



Aide Memoir for Work Experience Assessors

S.A.Y TRAINING

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Introduction

The purpose of this Aide Memoir is to provide work experience assessors with basic 'prompts' to assist them in assessing work experience activities and locations in line with health and safety legislative requirements and the Learning and Skills Council's health and safety standards for learners.

As stated above, this document has been developed to assist work experience assessors. It is not a detailed interpretation of all aspects of health and safety law. Assessors will need to be deemed as competent by their employer in order to meet both the relevant legal requirements and the LSC's contractual conditions.

1. Basic health and safety requirements

1.1 Insurance

- The employer should have a current employers' liability insurance policy in place and the certificate of insurance should be on display or available electronically
- Work experience learners will normally be covered by an employer's liability insurance policy, but the insurer must be notified of the learners and the activities they will undertake
- Other insurance cover should be adequate as required by the business, e.g. public liability and vehicle insurance



HSE40 (rev1RM)

1.2 Registration

- The employer should be registered with the appropriate enforcing authority for health and safety. This will be either the Local Authority or the Health and Safety Executive and the appropriate registration form should be used (OSR1 or F9 form). The general rule is that the 'enforcing authority', in the case of industrial premises, is the HSE and, in the case of commercial premises within its area, it is the local authority. Further details are contained in the Health and Safety (Enforcing Authority) Regulations 1998

1.3 Advice and assistance

- The employer should have appointed (or have access to) a competent person(s) to advise and assist in complying with the requirements of health and safety legislation. This should be done in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999



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1.4 Signs and notices

- Appropriate health and safety signs should be on display in order to communicate health and safety information. Employers are required to display specific safety signs whenever there is a risk that has not been avoided or controlled by other means

Examples of some commonly used signs are given below:



- Where the health and safety law poster is on display, the boxes for the 'local' details should all be filled in
- As an alternative to displaying the poster, employees can be provided with, and instructed on the content of, the leaflet entitled – Health and Safety Law: what you should know



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2. Health and safety policy

2.1 General requirements

- The policy should include a clear commitment to health and safety
- Responsibilities and arrangements for health and safety should be clearly stated
- The policy statement and details of responsibilities and arrangements should be in writing where there are five or more employees
- Ask if the employer consults and communicates with staff on matters that may affect their health and safety
- The employer should also have arrangements for reviewing their health and safety performance

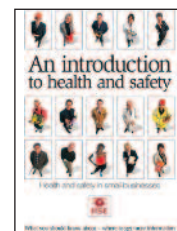
2.2 Arrangements for young persons

- If there is no reference to the specific health and safety requirements relating to young people in the safety policy, suggest that it could be considered during the next policy review
- Where relevant, there should be adequate arrangements in place for safeguarding children and vulnerable adults

3. Risk assessment and control

3.1 Risk assessment – general requirements

- Risk assessments of the activities and premises / location should have been carried out to identify the significant risks and introduce adequate risk control measures
- The assessments should take into account the specific requirements relating to young persons, including giving consideration to their age, inexperience, immaturity and lack of awareness of risks. Any groups identified as being especially at risk should also be considered during risk assessments
- During the risk assessment process, the need for more detailed assessments, required under the provisions of other health and safety regulations, may be identified. These may include assessments necessary to comply with regulations relating to manual handling, hazardous substances, noise and vibration, display screen equipment, work equipment, etc. Other key HSE priority areas include working at height, transport, musculoskeletal disorders, slips and trips, asthma and stress
- The employer should have measures in place to control the risks relating to employees' work when they are working off site?
- The significant findings of the risk assessments should be recorded (this is optional where there are less than 5 employees)
- Risk assessments should be reviewed periodically and when there are significant changes to the work, following incidents and where the results of active monitoring of risk control measures indicate the need



INDG259 (rev1)



INDG232



INDG163 (rev1)



INDG218

4. Accidents, incidents and first aid

4.1 First aid equipment

- Employers are required to provide adequate first aid equipment and facilities. What is adequate will depend on the circumstances in the workplace and should be based on an assessment of first aid needs

4.2 First aid personnel

- Similarly, the number of first aiders and / or appointed persons will be dependant on the circumstances of the particular workplace and should be determined by assessing the first aid needs
- The table below offers suggestions on how many first aiders or appointed persons might be needed, but it must only be used after a detailed assessment of first aid needs has been carried out

