

Guidance: Accepting School Pupils on Work Experience

1. Significant Hazards

The University recognises that accepting school pupils on work or study experience is beneficial for both host departments and the personal development of the pupils concerned. Host departments can raise their profile and stimulate interest in study and/or careers in their sector, whilst exposure to work is a significant step in preparing young people for adult and working life. Placements also provide an opportunity to foster an early understanding of the importance of workplace health and safety and to influence the attitudes of the future workforce.

School pupils participating in work experience are regarded in law as employees of the University, for the purpose of ensuring their health, safety and welfare, since they will be working under the guidance and supervision of a member of staff. The University aims to manage all school pupil work placements according to its legal, moral and Occupational Health and Safety Policy obligations.

Generally speaking, school pupils lack training, experience and maturity, so are liable to underestimate danger, overestimate their own capabilities and seek to impress those with whom they work. Furthermore, they may lack the physical strength to meet the demands of some work activities and may be prohibited from undertaking others, or using certain equipment, due to their age and specific legislation. These characteristics could lead to increased risk of injury to themselves and others, plus damage to, or loss of equipment and property.

In order to provide rewarding and safe introductions to the world of work, departments will need to co-operate closely with the various partners involved, as well as invest time and effort in defining the aims and objectives of placements, planning and risk assessing suitable work activities, inducting into safe practices and holding debriefings.

2. Key Definitions

A child – is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (this is often referred to as the minimum school leaving age (MSLA)).

A young person – is anyone under 18 years old (in this Guidance referred to as ‘school pupils’ or ‘pupils’ to distinguish them from undergraduates);

Work experience – means "a placement on an employer's premises in which a pupil 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" (Department for Education and Skills, 1997). Within the University, this definition also covers a placement that involves a period of study by a school pupil, rather than practical work experience.

Work Experience Organiser – denotes an external organisation that arranges placements and may be someone from an individual school or college, an education authority or its contracted third party agent.

Work Experience Provider – denotes the University Academic Department or Professional Service providing a period of work experience for one or more school pupils (in this Guidance referred to collectively as ‘department’, with ‘Head of Department’ being used accordingly);

Work Experience Co-ordinator – denotes the person within a department tasked with overseeing arrangements for accepting and managing school pupils on work experience.

Work Experience Supervisor – denotes a person within a department responsible for supervising a school pupil on work experience.

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3. Work Experience Applications

Formal applications or informal requests for placements often come by the following routes:

- the office of Human Resources;
- individual schools and colleges;
- Local Education Authorities, or their contracted agents;
- personal contacts, say from an existing or former member of staff;
- individual school pupils.

Applications that come via schools, education authorities or other Work Experience Organisers are likely to be formal and provide important information about applicants. Requests that are made by personal contacts or individual pupils are likely to be less formal, so it will be necessary for each department to obtain relevant information and process it accordingly. Two Forms, as mentioned in the next paragraph are available for use by departments.

4. Work Experience Administration

It is important for departments to develop a formal administrative procedure for managing work experience placements, which should include the following key elements:

- agreeing the number of annual placements the department can reasonably manage;
- dealing with requests for placements and/or requests for application forms;
- providing a clear application process (see [Form S32a School Pupil Application for Work Experience Placement](#));
- developing useful work activity programmes;
- processing of applications;
- confirming placements and sending relevant information to schools, pupils and parents (see [Form S32b Confirmation of Work Experience Placement](#));
- notifying Finance Office of candidate details (see [Form S32c Notification to Finance Office](#));
- appointing competent supervisors, and
- providing appropriate Occupational Health and Safety Induction (see [Form S32d OHS Induction Checklist](#)).

5. Responsibilities of Work Experience Organisers

External Work Experience Organisers have particular responsibilities under health and safety law to place school pupils in a healthy and safe environment, and to demonstrate reasonable care in doing so. Therefore, at the outset their representatives are likely to request particular information from departments offering placements. So that departments can be pre-warned, this may typically include the following:

- a copy of the University's OHS Policy; the [Outline](#) version is probably sufficient for their needs;
- completion and return of a checklist to provide assurances about how the department manages for health and safety;
- assurances that school pupils will not be permitted to do work which is either prohibited by law, or, too hazardous for them, and that they will be given the health and safety protection normally provided to employees;
- an opportunity to visit the premises to observe health and safety arrangements.

