



Cloughwood
Academy

Work Experience Policy

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1. Introduction

Work experience is a fundamental part of the Cloughwood Academy offer and prepares our pupils and students for the world of work in real life situations. Our work experience reinforces and cements the courses offered in the college.

This exposure to work is a significant step in preparing young people for adult and working life by developing their personal and social skills as well as the key skills they will need for the world of work.

This document details the health and safety responsibilities for Cloughwood Academy and the external organisations who are involved in work experience placements.

1.1 Work experience that is well planned and well organised has an important role in developing a student's personal and social skills and gives them important opportunities to learn directly about the world of work.

1.2 However, students outside the school environment will be more exposed to the potential risks involved, both from the tasks they undertake and from the working environment, e.g., equipment and hazardous substances. The physical and psychological development of students also constitutes a risk in itself and therefore it is important that these are taken into account in the risk assessment completed by the placement provider.

1.3 Work experience placements are only permitted by law for students during Key Stage 4 and above.

1.4 The Working Time Regulations 1998 apply to students at work experience placements, for example they should not work for more than five days in any consecutive seven-day period. The number of hours worked and pattern of duties is normally agreed by the placement provider, Cloughwood Academy, parents and students. Cloughwood Academy will put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours.

1.5 This document provides advice on arranging work experience placements to ensure that all placements are in line with health and safety legislation.

2. Definitions

2.1 The Department for Education (DfE) defines work experience as

“a placement on an employer's premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.”

2.2 Work Experience can be classified as either:

Block - the placement takes place over 5 or 10 consecutive working days.

Extended - the placement takes place on 1 or 2 days per week over a period of time.

2.3 Students are referred to in this document. These are year 11 pupils and 6th form students.

3. Responsibilities

3.1 Headteacher and Governing Body

The Trust has overall responsibility for Health and Safety. However, for the purposes of this policy, the Headteacher of the school and the Governing Body have overall responsibility to ensure the health, safety and welfare of students on work experience and staff who are involved in the planning and preparation of the placement. They will ensure that:

a suitable and sufficient management system, which is documented below, is implemented for work experience;

a Work Experience Co-Ordinator is nominated within the Academy;

if the service is being delivered in-house, the responsibilities of the Placement
Organiser are implemented (see 3.3);

the suitability of work experience placements has been assessed by a person deemed competent by the Headteacher;

there is clear communication with all key parties involved with the work placement;

health and safety procedures are followed;

arrangements are in place to send consent forms and risk assessment to parents/carers and that a copy of this document is signed and returned before the placement begins;

arrangements are in place to provide placement providers with any additional needs of the student;

3.2 Work Experience Co-Ordinator (Placement Organiser)

The Placement Organiser is responsible for the following duties:

ensure that placement providers hosting students on placement have been approved based on a robust health and safety inspection, and there is evidence of Employer's Liability Insurance and Risk Assessments in place, so the student is not subject to unacceptable risks;

assess the suitability and approve all placement providers with regards to health and safety and child protection;

ensure that health and safety inspections are carried out by a person deemed competent by the Headteacher.

has relevant experience in assessing work placements for young people under the minimum school leaving age;

has access to competent health and safety advice and relevant sector experience.

ensure that placement providers understand their responsibilities with regards to health and safety and when undertaking a risk assessment, that they take in to account any additional needs the student may have;

ensure that placement risk assessments are made available to parents/carers;

ensure that placement providers comply with Cloughwood Academy's accident protocol and that all parties understand their responsibilities;

ensure that placement providers understand their responsibilities regarding child protection and have been provided with an example of the Cloughwood Academy's safeguarding policy.

ensure that **all** placements are visited and there is a revisit programme in place.

ensure that, before approving a placement, they are satisfied that the

Placement Provider has put in place the requirements set out in paragraph 3.5; consent forms and the risk assessment are sent to parents/carers and that a copy of this document is signed and returned before the placement begins;

liaise with staff regarding any additional needs that students might have, and provide all placement providers with this information in order that a specific risk assessment can be completed for the student and sent to the parent/carer before the placement begins;

the person responsible for mentoring the student, and visiting teachers, are provided with a copy of the risk assessment prior to the placement taking place

comply with the Academy's incident reporting procedure and contact Cloughwood if an accident occurs whilst a student is on placement.

