



Woodrush High School

An Academy for Students Aged 11-18

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TO BE COMPLETED BY EMPLOYER AND RETURNED TO MRS BISHOP VIA STUDENT

WOODRUSH HIGH SCHOOL YEAR 10 WORK EXPERIENCE

EMPLOYER'S PRO-FORMA

Please do not leave any questions blank

Student's Name		Form 10...
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Dates of Placement:	Monday 20 th – Friday 24 th May 2024
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Company Name:			
Company Address: (where the student will be based)			
Telephone No:			
Name of Contact responsible for the student:		Job title:	
Mobile / Other contact number:			
E-mail Address:			
Signed:		Date:	

Brief Description of Activities that will be undertaken:	(e.g. Admin, Retail, Animal Work, etc.)
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Headteacher: Mr J Barber BA (Hons), QTS, PGCE, NPQH
Deputy Headteacher: Mr D Monk, BSc (Hons), QTS, PGCE
Deputy Headteacher: Mrs M Holtom-Brown, BA (Hons), QTP

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Registered in England & Wales. Company registration: 07677510. Directors: Mr J Barber & Prof. S Brand





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Dress Code:	<i>(e.g. Smart Casual, Casual, Business, etc.)</i>
PPE Provided or Required (If required	<i>(e.g. Gloves, Overalls, etc.)</i>
<i>what Personal Protective Equipment):</i>	
Start & Finish Time including breaks:	
Catering Arrangements: <i>(Is food available on site / Packed lunch needed)</i>	

IMPORTANT – PLEASE ATTACH A COPY OF YOUR INSURANCE

Employers Liability Insurance <i>(which covers students on Work Experience as per ABI guidance)</i>			
<i>Please provide a copy of the Employers Liability Insurance Certificate & send a renewal copy where necessary. A placement cannot commence until we have seen a copy. If you do not have Employers Liability Insurance, you <u>must</u> speak to your insurance company to make sure the young person is covered – we will need to see evidence of this.</i>			
Insurance company:			
Policy No:		Expiry Date:	

Keeping Children Safe in Education:
Will the student be working alone with one other person unsupervised for more than 3 days? Yes or No
If Yes , are you able to provide a different person to supervise/work with the child after 3 days? Yes or No. If yes.... Name the person working with student unsupervised on day 1 to 3: Name the person working with student unsupervised on day 3 to 5:

More information on Work Experience in the Workplace can be found at: <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

Please return to: Mrs Cheryl Bishop - Careers Co-ordinator at Woodrush High School – via the student. If you have any queries please contact me using the email and telephone number below.

Email: cbishop@woodrush.org **Tel:** 01564 824777 ext 7303



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If you have your own risk assessment, please enclose a copy instead of filling out the one below

EMPLOYER'S RISK ASSESSMENT FOR YEAR 10 WORK EXPERIENCE

DETAILS OF WORK EXPERIENCE	
Company Name	
Work Experience Supervisor for the duration of the placement – <i>person responsible for the student</i>	
Job Title of person named above	
Date of Work Experience	20 th – 24 th May 2024

TRAINEE / STUDENT DETAILS	
Name	
School	Woodrush High School – Shawhurst Lane, Wythall B47 5JW 01563 823777 ext 7303
Emergency Contact Number of parent/carers	<i>Student/parent to complete prior to placement</i>

The Work Experience Supervisor must consider whether the young person will do:

- Work that is beyond their physical or psychological capacity** This does not have to be complicated, it could be as simple as checking a young person is capable of safely lifting weights and following instructions.
- Work that involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way** Be aware of substances a young person might come into contact with in their work, consider exposure levels and ensure legal limits are not exceeded.
- Work that involves harmful exposure to radiation** Ensure a young person's exposure to radiation is restricted & does not exceed the allowed dose limit.
- Work that involves risk of accidents that cannot reasonably be recognised or avoided by young people due to their insufficient attention to safety or lack of experience or training.** A young person might be unfamiliar with 'obvious' risks. An employer should consider the need for tailored training/closer supervision.
- Work that presents a risk to health from extreme cold, heat, noise or vibration** In most cases, young people will not be at any greater risk than adults and for workplaces that include these hazards it is likely there will already be control measures in place.

