

Statement

The New Charter Academy has a duty of care for students undertaking work placements in premises out with the New Charter Academy and will take reasonable steps to ensure that those workplaces are safe environments.

The New Charter Academy will not use a work placement if there are any concerns about health, safety or welfare aspects of the placement, and if confirmation is not received from the placement that all appropriate and current legislation and regulations are adhered to.

Scope

This policy covers all work placements arranged by the New Charter Academy as part of a programme of study for students of the New Charter Academy who are not employees of that workplace.

Students who are employed by a workplace, in which they may also be undertaking training and assessment as a student of the New Charter Academy, are taken to be the responsibility of their employer in terms of health, safety and disability discrimination act while in the workplace.

Responsibilities

The member of staff arranging a work placement for a student has responsibility for ensuring that an authorised person in that organisation signs a health, safety and welfare agreement. One copy of this agreement will be retained by the placement provider, one will be by the member of New Charter Academy staff for the students file, and another copy sent to the New Charter Academy health safety section. Depending on the nature of the work placement, the member of staff may be a head of section, lecturer or school safety officer.

The member of New Charter Academy staff should go over the terms of the agreement with the authorised person in the work placement, to ensure that all the issues are clear and that there are no matters of concern.

If the member of staff is uncertain or concerned about a particular issue relating to health and safety in a work placement, they should seek advice from the New Charter Academy health and safety section, Some work placements or the nature of the activities to be undertaken by the student, may be higher risk than others. Any work placements assessed as being of medium or high risk using the risk assessment guidance should be referred to the New Charter Academy health and safety section to determine whether any further action is required.

Heads of School have responsibility for ensuring that this policy is implemented in their curriculum area and that the relevant staff are aware of and comply with the policy.

The New Charter Academy health and safety section, have responsibility for monitoring and maintaining files of all health, safety and welfare agreements.

The New Charter Academy health and safety section will also advise staff as necessary of the requirements of health and safety legislation and regulations, and undertake any further actions required for work placements assessed as being of high risk or where a member of New Charter Academy staff has concerns about health and safety in the workplace. This may include visiting the workplace.

Attached Forms: Health, safety and welfare agreement and workplace health and safety checklist

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**Health, Safety and Welfare Agreement between
New Charter Academy and Work Placement Provider**

The agreement between _____

The placement provider and New Charter Academy notes the health and safety requirements for students at New Charter Academy to be placed with the placement provider for the purpose of gaining work placement experience.

The details of the negotiated work experience/training/assessment for an individual must be addressed as part of the risk assessment and supporting questionnaire documentation.

Responsibilities of New Charter Academy

New Charter Academy will assign a tutor for each student, who is responsible for the student and to the placement provider for all aspects of the negotiation and liaison associated with the work placement experience.

New Charter Academy will give reasonable notice of any special requirements or arrangements related to the needs of individual students (e.g. for students with disabilities).

Responsibilities of the Student

Each student will undertake to observe the placement provider's rules, conditions and regulations relating to health, safety and welfare and to general conduct and procedures in the workplace.

Responsibilities of the Placement Provider

The Placement Provider will –

- inform each student of the rules, conditions and regulations relating to health, safety and welfare and to general conduct and procedures in the workplace;
- comply with all current health and safety legislation and treat the student as an "employee" in this respect;
- ensure that all students are adequately supervised at all times by appropriately experienced and/or qualified personnel;
- assign a supervisor or supervisors who will be responsible for each student whilst on placement;
- ensure that appropriate protective clothing and equipment is provided to the student;
- notify New Charter Academy immediately of an accident involving the student, and assist with any subsequent investigation, and report to the New Charter Academy as soon as possible on aspect of the student's health which is causing concern;
- Allow New Charter Academy staff to visit and view the placement by arrangement with the Placement Provider, and allow staff sight of appropriate documentation (as listed below).

The Placement Provider confirms the following –

- The placement provider maintains appropriate insurance policies: employer's liability insurance; public liability insurance; and insurance appropriate in respect of other risks. Where the placement provider is exempt from the operation of such insurances, cover shall be maintained which affords protection to the same extent and in the same manner as such insurances.
- The placement provider has a written safety policy, as is required under health and safety legislation for workplaces with 5 or more employees.

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- The placement provider is registered with the appropriate enforcing authorities, as required under health and safety legislation, and appropriate statutory health and safety regulations are complied with and the appropriate notices are displayed.
- The placement provider has completed a fire risk assessment and has clear arrangements in place for fire precautions and procedures, first aid and accident reporting.
- The placement provider abides by the sex discrimination act, the disability discrimination act, equal opportunities and the race relations amendment act.