Category of risk	Numbers employed at any location	Suggested number of first aid personnel
Lower risk: e.g. shops and offices, libraries	Fewer than 50 50 – 100 More than 100	At least one appointed person At least one first aider One additional first aider for every 100 employed
Medium risk: e.g. light engineering and assembly work, food processing, warehousing	Fewer than 20 20 – 100 More than 100	At least one appointed person At least one first aider for every 50 employed (or part thereof) One additional first aider for every 100 employed
Higher risk: e.g. most construction, slaughter-houses, chemical manufacture, extensive work with dangerous machinery or sharp instruments	Fewer than 5 5 – 50 More than 50	At least one appointed person At least one first aider One additional first aider for every 50 employed
<p>Additional notes: Increased provision will be necessary to cover for absences.</p> <p>The minimum first-aid provision on any work site is a suitably stocked first-aid box and an appointed person to take charge of first aid arrangements.</p>		

4.3 Record keeping

- The facility to record accidents and any first aid treatment given should be in place. An accident book which complies with the Data Protection Act 1998 must be used. This requires that personal details entered into accident books must remain confidential and should be removed and stored in a secure location

4.4 Reporting requirements and accident investigation

- The employer should be aware of the types of accidents, incidents and ill-health that need to be reported to the enforcing authority, and how to report such events. The requirements are as detailed within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95)
- In addition, it is important to reinforce the requirement for the employer to report any relevant injuries or work-related ill-health to the learner's school and / or work experience organiser. Relevant injuries and ill-health conditions are the same as those required to be reported in accordance with RIDDOR 95, with the addition of work-related road traffic accidents involving learners
- All accidents and incidents should be appropriately investigated with suitable remedial actions identified and implemented to minimise the chances of recurrence (i.e. by applying the lessons learned)



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5. Supervision, information, instruction and training

5.1 Supervision

- Adequate arrangements should be in place to provide employees with competent supervision
- The level of supervision will be determined by a range of factors, including – the degree of risk associated with the activities being performed; the age and / or experience of the employee; and any special needs that an individual may have

5.2 Information, instruction and training

Appropriate initial training on health and safety should be provided to employees on recruitment. A non-exhaustive list of topics that could be covered during a health and safety induction is provided below:

- Key aspects of the health and safety policy (statement, organisation and arrangements) including employer's and employees' responsibilities
- Health and Safety Law leaflet "what you should know"
- Be Safe leaflet and relevant placement company health and safety literature. The risks identified by risk assessments and the measures in place to prevent or control the risks
- Fire safety precautions and the procedures to be followed in the event of an emergency evacuation
- Arrangements for reporting accidents and incidents, and for obtaining first aid assistance
- The supervision arrangements and the procedure for reporting hazardous or faulty conditions, work equipment, etc
- Precautions and instructions for the safe use of hazardous substances. Measures in place for preventing or reducing the risks associated with manual handling and lifting
- Details of the controls in place for the safe use of work equipment and machinery, and the safe operation of workplace transport
- The importance of good housekeeping, keeping the work area tidy and the correct storage of materials
- Arrangements for the provision and use of personal protective equipment and clothing
- Welfare arrangements and personal hygiene requirements
- Details of any necessary arrangements for additional support
- Who the key people are, e.g. supervisor, first aider, fire warden, safety adviser, safety representative, etc. This could be included during a walk round or 'tour' of the premises or work location
- Details of any prohibited or restricted tasks, activities, areas or work equipment
- Any specific additional requirements relating to the placement company, e.g. rules, dos / don'ts, etc
- Where a child below minimum school leaving age is at work, or on work experience, there is an extra requirement on the employer to provide the parents or guardians with information on the key findings of the risk assessment and the control measures taken before the child starts work
- There should be a method in place to establish whether any training provided has been fully understood and to monitor its effectiveness in the workplace
- Health and safety training needs should be identified and appropriate ongoing and refresher training provided, e.g. periodically (if skills do not get used regularly), to take account of new or changed risks, when work or responsibilities change, etc
- Employers should record health and safety information, instruction and training provided to employees. Where necessary, pre-employment medical / health screening should be carried out and ongoing health surveillance made available



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6. Work equipment and machinery

6.1 Standards and controls

- Machinery and other work equipment provided for use should be suitable for the work, manufactured to the appropriate standard and, where relevant, provided with appropriate guards and other adequate control measures based on risk assessment

