Name of Policy: Young People at Work and Work Experience Policy

Effective From: 03/12/2012

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This policy supersedes all previous issues.
## Version Control

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Young People at Work and Work Experience Policy

1.0 Introduction

Gateshead Health NHS Foundation Trust acknowledges the value of work placements as a way of educating young adults about the world of work. Work placements also enable the promotion of the Trust within the local community through the forging of links with local schools and colleges. This policy contains information relating to best practice for the admittance and agreed programme for work placement students within the Trust as well as relevant health and safety guidelines and legislation relating to young people in the workplace. As an employer, Gateshead Health NHS Foundation Trust has specific duties under the Health and Safety at Work Act 1974.

- To ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees. The duty extends to the provision of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health, and the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.

- To ensure, so far as is reasonably practicable, that persons not in its employment who may be affected thereby are not exposed to risks to their health or safety.

The Management of Health and Safety at Work Regulations 1999 provide further instruction on fulfilling employers' obligations under the Act. In addition to the employers' duty to assess the health and safety risks there are particular responsibilities towards young people:

- to assess risks to all young people under 18 years of age, before they start work;

- to ensure the risk assessment takes into account their psychological or physical immaturity, inexperience and lack of awareness of existing or potential risks; and

- to introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable.

2.0 Policy Scope

This policy applies to all members of staff who receive requests for work placements of any young person or child who comes to work in the trust in any capacity i.e. cadet and student nurses, medical students, trainees, young persons on work experience, placement from college or school, etc within their area/department,
3.0 Aim of policy

The aim of the policy is to:

- highlight the main health and safety guidelines and legislation concerning young people in the workplace. Provide clear and specific guidance to ensure that appropriate systems are in place to enable suitable and sufficient risks assessments to be undertaken before they start work, to protect the health and safety of young people under the age of 18, (and ensure that appropriate information is provided to parents/guardians of children under the Minimum School Leaving Age (MSLA); account their psychological or physical immaturity, inexperience and lack of awareness of risk;
- implement a standardised set of guidelines relating to the application and induction procedures relating to work placements as well as monitoring/auditing systems; and
- provide a role outline of what the students will be participating in whilst on placement in their specific area/department, taking health and safety restrictions into account as well as patient confidentiality.

4.0 Duties (Roles and Responsibilities)

4.1 Trust Board
The Trust Board recognises the importance of work experience placements as a means of allowing individuals to experience the world of work to help make informed career choices. The Trust Board is responsible for ensuring that there is a policy in place which complies with relevant legislation so that work experience placements are offered in a number of areas throughout the Trust in areas suitable for such placements to be undertaken. The arrangements in place will ensure that work experience placements are offered to a diverse range of individuals from the local community, especially those who have limited work experience and would like to pursue a career in the health sector.

4.2 Chief Executive
The Chief Executive is responsible to the Trust Board for the effective implementation of the ‘Young people at work and work experience policy’.

4.3 Director of Estates and Facilities
The Director of Estates and Facilities is responsible to the Chief Executive for the co-ordination and implementation of the policy in relation to health and safety issues.

4.4 Divisional Managers and Divisional Directors
The divisional directors and divisional managers have a joint responsibility to ensure this policy is implemented within the divisions.

4.5 Heads of Department/Managers
All hazards in the work place should already have been identified and risk assessed through the local risk assessment process. Generally a manager will need to ensure that the risk assessments are reviewed for young people incorporating the advice given in appendix 2. This must be completed prior to young people starting work taking into account their psychological or physical
immaturity, inexperience and lack of awareness of risk.

Managers must ensure compliance with the restrictions on the work of young people and risk avoidance measures. See section 6.2 Risk assessment.

Managers should inform young people of the risks to their health and safety identified by the risk assessment and the measures put in place to control them.

