

# St Mungo's High School



## Work Placement Self-found form

Student Name: \_\_\_\_\_

Student Class: \_\_\_\_\_

Indicate the names and dates of the SQA exams (including practical exams) you intend to sit, to ensure they do not clash with a work placement.

Exam	Date of Exam

Advise us of any school trips and the dates you will be on this trip to ensure they do not clash with a work placement.

Trip	Dates of Trip

**Please return this completed form to Mrs Downie/Miss Doran if you are organising your own placement. (You must give it your work placement provider to complete and then return it to us at school.)**

**Work Placement Provider and Placement Details**

**1. Employer details -**

The name, address, postcode, telephone number and email address of the organisation. Please indicate the nature of your business. The placement organiser will be the person overall responsible for the pupil.

Name of Organisation .....

Nature of Business .....

Number of Employees .....

Placement Organiser: Title..... First Name ..... Surname.....

Job Title .....

Organisation Address.....

Postcode.....

Tel ..... Mobile .....

Email..... Website .....

**2. Placement Supervisor -**

This will be the person that the pupil reports to on the first morning and who will supervise the pupil on a day to day basis.  
**Only complete if different from above.**

Placement Supervisor .....

Position .....

Which section/department will the pupil be working in? .....

Placement location (if different from above) .....

..... Postcode .....

Tel..... Mobile ..... Email .....

**Have you been contacted directly by a school pupil to request this placement YES  NO**

If **YES**, please go to Section 3. If **NO** please go to Section 4

**3. Pupil Details**

Name ..... School ..... Class .....

Placement Title .....

Placement Start Date ..... Placement End Date .....

**If you have already completed a Placement Provider Form for this year please go directly to Section 13. Acceptance of Agreement – unless the placement differs from those previously offered.**

**4. Placement details – Please detail the type of tasks and duties the pupil will undertake**

Placement title .....

Placement description .....

.....

Days pupil will attend Monday  Tuesday  Wednesday  Thursday  Friday

Hours of work: Start time ..... End time.....

Lunch Options: (please X) Employer to provide  Packed lunch  Canteen on site  Buy locally

Dress Code: (please X) Smart  Smart/casual  Sportswear  Other  Please specify.....

Additional Requirements – pre-placement interview or contact, mandatory school subjects, travel arrangements

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**5. Risk Assessment – Provider’s Hazard Identification and Control Measures**

A full induction should be given to the pupil on first day which covers Accident Reporting, Emergency Procedures, First Aid Arrangements, Prohibited Equipment or Areas, Workplace Hazards.

A risk assessment should have been carried out on the tasks the pupil will be undertaking and the pupil should be supervised and mentored by a competent person at all reasonable times.

Please use the checklist below to help you identify any significant hazards.

Hazard	Control Measure	Significant Hazard?	
		Yes	No
Asbestos (building maintenance/vehicle repairs?)	Identify dangerous substances. Pupil should be prohibited from working with them.		
Display Screen Equipment (computer/cash register)	Regular task break, instruction.		
Electricity	Regular PAT testing, instruction		
Equipment/Machinery (mechanical/electrical)	Full instruction and supervision. Guarding all hazardous machinery, local exhaust venting, PPE, or pupil to be involved in observation only.		
Falls from Height (platforms, ladders, fragile surfaces)	Measures should be taken to ensure that the pupil will not be at risk of 'falls from height' ?		
Hazardous substances (cleaning products/oils)	COSHH, instruction and supervision. Pupil involved only with low risk substances.		
Manual Handling (lifting/carrying/pushing/pulling)	Instruction. Pupil prohibited from lifting anything too heavy or awkward.		
Noise (machinery/tools/equipment/environment)	Reduce exposure and/or PPE (ear plugs/defenders).		
Pressure systems (gas/air receivers/steam boilers)	Prohibit or reduce use of pressure systems and/or PPE.		
Radiation (x-ray/UV/lasers/radioactive materials)	Prohibit or reduce exposure to rays, PPE.		
Slips/Trips/Falls (spillages/trailing cables/flooring)	Keep areas tidy, clear any spillages, deploy warning signage, instruction.		
Transport (Fork lift trucks/cars/HGV)	Instruction, supervision, segregation (between people and vehicles, designated walkways), no use of quad bikes.		
Vibration (machinery/transport/powered hand tools)	Prohibit or reduce exposure, PPE, instruction, supervision.		
Working with animals (farm/domestic/wild)	Assess any task or animal, PPE, instruction, supervision.		

**6. Personal Protective Equipment –**

If an identified control measure is to wear or use protective clothing or equipment, please specify items required, e.g. hard hat, safety boots or special eyewear and whether you will provide this or wish the school to provide.

Employer will provide .....

School/pupil to provide .....

**7. Placement dates offered –**

Please enter against specific date(s) the number of places you can offer for that week. If there is more than one school out in any week, you can also allocate places to individual schools, perhaps on the basis of location or previous connection with a particular school. Dates offered will be made available to schools.