3.3 Member of staff with overall responsibility for work experience

The Headteacher is responsible for ensuring that procedures in relation to work experience are carried out in line with this policy. In particular, he/she will ensure that:

health and safety requirements for Work Experience are carried out;

key staff understand their roles and responsibilities in relation to work experience;

procedures are in place to use the risk assessments when matching students with placement;

procedures are in place to send consent forms and risk assessment to parents/carers and that a copy of this document is signed and returned before the placement begins;

all guidance issued by the Work experience Co-Ordinator are implemented and monitored

students are given any necessary health and safety instruction and training;

clear communication and consultation are in place with all key parties involved with the work placement;

Health and Safety updates relating to work experience are communicated to appropriate staff;

procedures are in place to ensure that students are visited on placement – once for a block placement and every five to six weeks for an extended placement;

staff visiting students for monitoring visits are provided with a risk assessment for the placement and provided with any personal protective

equipment deemed necessary in the risk assessment;

relevant staff comply with the Academy's incident reporting procedure and that all parties understand their responsibilities.

3.4 Teacher(s)/Academy Staff monitoring Work Experience Placements

The teacher(s)/Academy Staff responsible for monitoring work experience placements will ensure that:

they are familiar with the risk assessments for placements being visited and that any identified personal protective equipment or clothing is worn;

records are kept of the monitoring visit;

a visit takes place once for a block placement and every five to six weeks for an extended placement. Where it is not possible to make a visit due to location of the placement, phone contact takes place and is recorded;

ensure where there are any concerns, this is reported as soon as possible to the Headteacher and more frequent visits made. Any concerns should also be fed back to the Headteacher;

ensure child protection and health and safety procedures are followed.

3.5 Placement Providers

The Placement Provider is the employer that has agreed to take a student on placement. The Placement Provider must comply with the following requirements:

contact their insurance company to advise them that they are taking a student for work experience and ensure that Employer's Liability Insurance is in place;

assess the risks to their young workers (i.e., under 18 years of age) including students on work experience, **before** they start work;

ensure that a risk assessment completed and takes into account specific factors such as development, inexperience and lack of awareness, as well as any additional needs the student may have.

introduce and implement control measures to eliminate or minimise the risks and ensure that these are implemented, including the wearing of personal protective equipment or clothing;

ensure the student receives adequate training and health and safety instructions prior to commencing the placement/first day;

nominate a mentor to work with the student;

provide adequate supervision as detailed on the risk assessment;

ensure students are made aware of the work activities involved and any associated significant risks;

ensure that students 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 Headteacher and parents/carers of any accident/incident as soon as practicable;

complete the incident/accident book, and/or report as a RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to HSE (Health, Safety and Environment) in the event of serious accident/incident in line under RIDDOR.

The Work Experience Co-Ordinator (Placement Organiser) must ensure that they are satisfied that the Placement Provider has these processes in place before approving a placement.

3.6 Responsibilities of parents and/or carers

Parents or carers of a child have no specific responsibilities under health and safety legislation, except when they provide work experience for members of their own family. In this case they will have the same health and safety responsibilities as other placement providers.

Parents or carers of a child can provide useful information about their child's medical or behaviour conditions, or particularly any potential health and safety problems that may relate in the placement.

This information must be passed on to the placement provider so that s/he is able to carry out an effective risk assessment prior to the commencement of the placement.

4. Risk Assessment

4.1 The Management of Health and Safety at Work Regulations 1999 states that employers must assess the risks to their young workers, including students on work experience before they start work. There are examples of risk assessments in the Appendix.

4.2 Risk assessments should be undertaken by the placement provider as soon as the placement details have been agreed in conjunction with Cloughwood and **before** the student takes up the work placement. Placement providers should be informed in advance by Cloughwood about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

4.3 The risk assessment must take into account the following factors;

inexperience and development;

lack of awareness of existing or potential risks;

the fitting and layout of the workplace and/or workstation;

the nature, degree and duration of any 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 supervision to be provided to the student;

the extent of the health and safety training provided, or to be provided, to the student concerned;

risks from agents, processes and work listed in Appendix A; and

any issues relating to students medical, behavioural, physical and/ or learning needs.

