



May 2017

Dear Sir/Madam

Notes for Employers – Work Experience Placement

Work Experience Programme – Monday, 17 July to Friday 21, July 2017

Thank you very much for offering one of our students a work experience placement. I hope the information below is helpful in clarifying the aims of the programme as well as detailing the Health and Safety documentation and practices that we ask you to confirm are in place, to ensure the suitability of the placement for the student concerned and to minimise any risks involved.

Students are encouraged, with the support of their parents/carers and the School, to source their own placements, provided they fully meet the requirements detailed below.

Aims of the Programme

- To take part in a variety of work experience tasks in a real workplace setting
- To be aware of, and follow, Health and Safety procedures in the workplace

Health and Safety requirements

- A written Health and Safety Policy is in place
- An appropriate risk assessment is in place for inexperienced workers on site, including safe areas in which the student will work. Everyone involved in working with the student must receive the same information about the purpose of the placement and their individual responsibilities with regards the wellbeing of the student. This includes all employees who will be involved in the placement
- A Health and Safety Induction Programme is provided on the student's first day
- No significant Health and Safety incidents have been recorded in the last 18 months

Insurance

- Employers must have Public Liability Insurance cover of at least £2 million
- The student is covered under the company's Public and Employers' Liability Insurance policies. These insurances cover the student's liability for any claim, threatened or issued, against them as a result of their attendance at the placement, or where an injury is sustained by the student during the course of the placement. Where the employer has no Public Liability Insurance or is unwilling to confirm that the Insurance will cover the student during the placement, then the placement cannot take place

If you are willing to accept the student for Work Experience, Section B on the Work Experience Application Form needs to be completed with copies of the relevant insurance & other policies, prior to the form being submitted to school.

All students will be contacted during their placement by a member of Sir William Ramsay School staff who will also speak to the person supervising the student to ensure that everything is going well.

Should you have any queries about the programme, please do not hesitate to contact me.

Yours faithfully

Miss E Le Count
Head of Sixth Form

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