

## FAQs for Employers hosting Work Experience placements

*Please note that answers given here do not constitute authoritative legal interpretation of the provisions of the various Acts of Parliament or other enactments and regulations: That is a matter for the courts.*

### General

Q. Who is Trident?

A. The Trident Trust is an established **educational charity** that has existed for 30 years to help young people aged 14-25 prepare for life beyond the classroom.

Our **aim** is to enable young people to:

- **Improve** their employability and enterprise skills;
- Help them **develop** as individuals; and
- Show them the **value** of contribution to society and show society the importance of their contribution and continued participation.

Q. What do I get out of it?

A. Increasing Company Profile  
Staff Development

A possible recruitment opportunity. In effect a one/two week interview

Q. What do students need to do to get a Trident Trust Gold Certificate?

A. They need to have completed a Personal Challenge a Community Involvement activity and a satisfactory period of work experience. For further details see [www.thetridenttrust.org.uk](http://www.thetridenttrust.org.uk)

Q. Where can I get advice about aspects of work experience?

A. Contact your Local Trident Trust Office

Q. How else can I help young people?

A. Interview Skills  
Industry Days  
Work Shadowing  
Mentoring  
Teacher Development  
Numeracy and Literacy Practice

### Health and Safety - General

Q. Where can I get advice about health and safety?

A. Health and Safety Executive's Info Line 08701 545500 and [www.hse.gov.uk](http://www.hse.gov.uk)  
If your query is specifically concerning work experience contact you local The Trident Trust Office.

Q. Why Red Tape / Why all the paper work?

- A. Acts of Parliament lay down things that must be done. It is a criminal offence if you do not comply. The overriding act is the Health and Safety at Work etc 1974 together with supporting Regulations
- Q. What do I need to sign?
- A. During the vetting visit you will be asked to sign a Letter of Understanding which sets out legal and other requirements. Closer to the placement period when an agreement is drawn up between the parent the student and the employer you will be asked to sign the agreement form. During the placement you may be expected to sign the student's work book, an induction check list and a report form for the student.
- Q. How many employees do I need to provide the Health and Safety Poster?
- A. One (even if this is the student). These are available from good stationers priced at about £7.50. Alternatively a personal copy of the small version will suffice.
- Q. What are my health and safety responsibilities towards the student?
- A. These are the same as your responsibilities to your employees
- Q. When am I required to have a written health and safety policy?
- A. When you employ more than 5 employees including the work experience student.
- Q. I am sub contractor. What factors do I need to consider when hosting a work experience student.
- A. You need to comply with all the requirements for your own employees. In particular you should check that the main contractors also has all the legal requirements in place.

## **Induction**

- Q. What are the minimum requirements for the induction?
- A. This should be provided on the first day and include:
- Evacuation procedures
  - First Aid / accident Arrangements
  - Tour of the premises and introduction to key staff
  - Supervision
  - Do and Don'ts
  - Prohibited areas, prohibited machinery and prohibited tasks

## **Student Issues**

- Q. How am I informed of medical conditions?
- A. This should be declared by the student, parent or school. This could be discussed with the student at the pre placement visit.
- Q. Can the work experience student go out at lunchtime?
- A. Yes – parents should know that they are allowed out but you should take a common sense view by recognising the surroundings and likely risks involved.

e.g. A visit to the local hostelry is probably not appropriate.

Q. How do I deal with irate parents?

A. Stay Calm, establish the facts, do not get into a debate about the issues.  
Seek advice from The Trident Trust Office

Q. What do I do if the student doesn't turn up?

A. You must contact the school after a reasonable time (they could have had an accident on the way to work)

Q. Can we pay students on work experience?

A. No but you may pay reasonable expenses or assist in providing refreshments.

Q. Can I sack a student on work experience?

A. Yes, however follow your disciplinary procedures. Inform the school immediately. If you are escorting them off site ensure that they have a safe place to go to.

Q. What if they commit an offence?

A. Follow your disciplinary procedures and inform the school. Ensure that your report on the student makes reference to this.

Q. What if the student breaks something or damages something in the workplace.

A. Your material damage policy will provide cover. (providing you have notified your broker prior to taking the student)

## **Accidents**

Q. What do we do when there is an accident to the student?

A. Provide First Aid as appropriate, Contact emergency services if appropriate, Contact the school and The Trident Trust. Enter the incident in the accident book and if appropriate follow the RIDDOR reporting procedures (Ring 0845 300 9923 or 0151 922 9235(24 hour))

## **Hours**

Q. What about breaks and hours?

A. You will need to consider that students may find it difficult to be on their feet for 8 hours a day and may have difficulty concentrating for long periods of time. This could be a health and safety issue where a lapse of attention could be dangerous.