Once agreement is reached in principle, Work Experience Organisers are likely to instigate a more detailed discussion with departments to ensure a clear understanding of respective responsibilities, plus the following:

- the work activities which school pupils are to undertake;
- the significant findings of the department's risk assessment for relevant work activities and the measures taken to control or eliminate the risks;
- arrangements for school pupils with disabilities, or medical conditions such as asthma, colour blindness, epilepsy, hearing impairment, other special needs;
- arrangements for occupational health and safety induction, training and supervision, including supervision during meal-times, breaks etc.

6. Departmental Roles

6.1 Head of Department

Advised duties include:

- deciding the number of placements that can be offered during the year;
- ensuring the department has a formal procedure for accepting placement candidates, including obtaining and processing relevant information;
- agreeing to individual placements in writing;
- appointing a competent person to fulfil the role of **Work Experience Co-ordinator**; and ensuring that the health, safety and welfare of school pupils is provided for in a manner similar to that for staff.

6.2 Work Experience Co-ordinator

Advised duties include:

- having a working knowledge of this Guidance and relevant HSE publications;
- implementing the department's procedure for accepting placement candidates;
- liaising with Work Experience Organisers and Human Resources concerning the availability and allocation of work experience placements;
- liaising with the University Finance Office concerning notifying insurers;
- identifying the types of work activities school pupils will be involved in during their placements and developing suitable programmes, bearing in mind the prohibitions and limitations at para. 7 below;
- ensuring that a competent person conducts a risk assessment of the school pupil's work activities, **before work commences**, records the significant findings, implements appropriate risk control measures, and where necessary, develops a safe system of work based on those significant findings;
- ensuring that relevant information, including significant findings, is sent to Work Experience Organisers and to parents/carers;
- ensuring that a competent person (or persons) is assigned to the role of Work Experience Supervisor for each school pupil and is clear about what is expected of them;
- ensuring that health and safety induction is provided to school pupils on their arrival, plus any other relevant instruction and/or training;
- ensuring safe and supportive work experience placements.

6.3 Work Experience Supervisor

Advised duties include:

- providing a safe and supportive placement for each school pupil in their charge;
- providing proper and adequate supervision, in accordance with the significant findings of the relevant risk assessment, at all times while they are in the department;
- informing others working in the vicinity of the presence of a school pupil;
- ensuring they are notified in advance of any hazardous work by others in the vicinity.

7. Prohibitions and Limitations on Work

Children under 13 years of age are generally prohibited from any form of employment. Various legislative prohibitions or limitations are also placed on the work undertaken by those under 18 years of age, unless in some cases, they have the necessary maturity and competence, which includes having successfully completed appropriate training. It is therefore of paramount importance that school pupils are **excluded** from the following:

- work involving the carriage of explosives by road;
- use of a power press;
- use of high-risk woodworking equipment, including that which is hand-fed, such as a sawing machine fitted with a circular blade, a planing machine when used for surfacing, or a vertical spindle moulding machine;
- use of high-risk lifting equipment, such as cranes, construction site hoists and fork-lift trucks;
- work which is beyond their physical or psychological capacity;
- work involving harmful exposure to agents that are harmful to health, which are toxic or carcinogenic, cause heritable genetic damage or harm to an unborn child, or which in any other way chronically affect human health;

- work involving harmful exposure to radiation;
- work involving the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training; and
- work in which there is a risk to health from extreme cold, heat, noise or vibration.

8. Insurance

Work Experience Co-ordinators must notify the University Finance Office of all planned placements, so that it can in turn notify the University's insurers. The University's Employers' Liability Insurance and/or Public Liability Insurance will normally provide cover to pupils whilst on work experience. On acceptance of the placement by the school pupil, please send to the Finance Office, a completed Notification to Finance Office ([Form S32c](#)) (if placement is through a Work Experience Organiser), or a copy of a completed Confirmation of Work Experience Placement ([Form S32b](#)) (if placement is made on a personal basis).

