

Clandon Church of England Primary School

Work Placement Policy

Introduction

This document outlines our procedure for protecting the health and safety of young persons who visit the school premises as part of a workplace placement or training scheme. A young person is someone under the age of 18 years. Health and Safety legislation, in particular The Health and Safety (Young Persons) Regulations 1997, requires that a specific assessment is made of the health and safety risks that the young person may be exposed whilst at work. The obligation to undertake this assessment and act on the findings rests primarily with Clandon Church of England Primary School.

Purpose

This risk assessment is designed to highlight any potential risk that could present a danger to the health and safety of a young person who is entering the school for work experience. This is in addition to any other risk assessment carried out during standard health and safety procedures.

Young People and Safety

Young persons are considered to be particularly at risk because of their lack of maturity, experience and awareness. There is evidence that the young are more likely to expose themselves to risk not only through ignorance but also by deliberate intent. Their lack of physical and psychological development means that they are more susceptible to workplace hazards. Examples of such hazards include musculoskeletal problems through manual handling and poor ergonomics. In essence, it is important to remember that young people will not be able to undertake the same work as an adult, and appropriate allowances must be made. Young persons over the age of 16 will need to produce an enhanced Criminal Records Bureau Disclosure if the placement is for longer than ten days.

Definitions

The definition of a young person is someone under the age of 18 years. This could include school leavers, workplace placements and work experience candidates. Clandon Church of England Primary School is legally required to take particular account of the young person's lack of experience of workplace safety and the additional problems that may be caused by stress, strain or fatigue.

Limitation of Work Undertaken

Our school undertakes a variety of work, the majority of which can be classified as low risk. Within the school buildings certain higher risk tasks are undertaken by contractors including catering and cleaning. Under no circumstances is a young person permitted to undertake any of these higher risk tasks or visit unaccompanied any of the restricted access areas.

Mentor Teacher's Responsibility

It is the responsibility of Mentor Teacher to take immediate responsibility for their health and safety. To facilitate this, the risk assessment detailed within this document should be completed. Any queries or questions on this should be taken up with the Headteacher.

When completed the Mentor Teacher should retain a copy of this assessment, one copy should be sent to the Headteacher and another to the young person's parents, guardian or school.

Induction

To comply with our duties the following precautionary measures should be carried out when the young person commences work. An escorted walk of the emergency fire evacuation procedures including the locations of the nearest exits and the assembly point should be undertaken by the Mentor Teacher or Headteacher. A Mentor Teacher should be provided who will assist and guide the individual at all times. Information on the accident reporting system and location of First Aider should be given. Regular checks should be made to ensure that the young person is able to cope with the workload given and the hours of work required.

Electrical Equipment/Machinery

All electrical equipment and machinery is regularly inspected and tested. In the unlikely event that a fault is found, the equipment must not be used, but taken out of service and reported for repair.

Hazardous Substances

There are very few hazardous substances present within Clandon Church of England Primary School. The most common hazardous substances are photocopier toners and printer chemicals. The copiers use sealed toner cartridges and the toner is non-hazardous. Changing of these cartridges is undertaken by trained staff. Untrained staff, including young persons, are not permitted to undertake this task.

Emergency/First Aid Procedures

Emergency procedures are displayed in prominent areas of the buildings. In-house trained First Aid staff are available. Fire fighting and first aid equipment is regularly inspected. The Mentor Teacher should arrange for the young person to be briefed on the local fire and emergency procedures at the start of the work experience.

Manual Handling

Movement of heavy objects is carried out by the caretaker and should not be undertaken by young persons. Young persons will be protected from exposure to tasks involving lifting or carrying

Smoking

We operate a no smoking policy. Smoking is not permitted in any building or within the school grounds.

Working Hours and Rest Breaks

The working hours of a young person must be closely monitored and supervised. Mentor Teachers should ensure that they generally work within the schools core hours (08.30 to 15.30 hrs). It is particularly important to ensure that sufficient time is allowed for children still at school and attending our school as part of a work experience placement to travel home safely avoiding the hours of darkness. Young persons must not be left to work in isolation. Young persons are entitled to a rest break if their working time is more that 4.5 hrs. The break must be at least 30 minutes (consecutive).

