



St. Joseph's Catholic Primary School Work Placement Policy

This policy should be read in light of our Mission Statement that states:

'At St. Joseph's, we live, love and learn by the example of Jesus'

Introduction

This document outlines our procedure for protecting the health and safety of young persons whom visit the Schools premises as part of a workplace placement or training scheme. A young person is someone under the age of 18 years. Health and Safety legislation, in particular The Health and Safety (Young Persons) Regulations 1997, requires that a specific assessment is made of the health and safety risks that the young person may be exposed whilst at work. The obligation to undertake this assessment and act on the findings rests primarily with St. Joseph's Catholic Primary School.

Purpose

This risk assessment is designed to highlight any potential risk that could present a danger to the health and safety of a young person who is entering the School for work experience. This is in addition to any other risk assessment carried out during standard health and safety procedures.

Young People and Safety

Young persons are considered to be particularly at risk because of their lack of maturity, experience and awareness. There is evidence that the young are more likely to expose themselves to risk not only through ignorance but also by deliberate intent. Their lack of physical and psychological development means that they are more susceptible to workplace hazards. Examples of such hazards include musculoskeletal Problems through manual handling and poor ergonomics. In essence, it is important to remember that young people will not be able to undertake the same work as an adult and appropriate allowances must be made.

Young persons over the age of 16 will need to produce an enhanced Criminal Records Bureau Disclosure if the placement is for longer than ten days.

Definitions

The definition of a young person is someone under the age of 18 years. This could include school leavers, workplace placements and work experience candidates. St. Joseph's Catholic Primary School are legally required to take particular account of the young person's lack of experience of workplace safety and the additional problems that may be caused by stress, strain or fatigue.

Limitation of Work Undertaken

Our School undertakes a variety of work, the majority of which can be classified as low risk. The School does however undertake some higher risk activities such as maintenance and facilities work. Additionally, within the Schools buildings certain higher risk tasks are undertaken by contractors including catering and cleaning. Under no circumstances is a young person permitted to undertake any of these higher risk tasks or visit unaccompanied any of the restricted access areas. These include plant rooms, roof areas, catering rooms etc.

Mentor Teacher's Responsibility

It is the responsibility of Mentor Teacher to take immediate responsibility for their health and safety. To facilitate this, the risk assessment detailed within this document should be completed. Any queries or questions on this should be taken up with the Headteacher. When completed the Mentor Teacher should retain a copy of this assessment, one copy should be sent to the Headteacher and another to the young person's parents, guardian or school.

Induction

To comply with our duties the following precautionary measures should be carried out when the young person commences work: An escorted walk of the emergency fire evacuation procedures including the locations of the nearest exits and the assembly point should be undertaken by the Mentor Teacher or Headteacher. A Mentor teacher should be provided who will assist and guide the individual at all times. Information on the accident reporting system and location of First Aider should be given. Regular checks should be made to ensure that the young person is able to cope with the workload given and the hours of work required.

Electrical Equipment/Machinery

All electrical equipment and machinery is regularly inspected and tested. In the unlikely event that a fault is found, the equipment must not be used, but taken out of service and reported for repair.

Hazardous Substances

There are very few hazardous substances present within St. Joseph's Catholic Primary School. The most common hazardous substances are photocopier toners and printer chemicals. The copiers use sealed toner cartridges and the toner is non-hazardous.

Changing of these cartridges is undertaken by trained staff. Untrained staff, including young persons, are not permitted to undertake this task.

Emergency/First Aid Procedures

Emergency procedures are displayed in prominent areas of the buildings. In house trained First Aid staff are available. Fire fighting and first aid equipment is regularly inspected. The Responsible Mentor Teacher should arrange for the young person to be briefed on the local fire and emergency procedures at the start of the work experience.

Manual Handling

Movement of heavy objects is carried out by the Site Manager and should not be undertaken by young persons. Young Persons will be protected from exposure to tasks involving lifting or carrying.

Smoking

We operate a no smoking policy in all inside areas. Smoking is not permitted in any building.

Working Hours and Rest Breaks

The working hours of a young person must be closely monitored and supervised. Mentor Teachers should ensure that they generally work within the Schools core hours (08.30 to 15.30 hrs). It is particularly important to ensure that sufficient time is allowed for children still at school and attending our School as part of a work experience placement to travel home safely avoiding the hours of darkness. All personnel under the age of 18 must never work between 22.00 hrs and 06.00 hrs. Young persons must not be left to work in isolation.

Finally, it is important to consider rest periods. Young persons are entitled to a rest break if their working time is more than 4.5 hrs. The break must be at least 30 minutes (consecutive).

Insurance

Children on work experience are covered by the Schools Liability Insurance whilst on the premises. Insurance whilst travelling to and from the site should be covered by the schools or LEA public liability and personnel injury insurance.

Employee Concerns

If at any time the individual is concerned about any issue, particularly those relating to

Their own safety, they should feel free to voice that immediately to their Mentor Teacher. If they feel that their concerns are not being addressed, they should contact the agency responsible for their placement e.g. school, college etc.

Impairment

If the young person has a physical or mental impairment we need to take account of this in order that additional and suitable measures are taken to safeguard the individual's safety. A physical or mental impairment includes visionary or audible problems, epileptic seizures or a restriction on an individual's mobility e.g. wheelchair bound, walking aides, etc. We recognise our duties under the Disability Discrimination Act and will undertake all reasonable measures to accommodate these needs. It is the responsibility of the Mentor Teacher and Headteacher to ascertain any additional measures required necessary to accommodate for the physical or mental impairment of the young person e.g. fire evacuation procedures.

This policy will be reviewed in two years or earlier if needed.

July 2009 Review Date: July 2011