9. Risk Assessment

Each department that provides placements is required by law to undertake a suitable and sufficient risk assessment of planned work activities **before** school pupils carry out any work in a department.

The risk assessment must take into account specific factors such as their inexperience, lack of awareness and immaturity, plus any declared physical or learning disability, or declared pre-existing medical condition that could cause increased risk. Assessments should be made using the University's S20 procedure.

The **significant findings** of relevant risk assessments should be communicated to pupils and directly to their parents/carers, where the pupil is below minimum school leaving age. Work Experience Organisers may undertake this task to assist departments.

Significant findings should give details of the risks to which pupils may be exposed during their placement, together with the preventative and protective measures in place to eliminate or control those risks. If risk assessments have been undertaken correctly, then Section 4 of the S20 procedure should present the significant findings in a user-friendly manner, so that all concerned can easily relate to the information. Thus, Section 4 along with the title page (Section 1) should only be sent to pupils/parents/carers. The other parts of the assessment are unlikely to be meaningful, unless readers are familiar with our risk assessment process. Significant findings could be sent with a job description or other information about the placement.

10. Induction

The adult world of work will be unfamiliar to many school pupils so it is important that they have an introduction which helps them to make the most of their work experience placement. This should include general information on the department and its work, plus a specific occupational health and safety induction. The latter should include an adequate briefing about the hazards, risks and risk control measures in place and/or preventive and protective measures they need to take to eliminate or reduce the risk of injury. For the convenience of Work Experience Co-ordinators and Supervisors, **OHS Induction Checklist [Form S32d](#)** highlights the main issues to be covered. It is important for departments to retain records of induction for a period of 5 years.

11. Reporting of Accidents/Incidents

Accidents and near misses involving school pupils should be reported to Safety Services, by Departmental Safety Convenors, on an S1 Form in the normal way, without delay. If necessary, Safety Services will further investigate an incident, but in any case will provide a copy of the accident investigation report to the Work Experience Organiser.

12. Protecting Vulnerable Groups

The Protection of Vulnerable Groups (Scotland) Act 2007 defines the types of work (referred to as 'regulated work') for which membership of the associated Protection of Vulnerable Groups Scheme (PVG Scheme) is required by individuals who work with vulnerable groups, namely children and/or protected adults. In general, the PVG Scheme ensures that those who either have regular contact with vulnerable groups through the workplace, or who are otherwise in regulated work do not have a history of inappropriate behaviour.

The abovementioned Act also provides certain exceptions to the definition of regulated work, whereby staff within an organisation are not required to join the PVG Scheme, even though they may have a supervisory role for children. This is the case with school pupils on work experience. This activity is excluded from the definition of regulated work because the children are themselves working and their supervision by staff is not part of their normal duties on an on-going basis. Thus, there is no legal requirement for departments to ask members of staff, involved in providing supervision for school pupils, to join the PVG Scheme, although departments may choose to do so as an additional measure, in which case basic disclosure would suffice. See [Disclosure Scotland](#) website for further details.

Departments are reminded that the University is committed to the highest standards of openness, probity, and accountability. The Sexual Offences (Scotland) Act 2009 states that it is an offence for someone 18 years or over, who is in a position of trust in relation to someone under 18, to intentionally engage in a sexual activity with or directed towards that person.

Furthermore, any member of staff who suspects an individual is unsuitable to supervise a school pupil on work experience should raise the matter internally, so that as far as possible concerns can be resolved at the lowest level within the University. However, if such a course is not appropriate, then matters may be raised under the protection provided by the Public Interest Disclosure Act (1998). See the University's Public Interest Disclosure (Whistleblowing) Policy for further details.

