the Association of British Insurers, the British Insurance and Investment Brokers Association and Lloyd's of London have all agreed that, pupils on work experience placements should be treated as employees for the purposes of insurance against personal injury. That is, they will be covered by the Employer's Liability policy, provided that the insurer has been notified.*

### **Health & Safety and Welfare**

- You should display a current H&S poster or issue a relevant H&S leaflet to your employees. You should have a policy on Health & Safety at work and arrangements for carrying the policy into effect. If you employ 5 or more employees then this policy must be written down.
- You should assess the risks to the Health & Safety of your Employees and have in place measures to control such risks including FIRE.
- You should have arrangements for inducting new starters to your Health and Safety arrangements.
- You should be aware of Child Protection issues and the suitability of staff to work with Children.
- You should be aware of accident reporting procedures (RIDDOR).

### **Learning by Doing and Preparation**

- Prepare for the student by offering a pre-placement interview.
- Inform your colleagues and staff about the placement
- Arrange for supervisors to be briefed and prepared
- Have a plan and prepare some work activities for the student to do.
- Do try and have a variety of tasks
- Review student's progress on a regular basis and spend some time at the end of the placement de-briefing the student.

*If you have any questions relating to the work experience placement please contact Sophie Heron, Work Experience Co-ordinator: [sheron@westonfavellacademy.org](mailto:sheron@westonfavellacademy.org)*