4.4 The extent of the risk will determine whether to restrict the work or the activities of the work experience student. If the placement provider concludes, that as a result of a risk assessment, there is a significant risk to the student undertaking this activity, the student must be prohibited from doing it.

4.5 The placement provider must ensure that the control measures identified on the risk assessment are implemented. The person responsible for mentoring the student must be provided with a copy of the risk assessment.

4.6 There is, however, an extra requirement on the Academy to provide the parents/guardians of children at work (including those on work experience) with information on the key findings of the risk assessment and control measures taken before the child starts work.

4.7 In order to fulfil the legal requirements relating to risk assessment, Cloughwood must implement a procedure to ensure that consent forms and the risk assessment are sent to parents/carers and that a copy of this document is signed and returned before the placement begins.

5. Suitability of Placement

5.1 Cloughwood Academy must be satisfied that the placement providers:

have suitable systems in place to ensure the health, safety and welfare, so far as is reasonably practicable, of the student while under their control;

are competent to manage health and safety in relation to the placement;

will use competent people to supervise work experience.

5.2 A list of placements that are not permitted is contained within Appendix A

5.3 Written parental consent is legally required before a placement can commence if a student is below the minimum school leaving age (pre-16). This consent should be obtained after the parent has sighted the risk assessment.

6. Confidentiality

6.1 Parents must inform the Academy of any issues, health or otherwise (behavioural issues, infringements of the law, language ability etc.) relating to the student prior to the student commencing work experience.

6.2 Cloughwood Academy will inform an employer of any of the above that may affect the employer's willingness to take that student for work experience. If this information is not supplied then the placement cannot be approved.

6.3 Permission must always be sought from parents and the student before any information listed above covered by the data protection act is shared. Please note that a placement cannot go ahead if such permission is not received.

7. Supporting Students during the Work Experience Placement

7.1 Students should understand the necessity for health and safety controls in the workplace. General principles could be introduced as part of the pre-briefing by the Academy and/or at a pre-placement visit by the student.

8. Monitoring of Students whilst on Work Experience

8.1 It is a requirement of the HSE that all work experience placements are monitored.

These provide a useful opportunity to ask students if they have any health and safety concerns and to discuss the practical ways in which risks are controlled.

8.2 Staff carrying out monitoring visits of students must be provided with a copy of the risk assessment to alert them of the control measures that should be in place and the potential risks to their own health and safety in that industry.

8.3 Cloughwood staff should ensure that, where necessary, students are provided with, and wear suitable personal protective clothing (PPE).

8.4 Staff on monitoring visits should ask the students about the tasks that they are performing and the level of supervision that they have received. If the level of supervision is believed to be insufficient, this

should be raised with the employer, Academy and Placement Organiser so that remedial action can be taken.

9. Feedback

9.1 Successful management of work experience programmes depends on feedback, therefore work experience coordinators are encouraged to provide feedback on placement providers to the Placement Organiser.

9.2 It is recommended that students are asked to feedback on the health and safety standards of the placement provider during the post placement review. The Placement Organiser will need to be notified immediately if concerns are raised.

10. Child Protection

10.1 When arranging work experience placements there are considerations regarding child protection. Child protection means protecting children against all forms of abuse, including sexual abuse, physical and emotional abuse and neglect and applies to all young people under 18.

10.2 Cloughwood Academy will ensure that policies and procedures are in place to protect children from harm.

10.3 Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. Cloughwood will consider the specific circumstances of the work experience, in particular the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations would include whether the person providing the teaching/training/instruction/supervision to the child will be:

unsupervised; and providing the teaching/training/instruction frequently (at least once a week or on more than three days in a 30-day period, or overnight).

10.4 If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. If so, Cloughwood may ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.

10.5 Schools are not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience.

10.6 Employers are asked, when preparing a programme of work experience for a young person, to take responsibility for their social welfare as well as their physical welfare.

10.7 Employers should do all they can to ensure their employee's relationships with young people on work experience are appropriate to their age and gender, and do not give rise to comment and speculation. Attitude, behaviour and language all require care and thought. Employers must read Cloughwood Academy's safeguarding policy.