13. Forms associated with this Guidance:

- [S32a](#) - School Pupil Application for Work Experience Placement
- [S32b](#) - Confirmation of Work Experience Placement
- [S32c](#) - Notification to Finance Office
- [S32d](#) - Occupational Health and Safety Induction Checklist

14. Further Information & Guidance

- Key Management Actions (see below)
- [HSE Website](#)
 - The Right Start – Work experience for young people: Health and safety basics for employers (HSE, INDG 364)
 - Risks to Young People at Work

Accepting School Pupils on Work Experience

Key Management Actions

Ref	Responsibility	Action
1.	Head of Department	<ul style="list-style-type: none"> • Decide on the number of school pupil placements to be offered each year. • Ensure that the department follows a formal procedure for accepting school pupils on work experience. • Agree to individual placements in writing. • Ensure that the health, safety and welfare of school pupils on work experience is provided for, as for other staff.
2.	Work Experience Co-ordinator	<ul style="list-style-type: none"> • Take the lead in implementing the department's formal procedure for accepting school pupils on work experience. • Take the lead in liaising with Work Experience Organisers, HR, Finance Office, applicants and their parents. • Develop suitable work experience programmes for school pupils, bearing in mind prohibitions and limitations on work. • Ensure that suitable and sufficient risk assessments are undertaken by competent persons, before work commences, and that significant findings are implemented. • Risk assessments should take account of: <ul style="list-style-type: none"> ○ the risks to which the pupil may be exposed during their placement activities and in their placement location; ○ the protective and preventative measures put in place by the department to control and reduce those risks; ○ the level of supervision required; ○ any disability or pre-existing medical condition, e.g. allergy or colour blindness; ○ their inexperience, lack of awareness of risks due to their age. • Ensure that appropriate information is provided to Work Experience Organisers, schools, parents etc., for example Confirmation of Placement, significant findings of risk assessments etc. • Assign competent persons to the role of Work Experience Supervisor for each school pupil and make clear their duties. • Ensure that the appropriate <u>OHS Induction</u> is provided to school pupils on their arrival. • Ensure safe and supportive work experience placements. • Retain a copy of all paperwork related to each placement for at least 5 years.
3.	Work Experience Supervisor(s)	<ul style="list-style-type: none"> • Provide proper and adequate supervision, at all times to pupils while they are in the department, and in accordance with the prohibitions/limitations and significant findings of relevant risk assessments and/or safe systems of work.

Form S32a - School Pupil Application for Work Experience Placement

To be completed by school pupil and parent/guardian, where application is being made on a personal basis and not through a school/college or other external Work Experience Organiser.

Information will be treated in strict confidence.



Personal Details

Title:		Surname:		Forename:	
Address for correspondence:					
Date of birth:		Email:			
Telephone:		Mobile:			
School/College:		Telephone:			
Address of School/College:					
Teacher/careers adviser:		Telephone:			
Preferred dates of placement:		Preferred department:			

Supporting Information

Please tell us why you would like to gain work experience at the University of Strathclyde. You may also wish to include any hobbies, interests or other activity, either within or outside school/college which you enjoy (continue on a separate sheet if necessary).

Permission of Parent/Guardian

I hereby give permission for my son/daughter (please delete as necessary) to make application for a Work Experience Placement at the University of Strathclyde.

Signature:		Date:	
Print name: 			
Address if different from above: 			
Relationship:		Telephone:	

**For use by University Work Experience Provider Department
Agreement by Head of Department**

I hereby authorise the above Work Experience Placement to proceed on the dates given:

Signature:		Date:	
Print name:		Department:	
Date Confirmation sent:		Date Confirmation returned:	

Notification to Finance Office

When a placement has been accepted, please send a copy of this form to the Finance Office.

Date copy sent to Finance Office:

Form S32b - Confirmation of Work Experience Placement

To be completed by the department and sent to candidate where application is being made on a personal basis and not through a school/college or other external Work Experience Organiser.

Information will be treated in strict confidence.