Managers must ensure that all risk assessments are adhered to and that adequate health and safety training, information, instruction and supervision is provided by a competent person. This should include an adequate induction specific to the area of work. (See section 6.1.2)

4.6 Work Placement Coordinator (WPC)
The Work Placement Coordinator will:
• ensure that only suitable candidates are admitted to the various work placement programmes;
• ensure that all candidates have submitted appropriate references and have provided necessary proof of identification prior to the start of any placement;
• ensure candidates understand what will be expected of them with regards their health and safety and how they may affect the health and safety others whilst on placement;
• be responsible for supporting the students and Trust staff throughout the work placement process in order to maintain the students and others health and safety;
• be responsible for ensuring that managers of areas participating in work placements have undertaken risk assessments for young people, (see section 6.2 Risk Assessment) prior to any work placement taking place;
• liaise closely with the designated supervisor/mentor to ensure that the work placement programme is suitable and safe for the student to undertake;
• for those young people under MSLA the WPC will inform the educational/ training establishment’s work experience organiser of the key findings of the risk assessment and the control measures that have been taken. It is the responsibility of the education/training establishment to obtain written consent from parents or guardians for those young people under the MSLA;
• liaise with local educational establishments and the Trust’s Health and Safety Service and Occupational Health Department to ensure that all the necessary health and safety and occupational health requirements are in place prior to any students attending a placement within the Trust; and
• be responsible for reporting accidents involving young people to the educational establishment and where applicable to the Learning and Skills Council, using their Learner Incident Reporting mechanism. (Appendix 3)
4.7 **Supervisor/Mentor**

The supervisor or mentor will ensure that the placement has been approved at a divisional level through the completion of a work placement division/department approval form which they will receive from the Work Placement Coordinator. They will also ensure the appropriate local induction for that area/department is carried out. This is done in order to ensure that the student is aware of all the specific rules and risks related to working in that area/department.

The supervisor or mentor will work with the Work Placement Coordinator to organise a suitable placement programme which will enable the student to gain an accurate picture of the work carried out in that particular area/department. This programme should still take into account Trust rules regarding health and safety for young people and patient confidentiality. The supervisor or mentor should make all patients aware of the presence of a work placement student and their permission has to be given in order for the student or individual to be present during any consultations, treatment procedures.

It is the responsibility of the supervisor or mentor to make the Work Placement Coordinator aware of any problems regarding the placement programme or any of the students attending the placement, for example, any problems with attendance/sickness or any pastoral issues that may arise.

It is essential that any extension to the agreed placement is agreed by the supervisor, divisional/department manager and the work placement coordinator. Placements are organised for week blocks only and any deviation from this must be approved prior to the student attending any additional sessions.

4.8 **Health and Safety Team**

The Health and Safety Team will provide advice and support to staff throughout the organisation to ensure that appropriate risk assessments in relation to young people are undertaken, health and safety risks are identified and appropriate health and safety systems are in place. The health and safety team will lead on monitoring risk assessments across the trust.

The Health and Safety Team will be responsible for reporting accidents involving young people to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (Appendix 3)

4.9 **Occupational Health Department**

The Occupational Health Department will provide a full occupational health service for young people on work placement including pre-employment questionnaire.

4.10 **All Staff**

This policy applies to all members of staff who receive requests for work placements of any young person or child who comes to work in the trust in any capacity i.e. cadet and student nurses, medical students, trainees, young
persons on work experience, placement from college or school, etc within their area/department,

Every employee has a duty, while at work:

- to take reasonable care for their own health and safety and of other persons who may be affected by their acts or omissions at work.
- to co-operate with the trust (employer) so far as is necessary to enable the employer or any other person to comply with a duty or requirement imposed by health and safety law. This includes providing the appropriate supervision and provisions described within this policy specific to young persons in the workplace.

4.11 Young Persons/Work Placement Student Responsibilities

Young people in employment or on work experience must adhere to all trust policies and procedures. They must follow instructions given by their line manager/supervisor and must raise any safety problems or concerns they have with them.