10.8 All parties involved in setting up and monitoring of work experience placements should be familiar with child protection procedures. All schools have a Designated Safeguarding Lead. Cloughwood Academy Designated Safeguarding Lead is Miss. Carly Clarke.

10.9 For more specific guidance, please refer to the DfE's guidance 'Keeping children safe in education: Statutory guidance for schools and colleges' which is updated annually. This sets out the very specific

responsibilities of schools for child protection and work experience. Cloughwood Academy will ensure employers receive a copy of this annually.

11. Schools Providing Work Experience Placements

11.1 If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school or college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider should consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

11.2 Where schools are willing to provide work experience placements, they should be aware that they will be expected to fulfil the responsibilities outlined in this document as placement providers.

11.3 When planning to receive a student on a work experience placement, it is essential that all the relevant information is gathered and the appropriate forms are completed for each stage of the process.

11.4 Where schools are undertaking the role of placement provider, a risk assessment must be undertaken and forwarded to the host school.

12. Insurance

12.1 The Association of British Insurers, have agreed that students on work experience placements which conform to the Education (Work Experience) Act 1973 should be treated as staff for the purpose of insurance against personal injury, provided that the insurer has been notified. Therefore, all placement providers must have Employers' Liability and Public Liability Insurance.

NB. Although employers who are close relatives of the student (mother, father, siblings, uncle, aunt, grandparents) are considered exempt from this, **it is still recommended that placements do not take place with ANY employer who does not have employer's liability insurance.** (This recommendation is made with the intention of maintaining the safety and wellbeing of the student at all times, all appropriate health & safety guidance adhered to, and appropriate risk assessments carried out).

13. Pay, Tax & National Insurance

13.1 The parent or carer will need to be aware that it is a condition of work experience that students do not receive payment. They therefore will not be entitled to the industrial injuries' benefits of the Social Security Act 1975 if they are involved in an accident while taking part in work experience.

13.2 Students on work experience have the status of an "employee" for legal and insurance purposes but must not receive payment for the work they do. Employers can assist with travelling expenses or lunch costs if they wish.

13.3 The number of hours worked and pattern of duties, is normally agreed by the placement provider, Academy and students. Cloughwood may put measures in place to ensure that students on placements are not required to work excessively long hours or unnecessarily unsocial hours as laid down by the European Working Time Directive.

14. Reporting of Accidents during Work Experience

14.1 It may be necessary to remind placement providers that they have a responsibility to report all accidents to students that are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

14.2 Placement providers **must notify immediately** the parent and Headteacher, giving full details of any incident/accident involving a student. Cloughwood may then report the incident and complete an investigation that may need to be forwarded to HSE.

15. Information and Advice

15.1 Further advice and guidance can be obtained from the Health and Safety team.

[HSE: Information about health and safety at work](#)

Appendix A: Prohibited Placements

Students on work experience are not permitted to work in the following areas:

a tattoo studio

a body piercing studio

parts of a beauty salon where semi-permanent make up is used

an abattoir

at any height

on water – see water guidelines

in the air – hot air balloons, helicopters, gliders etc.

in gambling locations – amusement arcades, betting shops, casinos.

behind the bar of public houses and restaurants selling alcohol

in an off-licence

with guns – e.g., gun shop, gamekeeper

with fireworks

on new build sites or total refurbishment sites – see construction guidelines

Please be aware that certain restrictions apply in all industries where placements are permitted.

Notes

Construction industry – new build sites or total refurbishment are not deemed appropriate for work experience

APPENDIX B: Example of Construction Risk Assessment

Name of Business: -

YOUNG PERSONS RISK ASSESSMENT FOR A WORK EXPERIENCE PLACEMENT

Management of Health and Safety Regulations 1999

Occupational Sector	Construction
Job Title	Bricklayer/Labour
Main Tasks and duties	<p>Bricklayers build the interior and exterior walls of buildings. They also repair existing walls and refurbish old buildings. Building a wall is a skilled job and involves:</p> <ul style="list-style-type: none"> • cutting bricks using hammers, chisels or portable power tools • laying the bricks in courses (horizontal layers) • spreading mortar with trowels • checking that the wall is straight and level using lines and spirit levels. • making cement mixture