Name of School Pupil: _____		
Dates of placement: From: _____	To: _____	Date Confirmation sent: _____

Assigned Department

Department: _____	
Name of Supervisor: _____	Tel: _____
	Email: _____
Please report to the above mentioned supervisor at the following address: _____	
Working hours: _____	

Activities to be Carried Out

Here are examples of the types of activities you may be asked to undertake whilst on placement:

1. _____
2. _____
3. _____
4. _____
5. _____

University Requirements

Personal Behaviour

Whilst on placement you will be expected to help maintain a friendly, caring, safe environment for staff and students and to follow the instructions of the member of staff assigned as your supervisor. If you are unsure about any information provided, have any concerns or need support during your placement, then please talk to your assigned supervisor, as soon as possible.

Dress Code

It is expected that you will wear suitable and appropriate clothing that allows for a range of movements. If protective clothing (e.g. laboratory coat, overalls, etc.) is required, then this will be loaned to you by your host department.

Confidentiality

Some aspects of research work may be highly confidential. Where this is the case, your supervisor will emphasise the need not to discuss those issues outside of the University.

Health and Safety

In some departments, shadowing a member of staff carries with it an element of risk. Although it is impossible to eliminate risk entirely, measures will be put in place to reduce known risks to an acceptable level, including providing a health and safety induction on your first day, providing any training deemed necessary, limiting your access to specific areas, providing protective equipment and ensuring you are supervised at all times.

Enclosed is a copy of the significant findings of the risk assessment applicable to the type of work you will be undertaking. Please read it carefully. Further information will be provided on your induction to the department.

You must also take reasonable care for your own health and safety and that of others, follow all safety instructions given by your supervisor, correctly use facilities and equipment provided for general safety and report any accidents, however minor.

No smoking Policy

You will be expected to adhere to the University's no smoking policy.

Equal Opportunities

The University fully supports equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of ethnic origin, gender, disability, age, religion or sexuality (sexual orientation).

Policy on Expenses

There will not normally be payment for meals or travelling expenses.

Agreement to University Requirements

School Pupil: I have read and understood the above requirements:

Signature (Pupil): _____ Print name: _____ Date: _____

Parent/Guardian: I confirm the following:

1. I give my permission for my son/daughter to attend the work experience placement offered at the University of Strathclyde.
2. I have read and understood the above requirements, including the significant findings of the applicable risk assessment, and will ensure my son/daughter adheres accordingly.
3. I confirm that he/she is not suffering from any medical complaint, which might create the potential for harm to himself/herself or to those working with him/her, otherwise I have included details on a separate sheet.

Signature (Parent/Guardian): _____ Print name: _____ Date: _____

Form S32c - Accepting School Pupils on Work Experience

Notification to Finance Office

For Applications made by a school/college or other external Work Experience Organiser:

A copy of this form to be completed, for each school pupil, by the department providing the placement

For Applications made on a personal basis:

If the **Form S32a - School Pupil Application for Work Experience Placement** has been used, then a copy for each school pupil may be sent to the Finance Office, instead of this form.

Department:		
Name of Pupil:		
Address:		
School/College:		
Date of Placement:	From:	To:
Date Information sent to school/college:		
Date Risk Assessment sent to Parent(s)/Guardian:		
Supervisor(s) while in University:		
Tel:		
Email:		

Completed on behalf of the above-mentioned Department:

Name:	Signature:
Job Title:	
Date:	Tel:

**Form S32d – Occupational Health and Safety Induction Checklist
School Pupils on Work Experience**

For Use by Work Experience Co-ordinator/Supervisor

Checklist page 1 of 2



Department:	
Name of school pupil:	
School or College:	
Name of person(s) supervising school pupil:	
Dates of work experience placement:	

The University is committed to ensuring, so far as is reasonably practicable, the occupational health, safety and welfare of all its staff and those affected by its activities including, students, visitors, contractors and members of the public. School pupils participating in work experience are regarded in law as employees of the University, for the purpose of ensuring their health and safety and welfare.

The following checklist will remind those responsible for supervising school pupils on work experience about applicable issues that should be covered in a pupil's health and safety induction. It is recommended this induction **takes place shortly after the pupil arrives on their first day** of work experience. The checklist may be amended and/or expanded according to the needs of a department.