The student or individual must ensure that they provide accurate information on their application form and during interview as this information will enable the Work Placement Coordinator to accurately assess if the student is suitable for a particular placement or if they have any needs that will have to be addressed or taken into consideration throughout the placement programme. Where reasonable adjustments need to be made to accommodate a placement, the individuals will need to disclose what adjustments and support they need for the Trust to provide a safe placement environment.

Students who are unable to attend their placement programme for whatever reason should contact the Work Placement Coordinator as well as their educational establishment as soon as possible.

It is the responsibility of the student or individual to maintain a professional attitude at all times. They must be aware that whilst they are not allowed to have direct patient contact they may be aware of information relating to that patient. This may be the patient’s name or information relating to their condition or treatment. Patient confidentiality must be maintained at all times and the student should not discuss or repeat patient information to anyone outside of the Trust.

The student attending a placement programme must conform to the Trust’s rules and regulations relating to work attire and appearance. An ID badge will be issued at the start of all placements. This should be worn at all times while the student is within the Trust. The ID badge must be returned to the Work Placement Coordinator or supervisor/mentor at the evaluation session which will take place at the end of the placement programme.

It is the student or individual’s responsibility to ensure that the Work Placement Student’s Evaluation form is completed at the end of their placement programme.
## 5.0 Definitions

### 5.1 Health and Safety Law Defines People by Age:
- A young person is anyone under eighteen years of age (young people);
- A child is anyone who is not over compulsory school age. He or she has not yet reached the official age at which they may leave school, also referred to as the minimum school leaving age (MSLA). (NB the oldest pupils of compulsory school age, those born in September for example, may be as old as 16 years and 10 months in year 11 before they leave school on the last Friday in June.)

The law on working time defines a young worker as being below 18 years of age and above the MSLA.

### 5.2 ‘So far as is Reasonably Practicable’
Is a term encountered throughout health and safety laws. It recognises that a balance needs to be achieved between the degree of risk in a particular job or workplace against the time, cost and physical difficulty of taking measures to avoid or reduce the risk. However, except where these factors are out of proportion compared to the degree of risk, the measures should always be taken.

### 5.3 Work Experience
The term work experience actually covers a number of activities all of which allow students the chance to experience the world of work. This can be achieved through structured programmes, work shadowing, open days etc.

### 5.4 Work Experience Week Programmes
These are set weeks throughout the year when students can participate in a set programme during their school/colleges designated work experience week. This may involve a week of working in a clinical or non clinical area where the student can undertake the tasks associated with working in those areas.

### 5.5 Work Shadowing Programmes
Work shadowing programmes usually take place in clinical areas where it is not deemed appropriate that the students should have direct patient contact. This usually applies to those taking part in the nursing or medical shadowing programmes. The students are allowed only to observe as they do not yet have the skills necessary to deliver safe or appropriate patient care.

### 5.6 Extended Work Experience Placements
The extended placements are available to students who are currently undertaking one of the new 14 -19 diplomas. The diplomas are vocational so the students are allocated a number of hours/days that they must attend a relevant placement in order to support what they are learning in their diploma course. These placements can be arranged in all areas of the Trust and will usually take place half a day a week for a period of 6 – 12 weeks.
6 Young People at Work and Work Experience Policy

6.1 Work Placements

6.1.1 Identifying areas for work placement

The Trust is working in line with the 14 – 19 year old agenda therefore the potential of having a number of individuals from this age group on placements within the Trust is high. However, certain rules regarding age must be adhered to in certain areas or the Trust:

- Only those aged 16 years (current Year 12 students) and over are allowed in clinical areas. This includes nursing and medical shadowing as well as maternity, physiotherapy, pathology and pharmacy.
- Only those over 18 years of age are allowed in Radiology. The Management of Health and Safety at Work Regulations (1999) state no young person may work in any area involving harmful exposure to radiation.
- Those aged 14 years and above can work in administrative areas but additional risk assessments must be completed to account for the younger age of these individuals. Again the areas/departments they are allowed to work in may be restricted to take into account their age and the potential situations they may encounter whilst on placement within the Trust.