Specific Hazard Identified	Current Control Measures	Additional controls for the young person to make sure the risk is adequately controlled	The following control measures will apply to this job (Please tick)
Use of hand tools (Cuts, abrasions and bruises)	Inspected prior to use Personal Protective Equipment	Employer to assess and approve young person's competence Personal Protective Equipment to be worn including eye protection when carrying out/observing brick or block cutting	
Manual handling	Appropriate lifting and handling training Personal Protective Equipment	Young person to lift only objects that are within their acceptable capabilities. Instruction on correct lifting techniques to be provided. Student to use lightweight construction materials only.	
Working at height or working below ground level	Ladders used are tied off or appropriately footed Training given for footstools or step ladders Appropriate site guarding applied Scaffolding and access towers	Young people do not work above 2 metres fall height including loft spaces Young people are not permitted to work below ground level with the exception of footings which are at or below knee depth	

	professionally assembled and checked		
Use of machinery and other power tools (Entanglement, electrocution)	Regular inspection Equipment examined and tested Appropriate guards fitted and used Personal Protective Equipment	Young persons must not use any tools driven by electricity (even 110 volt) air, fuel or explosive cartridge. They can use battery powered tools but must be given relevant training. Young persons must be warned about the dangers of working near electrical supply leads.	
Airborne dust and fumes (Inhalation, allergic response, asphyxiation)	Local ventilation Personal Protective Equipment (e.g., face masks) General Ventilation	Dangers and tests for airborne dust and fumes explained to young person Assess suitability for young persons with allergic conditions	
Noise (Damage to hearing)	Ear protection provided as appropriate Visible warning notices	Warning notices and the use of ear defenders explained to young person	
Falling Objects	Personal Protective Equipment (hard hat) Visible warnings	Warning notices and the use of hard hat explained to young person	
Mobile and Static Plant	Qualified operators only to use plant Keep area surrounding plant clear and tidy Personal Protective Equipment e.g., dust masks to be worn	Under no circumstances must young persons use or ride on any mobile plant. They must not use any static plant Dangers of working with or near mobile or static plant explained.	
Hazardous substances and chemicals	Substances to be suitably stored Used under controlled conditions Restricted access Personal Protective Equipment	Young persons should not use these materials but when observing their use e.g., plasticisers, brick cleaners and cement etc. personal protective equipment must be worn.	
Confined Spaces	Lone working avoided Communication established Ventilation ensured Tests for noxious fumes or gases carried out	Under no circumstances are young people to work in confined spaces i.e., tanks, cellars etc. where there is no natural light, ventilation is limited and/or space to move is restricted.	
Exposure to the sun	Wear as much body cover as possible Use sun block cream Avoid dehydration Personal Protective Equipment	Young person to be reminded of dangers of exposure to sun Wear as much body cover as possible Use sun block cream Avoid dehydration Personal Protective Equipment	

Young persons risk assessment completed by: - _____ Date: - _____

Name of student: - _____

Copy of risk assessment sent to: - _____ Date: -

A copy of this risk assessment will be sent to the parents via the school/college

APPENDIX C: Example of a Sports Venue Risk Assessment

Sports Venue Risk Assessment

Date:	Location:				Tasks being assessed:	Student:
Hazards	Degree of Risk				Control Measures	Action Plan
Hazard regardless of control measures	Person at risk	Worst outcome	Probability	Risk Rating	Existing control measures taken against the risk	What further control measures are required. When and by whom?
Walk into punch bag	<i>Student</i>	Minor injury	Unlikely if caution taken	L	Avoid the punch bags	Have someone look out for you so you avoid the punch bags
Trip over a weight	<i>Student</i>	Minor injury	Unlikely if caution taken	L	Avoid the weights	Move the weights out of the way
Fall onto a weight	<i>Student</i>	Minor injury	Unlikely if caution taken	L	Avoid the weights	Move the weights out of the way
Fall off the ring	<i>Student</i>	Minor injury	Unlikely if caution taken	L	Take care when going on and off it	Ensure supervised when getting on and off
Walk into machines	<i>Student</i>	Minor injury	Unlikely if caution taken	L	Be aware where machines are	Ensure supervised when using machinery