6.2 Maintenance

- All equipment needs to be maintained so that it remains in an efficient state, in efficient working order and in good repair. For certain types of machinery and work equipment, employers will be required to carry out regular inspections and thorough examinations

6.3 Electrical equipment

- Electrical systems and equipment, including portable electrical appliances should be fit for purpose and inspected, tested and maintained in a safe working condition. The frequency of inspection and testing should be proportional to the risk and in line with legislative requirements and HSE guidance



INDG229 (rev1)



INDG231

7. Personal protective equipment and clothing (PPE)

7.1 Provision of PPE

- As determined by risk assessment, PPE (of an appropriate standard) needs to be provided for use at work whenever there are risks to health and safety that cannot be controlled in other ways
- Employers are also required to – assess PPE before it is used to ensure it is suitable for the task; provide adequate storage facilities; and maintain (and in some cases inspect / test) and replace PPE when necessary



INDG174 (rev1)

7.2 Proper use of PPE

- In addition to the individual responsibility that employees have to use PPE correctly, the employer should have adequate measures in place to monitor staff to ensure it is being properly used

8. Fire and emergencies

8.1 Fire risk assessment

- All businesses are required to carry out a suitable and sufficient fire risk assessment to identify the measures necessary to prevent and control the risks from fire
- An adequate assessment should normally result in the following (non-exhaustive) list of measures – avoidance, or reduction of, ignition sources and combustible materials; adequate fire detection and warning / alarm systems; effective means of escape including escape routes and unobstructed exits; appropriate fire fighting systems / equipment and procedures for the maintenance and testing of all relevant fire safety measures and equipment. It is regarded as good practice to keep some form of fire log / record book to capture this information



Fire safety - an employer's guide

8.2 Arrangements for emergencies

- Risk assessments should also give consideration to the need to develop suitable arrangements and procedures for evacuation when fire or other foreseeable emergencies occur
- There should be named / designated persons to take control and assist during emergencies, and practice drills should be held on a regular basis to check that emergency procedures work effectively

9. Safe and health working environment

9.1 Premises and environment

- The premises where work takes place (including the structure, fabric, fixtures and fittings) should be safe and healthy, i.e. they should be suitable for the type of work, adequately maintained and kept in a clean and tidy condition
- Similarly, the working environment should be safe and healthy, which essentially means the provision and maintenance of adequate temperature, lighting, working space and workstations / seating, traffic routes ventilation and noise levels, and protection from falls and falling objects
- Exposure to hazards from physical, chemical and biological risks should also be adequately controlled

9.2 Welfare facilities

- Employees should be provided with adequate welfare facilities, including – suitable and sufficient toilets and washing facilities which should be maintained, kept clean and be easy to access; an adequate supply of drinking water; accommodation for clothing and changing facilities and facilities to rest and eat meals

9.3 Workplace transport

- Adequate measures should be in place, as a result of risk assessments, to ensure that the risks presented by workplace transport are properly managed and controlled. For example – adequate routes for vehicles and pedestrians, driver training, minimising reversing movements, vehicle maintenance, safe loading / unloading operations, speed restrictions, signage, etc



INDG244



INDG293



INDG199 (rev1)

10. Managing the learner's health and safety

10.1 Completing the 'Placement employer risk assessment for young persons' form

The employer has the prime responsibility for carrying out risk assessments but, in most cases, the work experience assessor will provide some supporting information in relation to the specific assessments for learners.

The form is used to provide a process-led format for capturing the risk assessment details as required by health and safety standard 10. The form focuses on the key tasks to be undertaken and gives space for more precise descriptions, where appropriate. The form also allows the hazards associated with the tasks to be identified along with the risks that may result. Following an evaluation of the risks, the form provides space to enter the details of the control measures necessary to adequately control the risks to learners.

Having captured the main risk assessment information, the form then allows the assessor to record any identified prohibitions or limitations placed on the learner, which will supplement the risk control measures already identified.

The standard 10 form should be used to discuss and record any learning difficulties, disabilities or medical / health conditions that will need special consideration if they could pose additional risks for learners performing the key tasks identified. This includes, but is not limited to, sight or hearing impairments, colour vision defect, mobility, vertigo, respiratory problems, heart disease, allergies, epilepsy, dyslexia, diabetes, special educational needs, etc. It is the responsibility of schools, in liaison with learners and their parents, to provide any relevant information relating to individual learners to the employer and work experience organisation.