At present work placements are only available within certain areas or departments and only at specific times of the year/month/week (Appendix 5). Most areas or departments only allow one student to attend work placements at any one time. Currently there are set placement programmes for both nursing and medicine. This is to allow all clinical staff to highlight specific times of the year when it would not be appropriate to take work placement students and also gives the staff prior notice of when to expect the students in their areas or departments. Some of the current work placement programmes may be subject to change. This may be due to increasing interest in the programmes which may mean that more placement weeks are offered throughout the year in that particular programme.

Staff involved in the programme may have changes that they would like to make regarding the structure or content of the programme, these will be discussed with the Work Placement Coordinator and changes will be made where possible. As the majority of schools and colleges expect their students to attend a work placement for a full week it may be necessary to develop new placement programmes in areas of the Trust where these are not already being offered. Those areas or departments offering 2-3 day placement programmes may agree to offer their programmes together where appropriate in order to provide a full work placement week.
In the future set programmes may be developed for all placements within the hospital. This is due to the fact that many departments only offer 2-3 day placements rather than the full week that is required by students from Gateshead schools. These programmes will give students the opportunity to spend time in a range of areas/departments they may not have otherwise known about. This will enable them to make informed career choices regarding their potential career within the Trust. With all of the above placements priority will be given to individuals from Gateshead schools and to those who have not already attended a placement with the Gateshead Health NHS Foundation Trust.

6.1.2 Health and Safety Considerations

Under the Health and Safety at Work Act 1974 the employer has a legal duty to ensure the health, safety and welfare of a pupil on work experience. The Trust must comply with the special provisions in the Working Time Regulations 1998, relating to the rights and protections for young people regarding their hours of work and rest periods.

The Management of Health and Safety at Work Regulations 1999 states that the Trust must not take any student on a placement unless a risk assessment has been carried out, or an existing risk assessment is reviewed in order to ensure and risks are identified and addressed prior to the start of the placement. The Trust is responsible for supplying the parent/guardian with information for students between the ages of 14 – 16 years, this includes:

- The risks to the student’s health and safety identified by the risk assessment.
- The preventative and protective measures put in place by the Trust.
- The potential risks caused by others.

In addition, all students will complete a Pre-employment Health Screening Questionnaire. Students on placement within the Trust will be must attend an induction which will contain information regarding all the health and safety issues relating to their placement including confidentiality and infection control issues. Supervisors/mentors must also ensure that all students undertaking placements in their area/department are given a local induction. This should include information regarding fire exits and evacuation routes and any specific rules and regulations which must be adhered to in that area/department.

The Occupational Health Department will also provide the following advice to work experience coordinator:

- Not to have contact with blood or body fluid
- Not to participate in manual handling activities
- Not to have contact with known or suspected cases of TB (the BCG vaccine programme has stopped so 16 – 18 year olds are not immune)
6.1.3 CRB Checks

The designated Supervisor or Mentor of any young person under the age of 18 or anyone over the age of 18 who is classed as a vulnerable adult must complete an Enhanced CRB Disclosure. Further information relating to CRB Checks can be found in the Trust’s Employment Policy Relating to CRB Disclosures (PP19).

6.1.4 Methods of Entry

All requests for work placements within the Trust should be treated in the same way. Details of the application process are outlined below or can be seen in the application flow chart (Appendix 6). Once the Work Placement Coordinator has received a request for a work placement they will send out an application pack which will contain the following:

- Application form
- Student and Parent Agreement to Trust Requirements
- Confidentiality agreement
- Rehabilitation of Offenders Act 1974
- Declaration
- References
- Proof of identification
- Work Placement division/department approval form

Once the application has been received the Work Placement Coordinator will establish if this is a suitable applicant for the placement area/programme they have requested to be placed in. The number of students allocated to specific areas / programmes during specific weeks will be constantly monitored to make sure that the number of students attending is suitable for that placement. Some students will be required to attend an interview depending on the placement programme they have requested. For example, interest in the Nursing and Medical Shadowing programmes is usually quite high therefore an interview is needed in addition to the usual application process. The Work Placement Coordinator will also ensure that all necessary identification documents and references have been received before approving the placement. Consent must also be given by the divisional or departmental manager before the placement can be fully approved.

