

Work experience offers the pupils the opportunity to prepare for the challenges of tomorrow. It will enable them to become familiar with the skills and attitudes which modern business requires of its workforce. There are few better ways of preparing today's youngsters for adulthood and working life.

Safety, Preparation and Learning by Doing are the cornerstones of this programme.

Insurance

You should hold Employer's Liability Compulsory Insurance*. The certificate should be available to see at each place of business where the policy holder employs persons covered by the policy. **(The school will ask to see this certificate)**. We would ask you to contact your insurers in advance of our visit to arrange for this policy to be extended to cover: *'students of minimum school age on un-paid, school-approved work experience'*. This should not incur any additional premium.

*The Association of British Insurers, the British Insurance and Investment Brokers Association and Lloyd's of London have agreed that, as a matter of convention, 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 always that the insurer has been notified.

Health & Safety and Welfare

You must either display a current H&S poster or have issued the relevant H&S leaflet to your employees.

You must 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 must have assessed the risks to Health & Safety of your Employees and have in place measures to control such risks including FIRE.

You must have written records of this if you employ 5 or more Employees.

You must have arrangements for introducing new employees (and here we include Work Experience Students) to your Health and Safety arrangements.

You should report the key findings of any risk assessments and associated control measures to the parents/guardians of students. *By working through us, we will, if you so wish, record these findings and pass on such information on your behalf.* (Our visiting officer will be pleased to inform and assist you to make any necessary adjustments to these arrangements taking into account the age and relative inexperience of students).

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).

You may have to be registered with either your Local Authority or The Health & Safety Executive depending on the nature of your business.

Preparing pupils for their Work Experience Placements

- Pupils can be given a mock interview with staff to prepare for an employer interview if this is required
- Arrange for school staff to be briefed about the benefits of work experience for pupils
- Plan a range of activities which pupils should complete on their placements e.g. attending meetings or dealing with customer complaints
- Review pupil's progress on a regular basis through the year to see how well they are arranging their placements
- Arrange for pupils to perform a short presentation on their work experience plans if this helps with English public speaking skills
- Arrange for pupils to be briefed for the week leading up to their placement on issues like health and safety.

Hasmonean High School will be pleased to provide you with any further information you may require. Please contact Mr Rivers-Davis at the Girls' School on extension 346 or email: m.rivers-davis@hasmonean.co.uk