

PRE 16 WORK EXPERIENCE PROHIBITED PLACEMENTS RISK BANDINGS

PROHIBITED PLACEMENTS (subject to change)

Employers also have to protect young persons from risk to their health & safety due to lack of experience, absence of awareness of existing or potential risk or the fact that they may not yet be fully matured. As a consequence, young persons are not allowed to carry out work:

- That is beyond their physical or psychological capacity.
- Involving harmful exposure to agents that are toxic, carcinogenic, cause heritable genetic damage or harm to the unborn child or which in any other way chronically affect human health.
- Involving the risk of accidents, which it may be assumed, cannot be recognised or avoided by young people owing to their insufficient attention to safety or lack of experience or training.
- In which there is a risk of health from extreme cold or heat, noise or vibration.

No more than 10feet/2m from ground level

e.g. window cleaner, scaffolder, tree surgeon (ground work only), ladder work, stock rooms, flights (any vehicle that leaves the ground), fairgrounds, roofing.

Tidal waters

e.g. harbour master, diving, sea fishing, beach control.

Age related

e.g. gun shops, serving petrol, selling alcohol or cigarettes, tattoo parlour, selling lottery tickets, amusement arcades, working with tarmac, hospitals (except patient services or physiotherapy), abattoir, funeral director, childminder.

Private households

Student cannot go on work experience to a private household where there could be extended periods of unsupervised access by an adult. However these placements need to be assessed individually by a member of the West Sussex Team or the school may request a CRB check. Regrettably the parents/guardians will be responsible for any costs incurred for obtaining such checks.

CRB Checks

There is no requirement to CRB check employers for block/extended placements unless the student will be on a one to one with an employer for more than 15 days.

Other

Students are prohibited from new build sites. Students must not drive any vehicle, including golf buggies, tractors and beach buggies, but they can be a passenger as they will be under supervision.

RISK BAND A (high risk)

EXAMPLES (subject to change)

*All placements **MUST** be visited by a member of the West Sussex Work Experience Team **PRIOR** to the commencement of the placement.*

Builder
Car body paint spraying
Engineering/Joinery
Manufacturing
Farms (prohibited with machinery)
Pest control

Gamekeeper
Swimming pool
Equestrian/Stable work

RISK BAND B (medium risk)

Butcher
Kennels/cattery
Warehouse (A/B)
Landscape gardening
Engineering (IT, small components, light assembly)
Plumber
Graphic design
Leisure centre
Structural Engineers

Fishmonger
Vet
Immigration
Chef/kitchen work (A/B)
Hotel/Country Club with pool
Garage (A/B)
Warehouse (A/B)
Site-based Architects

RISK BAND C (low risk)

Dental nurse
Beautician
Supermarkets
Solicitors
Graphic design
Large retail outlets

Hairdresser
Waiter/waitress
Care workers
Day nursery (birth-5 years)
Private/independent schools
Hospital staff

RISK BAND D (very low risk)

Office and administration
Banks and building societies
Pre-school (2-5 years)
Architect (office-based)
Most retail outlets

Librarian
Accountants



SCHOOL PLACEMENT RESTRICTIONS AND ADVICE

- The School database has a huge selection of placements but some placements do not offer work experience to pre 16s i.e. H&M, New Look, A & N (several retail shops, solicitors, Court, etc. or some may be too small and do not have the appropriate insurance i.e graphic and art placements, etc.
- **School placements are for one block placement of two weeks.** Two one-week placements **will not** be permitted without prior consultation with the Work Experience Co-ordinator and only in exceptional circumstances.
- Students must consult with the Work Experience Co-ordinator before they approach their own placement. **If a student does not consult with the school beforehand, we will not be able to approve the placement.**
- Placements with immediate family or friends are generally not granted but can be agreed at the discretion of the Work Experience Co-ordinator. They may only be considered if the person responsible for the student is not an immediate family or friend.
- Placements abroad are not permitted.
- Students will not be allowed to carry out their work experience placement at their place of work (i.e. part time job, etc).
- Placements Out of County require at least twelve weeks notice and could result in a charge for obtaining database information or carrying out a visit which the school are unable to absorb. We regret that this will be passed to parents/guardians should you wish your daughter to work in another County. Please note that placements in London cost approximately £55.00 per visit although
- All placements will only be authorised by the Local Authority providing they have had a successful pre placement visit and that they comply with their insurance requirements. All new placements will be visited and the employer must confirm that they have a valid insurance as follows:
 - **Employer's Liability Insurance.**
 - **Public Liability Insurance.**
- During a work placement, the number of hours worked and the pattern of work is normally a matter of agreement between the employer and student; the hours must be those worked by the employer. Students must not negotiate their hours to school hours. It is recommended that students should not work more than a standard eight-hour day excluding lunch and breaks. Students should not work for more than five days in any consecutive seven-day period.
- As work experience is part of students' education and employers should make no payment for work performed, whether to the students, the school or the LEA. PLEASE NOTE THAT PAYMENT FOR WORK EXPERIENCE IS ILLEGAL.
- Any vehicle a student may travel in, as part of the work experience placement must be covered for business use e.g. peripatetic teachers, builders, solicitors, etc. Please check if organising your own placement.