SECTION A: Description of activities that will be carried out by the trainee/student

What activities will the trainee be carrying out? (List tasks below, including any machinery and substances used)	Hazards associated with this activity?	What control measures are in place?	Additional control measures required? Yes/No
1			
2			
3			
4			
5			
6			



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SECTION B: General hazards associated with the workplace (please tick yes or no)

Will the trainee work with:	Yes	No	Risks	Control measures to be in place
1. Animals			Bites, scratches, allergy triggers, zoonoses	<ul style="list-style-type: none"> • Give training on correct handling techniques and procedures. • Trainee to be supervised at all time • Animals to be housed in secure carriers • Hand washing and disinfectants to be made available • First aid provision available at all times.
2. Working with Chemicals (COSHH)			Dust, fumes and vapours which may be toxic, irritant, harmful, corrosive	<ul style="list-style-type: none"> • Give training on correct handling techniques and procedures. • Appropriate storage / disposal arrangements in place for chemicals. • PPE is provided • Spillage kit to be made available in lab areas and staff trained in use • Trainee informed not to deal with spillages at induction.
3. Biological agents			Zoonoses, pathogens	<ul style="list-style-type: none"> • Give training on correct handling techniques and procedures. • Appropriate storage and disposal arrangements are in place for biological waste. • Appropriate PPE is provided • Spillage kit available in lab areas and staff trained in use • Trainee informed not to deal with spillages at induction.
4. Clinical waste and sharps			Infection, cuts and needle stick injuries	<ul style="list-style-type: none"> • Information on the disposal of sharps given at induction • Trainee will not handle clinical medical devices including sharps.
5. Display Screen Equipment (DSE)			Neck and upper limb strains Inappropriate websites	<ul style="list-style-type: none"> • DSE assessment or advice as required • Strict supervision
6. Extreme heat or hot surfaces			Scalds and burns	<ul style="list-style-type: none"> • Training and supervision • Trainee prohibited from handling any substances or equipment that is extremely cold or hot
7. Machinery and equipment			Photocopiers, shredders, powered staplers, PC's, printers etc.	<ul style="list-style-type: none"> • Work equipment assessments. • Suitable instruction on use of equipment • Supervision as required
8. Movement around premises			Slips, trips and falls.	<ul style="list-style-type: none"> • Induction, training and supervision • Student to be advised to wear sensible footwear
9. Continuous and excessive noise			Damage to hearing	<ul style="list-style-type: none"> • Induction, training and supervision • Appropriate PPE will be provided • Trainee is prohibited from work that will expose them to excessive noise
10. Manual Handling			Back and upper limb strain	<ul style="list-style-type: none"> • Avoid manual handling where possible • Assess all proposed tasks to ensure no manual handling which may present significant risk is undertaken by trainee
11. Emergency Preparedness and Procedure			Major or serious injury	<ul style="list-style-type: none"> • Trainee will be made aware of the emergency procedures during induction. • In the event of an emergency, trainee will contact and remain with their supervisor and follow their instructions at all times. • First aid provision available at all times. • Supervisor will have trainee's emergency contact details available.
12. Radiation			Radiation sickness, burns	<ul style="list-style-type: none"> • Restrict access to radiation sources • Induction, training and supervision • Trainee is prohibited from working with radioactive substances or isotopes
Any other hazards that present additional risks to young or inexperienced person?				

Details of any relevant learning/ behavioural difficulties, disabilities or medical/health conditions that may be restrictive or require special consideration prior to the young person starting their work experience



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DECLARATION: TO BE COMPLETED BY THE WORK EXPERIENCE SUPERVISOR

- Appropriate measures are in place for the safe conduct of the work activities proposed.
- Appropriate training & supervision will be provided to enable work to be conducted within acceptable safety standards.

Supervisor's Name:	Signature:	Date:

Where young persons below minimum school leaving age are to be engaged on Work Experience, relevant and comprehensive information on the findings of the risk assessment must be made available to the child's parent/guardian.

The information need not be supplied in writing but if not, Work Experience Supervisor must still have a way of confirming that relevant and comprehensible information has been provided.