One of the identification documents listed below must be provided in order to gain approval for a placement to go ahead:

- Drivers Licence
- Current Passport
- Passport photograph signed by one of the individuals listed within the references section of the application form.

If the applicant is unsuccessful or cannot be accommodated at that time, a letter of apology will be sent to the student concerned. If the applicant is successful the student will be sent a confirmation letter of their placement arrangements. This will also contain:

- Information regarding their induction programme.
- The Placement Information Sheet.
6.1.5 The Placement Programmes

The placement programmes may vary in content as each will be tailored by the Work Placement Coordinator and the Supervisor/Mentor to suit the particular area or department. However there are certain activities which will be included in all work placement programmes.

Prior to the placement commencing the student must attend a short induction. This will include information regarding Confidentiality, Health and Safety, Infection Control as well as information specific to their placement.

These induction sessions may be organised for individual work placement programmes or they may be set for specific days in the year when a number of placement weeks are due to commence. This will give students attending a number of placement programmes a chance to meet and will allow them to receive information regarding a wide range of careers.

On the first morning of their placement the students will be met by the Work Placement Coordinator who will give them their ID Badges. These must be worn at all times while on Trust premises to identify the students as being on work placement. They will then be taken to their placement base or first placement session in order to meet their supervisor/mentor or facilitator.

Depending on the placement programme there may be additional catch up sessions with the Work Placement Coordinator throughout the week. These will be undertaken in order to make sure that the student is happy and has not encountered any problems on their placement programme. On the final afternoon of the placement the students will meet with the Work Placement Coordinator for an evaluation session. Careers information will be given where appropriate. The students will also have to fill in an evaluation form. This will enable the Trust to gain constructive feedback and also address any problems regarding the various programmes or how work placements are structured within the Trust.

6.2 Risk Assessment

6.2.1 Before Employing a Young Person;

Health and safety risk assessment must take the following specific factors into account:

- the fitting-out and layout of the workplace and the particular site where they will work;
- the nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent;
- what types of work equipment will be used and how this will be handled;
- A pre – employment health screening form.
• how the work and processes involved are organised;
• the need to assess and provide health and safety training; and
• risks from the particular agents, processes and work.

The Management of Health and Safety at Work Regulations require that young people are protected at work from risks to their health and safety which are a consequence of the following factors:
• physical or psychological capacity
• pace of work
• temperature extremes, noise or vibration
• radiation
• compressed air and diving
• hazardous substances
• lack of training and experience

There are also risks to young people associated with specific industries or processes. These are generally not applicable to the trust as a healthcare organisation, with the exception of:
• Provision and use of work equipment
• Woodworking machines
• Mechanical lifting operations (including patient hoist & lift trucks)

There is no need to carry out a new risk assessment each time a young person is employed, as long as a current risk assessment takes account of the characteristics of young people and activities which present significant risks to their health and safety.

Appendix 1 is an example risk assessment for young people at work. Appendix 2 shows what you should be considering when writing a young person’s risk assessment.

6.2.2 Outcome of the Risk Assessment

In carrying out the risk assessment the organisation should identify the measures needed to take to control or eliminate health and safety risks. In many cases the risks to young people will be adequately controlled as the trust is complying with other specific health and safety law, e.g. the Manual Handling Operations Regulations, or the Control of Substances Hazardous to Health Regulations (COSHH). If a significant risk is identified that remains in spite of efforts to do what is reasonably practicable to control it, a young person will not be employed to do this work.