**Please be aware that in order for students to gain their SQA qualification, it is preferable for students to be on placement for more than one week.**

Week beginning	School	No. of places offered
08/05/2017	St Mungo's High School	
15/05/2017	St Mungo's High School	
22/05/2017	St Mungo's High School	
29/05/2017	St Mungo's High School	
05/06/2017	St Mungo's High School	
12/06/2017	St Mungo's High School	

**8. Support for Flexible dates throughout the year.** (1 day per week/full week or longer). Please indicate (x) if you are happy for any or all of the following schools to contact you to discuss these types of placement.

I am happy to offer flexible placements throughout the year

Schools flexible placement offered to:

All schools

St Mungo's High School

Specific schools named: .....

**9. Supporting additional needs –**

You will be contacted by individual schools to discuss further.

School	Please X
Carrongrange School	
Mariner Support Service	

**10. Mock interview sessions-**

**Would you be interested in offering mock interview sessions with pupils?**

**YES**

You will be contacted by individual schools to discuss this further.

**11. Career Mentor –**

**Would you be interested in offering advice to pupils pursuing a career in your area? YES**

This could be in the form of a visit, telephone call, etc.

**12. Employers' Liability Insurance details –**

**Please refer to the Letter of Understanding. There must be valid Employers' Liability Insurance over the placement period**

**Name of Insurance Company** .....

**Insurance policy number** ..... **Date of Expiry** .....

**13. Acceptance and Agreement**

**I confirm that –**

- I have read the attached Letter of Understanding between the council and this firm/organisation, and that all points are acceptable to me and I have taken all appropriate action.
- This company's Employers' Liability Insurance will cover a pupil for the duration of his/her Work Experience Placement.
- The pupil will receive induction and instruction, which includes Health & Safety issues covering identified hazards and control measures by a competent person.
- The pupil will be supervised at all times.
- The details provided may be held on a database to support Work Experience and other similar activities.

**Name of Organisation** .....

**Name (please print)** .....

**Signed** .....

**Position** ..... **Date** .....

**Thank you for completing this form. Your participation in the Work Placement Programme is very much appreciated.**

**Please do not hesitate to contact Lorraine Hamilton, Work Placement Administrator and Health & Safety Assessor at the above address if you have any queries.**

# Work Experience Letter of Understanding between Local Authority and Placement Provider

To ensure that the implications of the Work Experience Programme and arrangements between the firm/organisation providing Work Experience (hereafter known as “the Provider”) and the Local Authority are fully understood, an agreement between the Local Authority and the Provider is required with the following essential points:

1. The pupil will be carrying out meaningful work in tasks approved by the Health & Safety Adviser during the period of work experience placement. The work will be planned by a responsible person and the pupil will be given appropriate instruction before, and supervision whilst participating in any activity. Under no circumstances will a pupil operate prohibited machinery as defined in local byelaws and Health and Safety Legislation.
2. The Provider is aware of all relevant Health and Safety legislation and, in particular, the Management of Health and Safety at Work Regulations 1999 and notably the requirement to conduct risk assessment for young person’s work activities. The Provider will identify any special or protective clothing required by the pupil whilst on placement.
3. The Provider will be contacted by a Health & Safety Adviser representing the Local Authority to ensure that appropriate standards of health, safety and welfare are being met in relation to pupils and the outcome of any risk identified will be made available.
4. The pupil will not receive any payment for this work but if the provider can, where possible, supply a mid-day meal, this would be appreciated.
5. The pupil will not be allowed to work outside the hours stipulated in the job description.
6. The pupil and their parent/carer will be required to sign an agreement stating that:
  - (a) they will obey safety, security and other instructions given by the Provider
  - (b) they will not disclose any information confidential to the Provider

The pupil’s parents/carer will undertake to ensure that the pupil carries out these obligations.

7. The pupil's parents/carer will confirm that the pupil is not suffering from any complaint/conditions/medical conditions which could create a hazard either to the pupil or those working with the pupil.
8. The Provider will ensure that their Employers' Compulsory Liability Insurance will cover the pupil for the period of the work experience placement. It should be noted that an agreement has been reached by most insurance companies who are parties to the Association of British Insurers/Accident Offices Association must be prepared to accept pupils on this basis and should advise their insurers accordingly, before pupils are taken into their premises for work experience.
9. The pupil on work experience is on an extension of school attendance. Accordingly where a pupil fails to attend, has an accident or feels unwell on premises, the Provider will notify by telephone and without delay, the Headteacher of the pupil's school and the pupil's home if a telephone number is given. If required, the pupils will be allowed to use the first aid facilities.
10. All employers/providers will arrange activities with child protection in mind, respect the young persons' privacy and treat him/her with respect.
11. Should the Provider offer Term time placements, either at the time of completing the LOU or at a later date, the tasks to be carried out will be the same as those detailed in job description for the one week placement, therefore the risk assessment will be valid. Any changes relating to the job description must be notified to the authority in writing prior to the term time placement commencing.

#### Declaration

Please confirm that this Letter of Understanding is acceptable to the Provider by signing the enclosed form and returning it to the address given.

The person who completes and signs this document on behalf of the Provider may not be directly responsible for supervising the pupil, therefore the Local Authority request that the pupil's direct supervisor/responsible person is made aware of the content of this agreement.



**Falkirk Council**  
*Education Services*

*Anne Pearson*

Anne Pearson  
Head of Education  
Falkirk Council

Please retain for your own reference