

Aberdeenshire Council Work Experience

The Purpose of The Workplace Assessors Visit

The visit, undertaken by the health and safety workplace assessor, is carried out to establish the suitability of the proposed placement with regard to the physical and procedural safeguards in place to safely control the risks that pupils may be exposed to.

Procedural safeguards would include

- Safety policy,
- Induction process and
- Risk assessments

Physical safeguards would include

- Guards on machinery,
- Barriers and Signage
- Personal Protective Equipment (PPE).

The visit should also allow the assessor to establish whether or not the particular pupil is suited to the proposed placement. This is particularly relevant where the pupil has identified additional needs.

During the visit the assessor may wish to examine specific documentation. They will require to see evidence of:

- Employers Liability Insurance
- The Health and Safety Policy. (Where the employer has 5 or more employees)

Where the employer does not meet the legal requirement to have a written policy, the assessor will have to be sure that suitable arrangements with regard to health and safety matters are in place.

Depending on the occupational risk, the visit can last for up to 1 hour but in most cases 30 minutes is adequate.

What they will require from you

The Assessor will, where relevant, assist you to produce 3 documents

1. A job description

Although not a legal requirement we insist that a basic job description, detailing the general duties, described by yourself, that will be undertaken by the pupil and the equipment they will be using, is drawn up as a guideline for both the employer and the pupil.

The assessor will highlight any prohibited activities or equipment at this time.

A copy of the job description is given to both the provider and the pupil.

2. A risk assessment

The assessor will assist you, where relevant, to produce a risk assessment for the pupil in relation to the activities in which the pupil may be involved or any foreseen risk that they may be exposed to in the workplace.

It is a legal requirement for a risk assessment to be carried out and viewed by the parent or guardian of any pupil who participates in work experience.

This is to give the parent the opportunity to object if they feel the risks are of a nature that they are unhappy for their child to be in the presence of.

The provider will be asked to sign a copy of the risk assessment and this copy is forwarded to the parent or guardian as a true reflection of the risks present.

The format used is very simple and will normally be replaced by the employer's own risk assessment procedures that will likely already be in place, when the pupil arrives on site.

Where the employer has no formal risk assessment procedure (less than 5 employees) the risk assessment can be used for the duration of the placement.

3. Statement of acceptance

This is a form that the assessor will ask you to complete at the end of their visit.

By signing this form the employer is agreeing, in principle, to take pupils from Aberdeenshire Schools on work experience.

Once the visit is complete the assessor will supply the employer with 2 copies of the job description and risk assessments for reference purposes.

These can then be photocopied where relevant and distributed to staff within the organisation that may have supervisory responsibility for the pupil.