

Work Experience Arrangements Forms -checklist

The following must be fully completed and returned in the envelope provided

	Returned (PLEASE TICK)
• WE1: Form of Indemnity (signed)	<input type="checkbox"/>
• WE2: Employer Consent Form (signed if required)	<input type="checkbox"/>
• WE4: Work Experience Duty of Care Agreement (signed)	<input type="checkbox"/>
• WE5: Risk Assessment (signed and ticked)	<input type="checkbox"/>
• Photocopy of the employer's public liability certificate/form	<input type="checkbox"/>



Form WE1

Education Authority (EA)

FORM OF INDEMNITY FOR EMPLOYERS SITUATED IN NORTHERN IRELAND

In consideration of QUB (Business Dept) (hereafter referred to as the Employer) agreeing to participate in the work experience arrangement arranged by **Limavady Grammar School** and to provide facilities for Charlie Moore (*insert name of pupil(s)*) at the times and for the period set out in the attached schedule (including the provision of any protective clothing or equipment which may be necessary) and supervision and to comply with all applicable health and safety at work legislation (including the risk assessment requirements contained within the Management of Health and Safety at Work Regulations (NI) 2000) relating to the workplace the Education Authority (EA) will indemnify the Employer against:

- (a) legal liability of the Employer to pay damages including claimant's costs and expenses in respect of death, bodily injury or disease suffered by a pupil and caused by an event occurring whilst the pupil was attending for work experience;
- (b) legal liability of the Employer to pay damages, including claimant's costs and expenses in respect of death or bodily injury of any person if such death or bodily injury is caused by a pupil whilst attending for work experience;
- (c) legal liability of the Employer to pay damages including claimant's costs and expenses in respect of loss of or damage to property if such loss of or damage to property is caused by a pupil whilst attending for work experience;
- (d) any claims, costs or expenses arising out of death, injury, disease or damage to property where such claims, costs or expenses result from the negligence of the School.

It is a condition of this indemnity that pupils will not be permitted to drive, manage, control or move mechanically propelled vehicles of any description and indemnity will not be provided in any cases that arise as a result of a breach of this condition.

I confirm that I / we have employers liability insurance (copies of valid certificates attached). I / we are satisfied with the indemnity detailed above and in return for receiving an indemnity from the EA agree to fully cooperate with the EA in defending any claim that is brought against me / us by the above named pupil(s).

Note: This form is NOT required for placements at controlled, maintained and Irish medium schools, EA controlled youth groups, any EA establishments or placements in the Health Trusts.

Signed:  (Principal)
(For the Education Authority)

Date: _____

Signed: _____ (For Employer) _____ (Designation)

Date: _____

WE2: Employer Consent Form



Form WE2

(Page 1 of 2)

Education Authority (EA) EMPLOYER CONSENT FORM

I hereby give consent for _____ to participate in the work experience programme from *Date / Time* to *Date / Time* (inclusive) and acknowledge my responsibilities under relevant health and safety at work legislation. The pupil's age and inexperience will be taken into account when agreeing tasks, and I understand that they must not undertake any prohibited activities as outlined in Form WE4.

I will / will not* require meeting with the pupil prior to the placement with this company.

*(*delete as appropriate)*

Date and Time of interview: _____

WE4: Work Experience Duty of Care Agreement

WORK EXPERIENCE DUTY OF CARE AGREEMENT

Form WE4

[School Details]

Pupil's Name: _____ Company: _____

During the work experience placement the health and safety of the young person and those working with them is paramount. The pupil is leaving a safe school environment and entering a potentially more dangerous working environment and we have joint responsibility to ensure the safety of the pupil. There is a general duty of care from the employer to his employees to ensure their health, safety and welfare at work.

In addition there are more specific duties under the training for employment regulation in respect to: 'an employer or self-employed person owes a duty to his trainees even where there is no contract with a trainee'.

Both school and employer must work together to ensure a safe environment for the pupil whilst on placement. Hence both parties should understand and carry out their respective roles and responsibilities.