Either party may withdraw from this agreement on one month's written notice, or immediately if the other party breaks this agreement.

Authorised to sign for and on behalf of the placement provider

Signature
Name in capitals
Position
Company name
Address
.....
.....
Date

Authorised to sign for and on behalf of New Charter Academy
Greenhurst
Greenhurst Road off Lees Road
Ashton –Under- Lyne
OL6 9 DX
Tel 0161 344 2629

Signature
Name in capitals
Position
New Charter Academy

Date

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Health and Safety Workplace Checklist

Employer/Provider Name

Address

Nature of Business:

Telephone Number: Fax Number:

E-Mail Address: No of Employees:

Contact Name:

Is the employer/placement?

- 1 Recommended
- 2 Provisionally recommended
- 3 Not recommended

What is the overall risk category of the placement / employer?

- 1 Low
- 2 Medium
- 3 High

First Monitoring Due:

Re-Assessment Due:

Any other comments/points of action

Timescale for comments/action

Assessor Signature Date

Provider Signature Date

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Questionnaire

1. Employers Liability Insurance

E.L.I. Policy available? (attached a copy) Yes/No

Insurer's NameExpiry Date:

Does the employer have any other insurance in place relevant to the trainee? Yes/No
(for example vehicle insurance)

If yes, give details

2. Registration with Enforcing Authority

Can the employer confirm notification registered with HSE or Local Authority? Yes/No

Evidence/comment:

3. Safety Policy/Supervision

Is a safety policy, organisation responsibilities and arrangements, available? (attached a copy) Yes/No

Signed by: Last review date:

Who gives competent advice to the employer/placement?

Who takes responsibility for health and safety of the employer/placement?

What are the arrangements for supervision of trainee?

4. First Aid

Is first aid available for the employer/placement? Yes/No

First aid materials (box/kit) available? Yes/No location.....

Evidence/comment:

5. Accidents

Does the employer have suitable arrangements for reporting, recording and investigation accidents? Yes/No

Is the employer aware of his duties under RIDDOR? Yes/No

Give summary of accident statistics over the past 3 years:

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.....

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6. Fire/Emergency Arrangements (Ref current regulations)

Is there a suitable fire risk assessment completed and communicated? Yes/No

Fire log up to date? Yes/No

Date of last fire evacuation?

What is the means of raising the alarm?

Is there suitable means of fire fighting equipment? Yes/No

Evidence/Comment:

Date last checked:

Are fire exit routes free from obstruction and are doors capable of being opened? Yes/No

Are fire exits clearly indicated? Yes/No

Are fire procedures displayed and communicated? Yes/No

7. Signs and Notices

Is Health and Safety Law Poster is displayed? Yes/No

Are appropriate safety signs displayed? Yes/No

Comments:

8. Working Environment

Comment on cleanliness, housekeeping temperature, lighting, ventilation, space and welfare facilities as appropriate:-

9. Induction

Ref: Management of Health and Safety at Work Regulations 1999, Health and Safety at Work Act 1974

Explain when, by whom and how induction will be given:

Comments.....

Induction should cover (delete where necessary):

Safety Policy, prohibitions and restrictions, supervision arrangements, personal protective equipment; fire and other emergencies; first-aid: accidents; significant risks; control measures, safe working practices, employer and employee responsibilities.

Comment or detail additional induction training provided:

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10. Equipment and Machinery

Are machines/equipment to be used by trainees adequately guarded? Yes/No

Are emergency stops easily accessible and operative? Yes/No

Is there recorded evidence of regular maintenance on machinery available? Yes/No

Is there a Portable Appliance Testing (PAT) Register? Yes/No

Will the employer provide training, information and instruction in the use of any equipment? Yes/No

Who will be responsible?

11. Prohibitions/Restrictions

Could the working environment or any tasks likely to be carried out be unsuitable Yes/No

If YES, detail:

Please list prohibited specific equipment, processes and areas.

12. Personal Protective Equipment and Clothing

Is any PPE/C required for the trainee? Yes/No

State arrangements for providing:

Who will give the information/training and supervision?

13. Risk Assessment

Has a written assessment of risk been carried out to identify significant risk? Yes/No

Have risks been assessed for trainee? Yes/No

Detail Assessments/Comment:
.....
.....

List the identified significant risks to the trainee/placement:

.....

Are appropriate control measures in place? Yes/No

Additional Comments

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Agreed Actions
Further Observations

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