10.2 Health and Safety Executive (Regulations, Approved Code of Practice and Guidance)

(Note: The following information is a summary only. It is not a legal commentary or authoritative guide. Please refer to the general references section for further information).

In carrying out or reviewing a risk assessment, an employer who is to 'employ' a young person is required to take particular account of the age, inexperience, lack of awareness of risks and immaturity of young persons.

The fitting-out and layout of the workplace and the workstation:

- The nature, degree and duration of exposure to physical, biological and chemical agents
- The form, range, and use of work equipment and the way in which it is handled
- The organisation of processes and activities
- The extent of the health and safety training provided, or to be provided, to young persons
- Risks from specified agents, processes and work (as detailed in HSE publication HSG165)

10.2 Health and Safety Executive (Regulations, Approved Code of Practice and Guidance)

Employers also have to protect young persons from risks to their health and safety due to them having a lack of experience, an absence of awareness of existing or potential risks or the fact that they may not yet be fully matured. As a consequence, young persons are not allowed to carry out work:

- That is beyond their physical or psychological capacity
- Involving harmful exposure to agents which are toxic, carcinogenic, cause heritable genetic damage or harm to the unborn child or which in any other way chronically affect human health
- Involving harmful exposure to radiation
- Involving the risk of accidents which it may be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training
- In which there is a risk to health from extreme cold or heat, noise or vibration

Following the risk assessment, when control measures have been taken against the risks detailed above and significant risk remains, no child (young person under the compulsory school leaving age) can be allowed to do this work.

A young person, above the minimum school leaving age, cannot do this work unless:

- It is necessary for their training and
- They are being supervised by a competent person and
- The risks will be reduced to the lowest level reasonably practicable

10.3 Learning and Skills Council Guidance

The LSC's guidance leaflet on the health and safety standards supplements the above requirements by including references to:

- Ensuring that the risk assessment results in adequate control measures that are fully explained to the young person and their supervisor. For children under the compulsory school age, details of the risks and control measures need to be communicated to the parents or guardians prior to the work placement starting
- The need to provide competent supervision and a designated person to take overall responsibility for the learner. In cases where the learner is a child, as designated under child protection legislation (under 18 years old), this may require formal checks of suitability for reasons of child protection (see paragraph 10.4)
- The requirement for the employer to provide induction and ongoing information, instruction and training to the learner, reflecting the result of the risk assessment, environment and tasks, and the learner's age, inexperience and any additional needs
- Determining the need for any personal protective equipment, providing it free of charge and ensuring its proper and effective use

10.4 Child protection

The measures necessary to protect and safeguard children also need to be discussed and agreed, in line with DfES guidance.

11. Action plan

In some cases the placement assessment will result in the need for further actions, agreed with the employer, to address identified shortfalls or further enhance the arrangements already in place. It will be down to an informed judgement by the work experience assessor as to the priority and importance afforded to the action points. For example, this could range from 'safety-critical' actions that will be required before a work placement can begin, to 'softer' actions that can be checked at the next scheduled visit to the placement employer. It may also be necessary, under certain circumstances, to make a decision not to use the placement as a result of the findings of the placement assessment.

12. Quality assurance

It is important that a responsible person designated by the work experience organisation performs an independent assurance check of the completed work experience assessment form for the purposes of accuracy and consistency.

13. General references

A sample of some very useful further reference sources is provided below:

- Management of Health and Safety at Work Regulations 1999 (Approved Code of Practice and Guidance)
- HSG 65 - Successful health and safety management
- HSG 199 - Managing health and safety on work experience - A guide for organisers
- HSG165 - Young people at work - A guide for employers
- INDG 364 - The Right Start - Work experience for young people: Health and safety basics for employers
- HSE Starter pack – Health and safety advice and guidance for new and small businesses
- DfES - Work-related learning and the law - Guidance for schools and school-business link practitioners
- DfES - Safeguarding children in education
- DfES - Work experience - A guide for employers
- LSC - Standards for health and safety
- LSC - Summary chart of work experience health and safety requirements

Useful Websites:

- www.hse.gov.uk
- www.safelearner.info
- www.dfes.gov.uk
- www.teachernet.gov.uk

Assessor's Notes:

Produced by Joe Surtees