APPENDIX D: Example of a school-based work experience risk assessment

School Based Work Placement Risk Assessment

Name	Department	Lead Teacher	Date
Activities student is likely to carry out	Hazards and potential risks associated with the activity	Proposed action to control risks (note the most effective risk controls first)	Training, instruction and/or supervision required for this activity
Walking with pupils in and around school and grounds	Slips, trips or falls (e.g., slipping on floors if spills are not cleaned immediately, tripping over objects left on floor e.g., any pupils who require assistance to walk including the use of a wheelchair).	<ul style="list-style-type: none"> Floors are cleaned daily and spills must be reported immediately to enable prompt clean-up Signs are used to warn of temporarily slippery surfaces Regular inspections and maintenance of floor and ground surfaces Student will be required to wear shoes with non-slip soles while on placement 	<p>Student will be informed of potential hazards at induction and will be provided with a walk-through to demonstrate potential hazards before undertaking any placement activity.</p> <p>Instruction will include how to clean the spills if appropriate (e.g., water spills can be cleaned by the student but staff must be called if body fluids or chemicals require cleaning up).</p>
Reading to pupils	Verbal or physical abuse from pupils who may struggling to manage their emotions.	<ul style="list-style-type: none"> Student will not be expected to lone work. 	Student will be instructed in the procedure for summoning aid if a pupil appears to require assistance at any time.
Serving food and drink to pupils	Boiling kettle and heated toaster could cause burns.	<ul style="list-style-type: none"> Students will not be lone working in the kitchen. 	Induction includes details of emergency and first aid procedures.
Fetch and carry items Manual handling (bending, reaching, stretching, pulling, lifting and carrying heavy items, repetitive	Strains	<ul style="list-style-type: none"> Assess all proposed tasks to ensure no manual handling which may present significant risk is undertaken by student Where manual handling tasks have existing risk 	<p>Student will be instructed in safe manual handling and risk control measures will be explained for tasks which have risk assessments.</p> <p>Other tasks will be assessed by the lead teacher and discussed with the student prior to</p>

motions)		<p>assessments and controls, the student will be shown how to complete the task safely</p> <ul style="list-style-type: none"> • Schedule regular breaks for repetitive tasks; share loads (tasks requiring team lifts have been identified) • All staff are trained and competent in safe manual handling techniques 	commencing them.
Supporting school trips and visits	Work experience student will form part of the LOTC risk assessment and any additional notes will feature on that.	<ul style="list-style-type: none"> • 	

APPENDIX E: Example of a work experience log book.

INDUSTRY PLACEMENT STUDENT LOGBOOK

This logbook is for you to use prior to, during and after your industry placement so that you:

- Feel prepared for your placement, with clear learning goals for what you want to achieve
- Keep track of and reflect your learning and development during your placement
- Use your experience to inform future planning and skill development
- Have a record of your achievements to refer to

Student Information

Name:

Provider Name:

Course:

Tutor Name:

Tutor contact number:

Email address:

Industry Placement Information

Organisation Name:

Address:

Main phone number:

Line Manager:

Line Manager phone number:

Email address:

Placement name/brief description:

Practical Information

Placement start date:

Placement end date:

Placement structure/days of the week:

Working hours:

Break/lunch times:

How will you travel to/from your placement?

Train/bus/tram times:

Fare cost per day/week:

Lunch arrangements:

Dress code:

Any special clothing/equipment required?

Any other important information:

About the organisation and your role

What type of organisation is your industry placement taking place at? What product or service do they offer? Who are their customers? How many people do they employ? How is the business organised? How many years have they been in business?

What is the role and what are your responsibilities? What do you expect to be doing day-to-day? How will you contribute to the success of the organisation?

IDENTIFYING THE SKILLS AND BEHAVIOURS

You will have skills and qualities that employers want and need. This section will help you understand what you are good at and what you need to develop. There are many ways to record what you feel

you are good at, what you enjoy doing and what you feel you are not so good at.

A business is only as good as the people involved. Having the right skills and qualities are vital.

Skills	Qualities
Are the things you can do	Are what you are like as a person
I can...	I am...

CARRYING OUT YOUR OWN PERSONAL SKILLS AUDIT

The following questions can form the basis of a skills check:

What activities are you best at?

What are you interested in? Do you have and hobbies?

What is really important to you?

Are you good at working with numbers?

Do you enjoy the challenge of solving problems?