Ref:	Induction Topic or Issue	Person supervising pupil to initial when covered, or mark as N/A
1.	Workplace Familiarisation & Introductions	
1.1	Conduct a tour of the areas they are likely to be working in and introduce staff they need to meet, including Work Experience Supervisor (if not the person carrying out this induction).	
2.	Local Fire Safety Precautions	
2.1	Describe the types of fire warning devices used – both audible and visual.	
2.2	Point out the location of the nearest Fire Action Notice , fire fighting equipment, call-points, escape routes, fire exits and fire assembly points.	
2.3	State the day and time of weekly fire alarm tests for relevant building(s).	
2.4	Explain the role Fire Safety Assistants.	
2.5	If pupil is a wheelchair user or mobility impaired, offer to arrange a Personal Emergency Evacuation Plan (PEEP), through the department's Fire Safety Co-ordinator.	
3.	Local Prohibitions to No-Smoking Policy	
3.1	Point out any areas external to relevant buildings where smoking is prohibited (e.g. due to the storage of flammable substances) even though the areas may be outside the 15ft (4.6m) exclusion zone.	
4.	Local First Aid Provision	
4.1	Point out the locations of the nearest first aid boxes.	
4.2	Identify those who are departmental first aiders (applicable only in exceptional circumstances to a few departments).	
4.3	Explain that first aid may be summoned by dialling the emergency and first aid number Ext. 2222 which connects with Security Control at the Livingston Tower and that all Security Wardens are the University's recognised and trained first aiders.	
4.4	Point out that the emergency and first aid number appears on a sticker on most internal telephone handsets.	

Ref:	Induction Topic or Issue	Person supervising pupil to initial when covered, or mark as N/A
5.	Welfare Arrangements	
	As applicable, point out the location of:	
	<ul style="list-style-type: none"> • Canteen/tea-making facilities • Common rooms/seating areas • Drinking water • Accommodation for clothing not being worn during working hours • Accommodation for special work clothing such as overalls, uniforms etc. 	<ul style="list-style-type: none"> • Changing facilities • Shower, hand washing and toilet facilities • Emergency showers and eye wash stations
6.	Hours of Working	
6.1	Remind pupil of their work experience hours and emphasise that they should not remain in the buildings after 5.00pm (or other agreed time), unless for a specific purpose which has been planned in advance as part of their work experience programme and a parent/guardian has given permission in advance.	
7.	Health & Safety Information	
7.1	Emphasise that they will be supervised at all times and should follow the instructions of their Work Experience Supervisor. Stress that if they are unsure about what is being asked of them, they should ask for clarification.	
7.2	Review with the pupil the risk assessment and/or relevant safe system of work previously sent to them and ensure they understand the hazards, risks and control measures in place to protect their health and safety and/or the preventive and protective measures they need to take. Emphasise the need to understand and follow all health and safety rules.	
7.3	Point out any locations where they are not authorised to enter and any aspects of the department's work that should not be discussed outside the University.	
7.4	Emphasise that they have a responsibility for taking reasonable care for their own health and safety and that of others who are working with them.	
7.5	Stress that they must not attempt to move or handle heavy objects, e.g. boxes, equipment, materials etc.	
7.6	Stress that they must not touch any substance (in whatever form) unless they are being supervised, in case it is harmful to health.	
8.	Local Reporting Procedures	
8.1	Stress the importance of reporting, without delay, the following to their Work Experience Supervisor: <ul style="list-style-type: none"> • all accidents resulting in injury, all dangerous occurrences and fires • any immediate danger to health and safety, unsafe practice or shortcoming in protection arrangements • obvious defects in fabric/services of the premises. 	
9.	Personal Protective Equipment (PPE)	
9.1	Provide any items of PPE that the pupil may need to use and explain how to fit, use and care for the items.	
10.	Other issues covered (please list)	

I confirm that the items initialled above have been covered in the health and safety induction:	
Signature(s) of person(s) carrying out Induction:	Date:
Signature of school pupil:	Date:

This completed Induction Checklist should be retained by the Department for at least 5 years.