The legal requirements are:

Minimum uninterrupted half hour break after four and a half hours.

No more than 8 working hours in any 24 hours

Only 5 working days out of 7

Not after 10pm or before 6am or after 11pm or before 7am depending on the working pattern of your company.

12 hours uninterrupted break between shifts.

The actual hours of work will be shown on the Job Description

## **Child Protection Issues**

Q. I'm a lone worker can I take a student?

A. Yes but The Trident Trust placement visitor would need to discuss the extent of the one to one working. If it were 8 hours a day for 5 days without contact with other people The Trident Trust would probably not approve the placement. If there were contacts throughout the working day with other people it may be approved. In some circumstances an enhanced disclosure check will be made with the Criminal Records Bureau check will be required. You must have Employer's Liability (Compulsory) Insurance to cover the period of time that the student is with you.

## **Insurance**

Q. When am I required to have Employer's Liability Compulsory Insurance?

A. As soon as you employ anyone including the work experience student. Also in some cases where you use subcontractors who regularly work for you. You should inform your broker that you are taking a work experience student.

Q. Why is the student on my Employer's Liability (Compulsory) Insurance?

A. The Health and Safety (Training for Employment) Regulations 1990 state that for the purposes of work experience the student is classed as an employee. Therefore employers liability insurance is compulsory to cover the student. You should inform your broker that you are taking a work experience student.

Q. What is the legal status of the student?

A. The Health and Safety (Training for Employment) Regulations 1990 state that for the purposes of work experience the student is classed as an employee. However they cannot be paid.

## **Personal Protective Equipment and Clothing**

Q. Do I have to provide safety footwear?

A. Yes if the risk assessment calls for them to be worn. However some students may be able to provide their own or have some other arrangement to supply them. You must, however, check the suitability.

Q. What do I do if the student doesn't provide safety footwear?

A. The student must not undertake the tasks where the risk assessment calls for them to be worn.

Q. What do I do if the student does not follow instructions to wear Personal Protective Equipment?

A. Follow the company's disciplinary code. In some circumstances this may terminate the placement.

## **Unsuitable Work**

Q. What type of work can Students do?

A. You need recognise the students are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature in order to decide if the task is safe and suitable. This could form part of a risk assessment. There are certain activities that are prohibited by Law.

Q. How high can a student work?

A. Working at height is governed by having a risk assessment appropriate for the student and the tasks being carried out. Particular attention needs to be paid to access and egress. You may decide that students will not work above 2 metres or above first lift. Students will not work from ladders.

Q. Can the student work on ladders or steps?

A. Students will not work from ladders. However they may be used to safely gain access to a safe working platform providing the student is trained in climbing ladders and the ladder is properly installed and maintained. Step ladders should be inspected and comply with the appropriate industry standard and have hand rails and a platform for tools etc. Adequate training should be given before allowing the student to use them.

Q. Can we take a student overseas?

A. No. UK law is not appropriate when working abroad.

Q. What if I want to change the tasks done by the student?

A. A risk assessment must be completed for the new tasks and The Trident Trust office informed.

## **Visits by others**

Q. Will someone visit while the student is here?

A. The recommendation is that a teacher should visit during the period of the placements. In addition for students on Extended placements you will periodically be visited by The Trident Trust to review the health and safety arrangements.

Q. Do I get a visit every time I take a student?

A. No unless the student has special needs or is on an extended or vocational placement.

Q. How long will the visit take?

A. If it is your first visit from us it will take a minimum of half an hour to cover all the statutory requirements, to develop a Job Description and for you to develop a risk assessment with the assistance of our visitor.

Q. How often will I be visited?

- A. Following the initial visit you will be revisited every year if the job is perceived as potentially a high risk. Every two or four years if the potential risks are perceived as medium or low respectively. If you host a student on an extended placement you will be re-visited more frequently. These revisits will be much shorter in duration.  
In addition teachers will probably visit while students are on the placement.
- Q. Why visit, we are a government department  
A. The same Laws and Regulations apply to government departments.
- Q. Why should I interview a student?  
A. It gives the student an opportunity to find out how to travel to you.  
You can discuss the dress code and other expectations of the student  
Gives you and the student the chance to assess the suitability of the placement and for either party to refuse the placement.  
It provides a development opportunity for the student.  
You may decide to modify your risk assessment in view of the students abilities displayed at interview.

Acknowledgement is given to the Health and Safety Executive, The Learning and Skills Council and Department for Education and Skills for some of the wording.