SCHOOL RESPONSIBILITIES

Prior to work placement the school will:

- forward a copy of the Risk Assessment Checklist for Work Experience Placements (WE5) to the employer so that the employer can carry out a risk assessment on the suitability of the organisation's working environment for the pupil(s);
- agree with the employer the roles and responsibilities to be undertaken by each pupil whilst on placement;
- brief pupils on basic health and safety issues;
- inform parents/carers of the pupils with work placement details;
- ascertain that the pupil is suitable for the placement in relation to health and safety, hazardous conditions, undue risks, hygiene etc.;
- ascertain and inform the employer of the health and any medical background or educational needs, which may affect the placement of the pupil;
- during the work placement the school will visit the pupil in order to:
 - confirm that both pupil and employer are content with the arrangements (the visiting teacher will insist on having privacy to discuss this matter with the pupil); and
 - discuss pupil progress with the employer or his/her representative i.e. the pupil's immediate supervisor.

EMPLOYER RESPONSIBILITIES

Prior to the young person starting work experience the employer will:

- assess the risks to their young workers (i.e. under 18 years of age) including pupils on work experience, before they start work (WE5);
- ensure that a risk assessment is completed and takes into account specific factors such as immaturity, inexperience and lack of awareness, as well as any additional needs the pupil may have. This document must be forwarded to the school so that parents/carers can receive a copy prior to the placement commencing (WE5);
- introduce and implement control measures (where applicable) to eliminate or minimise the risks and ensure that these are implemented, including the wearing of personal protective equipment or clothing (WE5).

While the young person is on work experience the employer will:

- ensure the pupil receives adequate training and health and safety instructions prior to commencing the placement/ first day;
- nominate a mentor to work with the pupil;
- provide adequate supervision as detailed on the risk assessment;
- ensure pupils are made aware of the work activities involved and any associated significant risks;
- ensure that pupils are informed of who has day to day responsibility at the workplace for supervising them, and who (if different) has overall responsibility for their health and safety during their work experience;
- inform the placement organiser, the school work experience coordinator and parents/carers of any accident/incident as soon as practicable;
- brief the pupil on arrival, on all relevant health and safety aspects (e.g. identify fire exits, fire prevention measures, first aid);
- ensure that the pupil only carries out the duties and responsibilities as agreed with the school;
- advise the pupil of the company's written health and safety policy (5 or more employees);
- ensure that the pupil will not:
 - be asked to operate machinery e.g. band saw, circular saw etc.;
 - come into contact with dangerous substances e.g. solvents, acids, alkalis etc.;
 - be placed in a situation of danger or undue risk e.g. working at heights, areas of high noise levels, where there are extremes of heat/cold;
 - drive a vehicle;
- provide and maintain safe plant and systems of work;
- maintain a safe condition of the place of work and access to it and egress from it;
- provide and maintain a working environment that is safe and without health risks, including adequate arrangements for the welfare of the pupil whilst on placement;
- ensure all accidents involving pupils are reported to the school immediately;
- contact their insurance company to advise them that they are taking a pupil for work experience and ensure that employer's liability and public liability insurance is in place;
- for school contact purposes, identify to the student his/her relevant supervisor;
- No pupil or employee will be placed in a vulnerable position (see DE circular 2013/01 safeguarding and appendix 1 (9)).

Signed: _____
(Employer)

Date: _____

Signed: 

(School)

Date: _____

RISK ASSESSMENT CHECKLIST FOR WORK EXPERIENCE PLACEMENTS

To be completed by the employer prior to commencement of placement and with consideration of the age, maturity, experience and any specific needs of the student being placed.

Name of student:			
Dates of placement:			
Placement assessed:			
Date of placement assessment:			
Brief details of work to be undertaken by the pupil as agreed with the school:			
Dress code – rules on clothing and jewellery:			
Are there any particular health and safety risks specific to the placement environment? e.g. <ul style="list-style-type: none"> • Layout of the workplace. • Physical, biological and chemical agents they may be exposed to. • How they will handle work equipment. • The extent of health and safety training required etc. 	Yes:		
	No:		
If yes, give details below and state how risk is managed: 			

Signed: _____
(Employer)

Company: _____

Job Title _____

Date: _____

Please email a copy of this completed form, prior to the placement starting, to:

- *the school's work experience coordinator forwarding to parent/guardian of student; and*
- *the pupil's workplace supervisor/mentor.*