**WORK EXPERIENCE PLACEMENT**

Thank you for offering a placement to one of our students. We appreciate you taking time to complete the form below. If you have any questions or queries, please do not hesitate to contact us.

Contacts: Emma Foreman

Swa-careers@bestacademies.org.uk

01462 629900

**Student Details:**

|  |  |  |
| --- | --- | --- |
| Student First Name | Student Surname | Tutor Group |
| Proposed date of placement : Monday 6th July – Friday 10th July 2020 | | |

**Employer Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Business name |  | | Nature of business |
| Address |  | | |
| Contact name | | Contact number :  E mail address: | |
| Employers liability number | |  | |
| Public liability number | |  | |
| Work experience placement details (what student will be doing)  Time / Day and location if different | | | |

**Employer.** In order that the implications of work experience activities are fully understood, the following points are set out below and the employer agrees that:

1. Students are covered for the period of work experience by Employer’s Liability insurance and the insurers will be notified by the employer prior to the commencement of work experience. Where appropriate students are similarly covered by Public Liability and motor vehicle insurance. If the employer is a sole trader or self-employed, Employer Liability insurance is still required via the employer.
2. They are responsible for the health, safety and welfare of the students during the work experience and will maintain a current health and safety policy. There will be compliance with the provisions of the Health and Safety at Work Act 1974 and its relevant statutory provisions, including the Management of Health and Safety at Work regulations 1999, the Education Act 1996 and any other relevant statutory obligations, or official guidance.
3. They are responsible for the welfare of the student during work experience and are aware of child protection and safeguarding issues, particularly their responsibility under the Criminal Justice and Court Service Act to disclose names of individuals who are disqualified from working with children, where known to them.
4. They will undertake a suitable and sufficient risk assessment in relation to the health and safety of the student while at the placement, taking into account the student’s inexperience, immaturity and lack of awareness of risks.
5. Students will not do work prohibited by law, operate dangerous machinery, carry out any manual handling tasks identified as being a risk to the student’s health and safety, or be exposed to dangerous substances, radiation, extreme heat or cold, noise or vibration or any other work environment that may endanger their health and safety.
6. Where appropriate students will be provided with and instructed on the correct use of personal protective clothing and equipment (PPE), and its use will be enforced.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_