Do you enjoy being creative?

Complete a personal skills and qualities audit using the template below.

1. In the right column score yourself on each skill and quality.

Scoring				
Excellent = 5	Good = 4	OK = 3	Slight Weakness = 2	A Weakness = 1

Personal Skills/Qualities	I think I am/can:
Solve problems	
Think creatively	
Good at speaking	
Good at listening	
Flexible	
Good at handling money	
Willing to help others	
Good at time keeping	
Staying calm under pressure	
Organised	
Stay focussed	
Juggling multiple things at a time	
Motivate others	
Good at planning	
Patient	
Lead others	
Inclusive	
Resourceful	
Good personal hygiene	
Reading	
Numeracy	

Objective Setting

Cloughwood placements objectives

Role title	Working pattern	
Week	Duration	
Targets		
ABAS : Boxall:		
Typical activities		
1. 2. 3. 4.		
Learning goals		C+ G reference

INDUCTION CHECKLIST

You should use this induction checklist to make sure the employer has told you about their policies and procedures. If you're worried you haven't been told all the information you think you should know, speak to your manager at the placement or speak to your tutor.

<input type="checkbox"/>	I have been given an overview of the organisation and the work it does, including the products / services it provides, the industry it is in, its size and structure and whether it has a national or international focus
<input type="checkbox"/>	I have been told about my itinerary for my placement, and what my role will be, including which departments I will be working in, and the type of work I will be observing, learning about, and doing
<input type="checkbox"/>	I understand the days I need to attend my placement, the start and finish times for each day and I know when I can take my lunch and breaks times
<input type="checkbox"/>	I have been told about, and understand, the organisation's policies and procedures including dress code, health and safety.
<input type="checkbox"/>	It has been explained to me who my immediate manager for my industry placement will be and who to speak to if there is a problem
<input type="checkbox"/>	I have been shown the location of the restaurant, toilet facilities.
<input type="checkbox"/>	I have been told if there are areas which are restricted to me or where I must always remain with my manager/an employee, due to security or safety reasons (where applicable)
<input type="checkbox"/>	I have been told how to access the organisation's IT systems, and I understand the organisation's policy about using IT equipment, including the use of social media in the workplace, and when and where I am allowed to use my mobile phone

<input type="checkbox"/>	I have been briefed on potential hazards/safety issues, if any, that I could be exposed to during the industry placement and I have had the chance to ask questions where this is not clear
<input type="checkbox"/>	I have been told about safe working practices to adhere to while on my placement
<input type="checkbox"/>	I understand that I am not permitted to operate any machinery without the permission of my manager, and without first receiving the appropriate training
<input type="checkbox"/>	I have had the importance of safety equipment explained to me, such as PPE, where it is kept, which areas it must be used in and why
<input type="checkbox"/>	I have been told I must report any injury/accident to my manager or a first aider immediately
<input type="checkbox"/>	I have been told what I should do in the event of a fire, and how I will know if a fire alarm has been raised
<input type="checkbox"/>	I have been told the emergency procedure and where the assembly points/emergency exits are, and I know that I should not run during an evacuation. I understand that I should speak to my manager if I am unclear which emergency exit to use on the site, in case of an emergency

Weekly Review

This weeks Tasks:	Monday: Tuesday: Wednesday: Thursday : Friday:
Skills I used and how I demonstrated them:	
What I found out about health and safety this week:	
What I did well and am proud of:	
What I would have done this differently week:	

Employer/supervisor comment:

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Employer/supervisor comment:



1. _____



2. _____



3. _____



4. _____



5. _____



6. _____



7. _____



8. _____



9. _____



10. _____



11. _____



12. _____

Post Skill Review

1. In the right column score yourself on each skill and quality.

Scoring				
Excellent = 5	Good = 4	OK = 3	Slight Weakness = 2	A Weakness = 1

Personal Skills/Qualities	I think I am/can:
Solve problems	
Think creatively	
Good at speaking	
Good at listening	
Flexible	
Good at handling money	
Willing to help others	
Good at time keeping	
Staying calm under pressure	
Organised	
Stay focussed	
Juggling multiple things at a time	
Motivate others	
Good at planning	
Patient	
Lead others	
Inclusive	
Resourceful	