6.2.3 Restrictions on the Work of Young People

The extent of the risks identified in the risk assessment will determine whether the trust will restrict the work of the young people employed. Except in special circumstances, young people will not be employed to do work which:
• is beyond their physical or psychological capacity;
• exposes them to substances chronically harmful to human
health, e.g. toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm the unborn child;
• exposes them to radiation;
• involves a risk of accidents which they are unlikely to recognise because of e.g. their lack of experience, training or attention to safety;
• involves a risk to their health from extreme heat, noise or vibration.

These restrictions will not apply in ‘special circumstances’ where young people over the MSLA are doing work necessary for their training, under proper supervision by a competent person, and providing the risks are reduced to the lowest level, so far as is reasonably practicable. Under no circumstances will children of compulsory school age do work involving these risks, whether they are employed or under training such as work experience. (Training includes government-funded training schemes for school leavers, modern apprenticeships, in-house training arrangements and work qualifying for assessment for National/Scottish Vocational Qualifications, e.g. craft skills.)

6.2.4 Working Time

Managers must ensure that the requirements of the working time directive for young people are complied with: Young workers have special rights under the Working Time Regulations. The rights of young workers - those over the minimum school leaving age but under 18 and those under the minimum school age on approved work experience schemes - differ in the following ways:
• a limit of eight hours working time a day and 40 hours a week (unless there are special circumstances);
• not to work either between 10pm and 6am or between 11pm and 7am (except in certain circumstances);
• 12 hours’ rest between each working day;
• two days’ weekly rest and a 30-minute in-work rest break when working longer than four and a half hours.

If, on any day, or, as the case may be, during any week, a young worker is employed by more than one employer, his working time shall be determined by aggregating the number of hours worked by him for each employer. For these purposes a week starts at midnight between Sunday and Monday (NB school or college time does not count as work unless it is part of job related training).

6.2.5 Information for Young People and for Their Parents/Carers

All employees, including those under 18 years of age, must be informed about the risks to their health and safety identified by the assessment, and the measures put in place to control them. They must also be informed about the procedures to be followed in the event of serious and imminent danger.

There are further requirements to fulfill before children of compulsory
school age are employed; parents or carers must be informed of the key findings of the risk assessment and the control measures that have been taken. This information does not have to be given in writing. This information may also be given to trade union safety representatives and health and safety representatives in the relevant area of work. For information requirements for young people on work experience, see below.

6.2.6 Work Experience

Young people on work experience are generally restricted to observing in the workplace. They must not be allowed to undertake any work or activity that is remotely possible to expose them to any health and safety risks of any kind. Young people on work experience must be supervised at all times.

Information: Before children of compulsory school age are offered a work experience placement parents or carers will be informed of the key findings of the risk assessment and the control measures that have been taken. This information does not have to be given in writing and the OD & Training department will ensure that the work experience organiser will be informed and asked to provide this information to parents or carers of any child seeking a placement.

7 Training

Young people need training most when they first start a job to increase their capabilities and competencies to a level where they can do the work without putting themselves and others at risk. The trust will ensure that relevant training is not only available but that it is undertaken. It is important that line managers or supervisors also check that key messages have been understood. Young people will also need training and instruction on the hazards and risks present in the workplace and on the preventive and control measures put in place to protect their health and safety. This training should include a basic introduction to health and safety, eg first aid, fire and evacuation procedures etc. This will be provided at induction and mandatory training in accordance with relevant trust induction and training policies. For young people on work experience relevant induction information will be provided by the young peoples’ educational/training establishment. The Work Placement Coordinator and Trust representatives from the participating departments will meet with all relevant educational/training establishments to ensure that appropriate training is in place and delivered to all young persons before attending a placement.

Additional to training, staff need to bear in mind that young people are also very likely to need more supervision than adults. Effective supervision will also help to monitor the effectiveness of whether a young person has the necessary capacity and competence to do the job.

8 Equality and Diversity

The Trust is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate against individuals or groups on any
grounds. This policy has been appropriately assessed. The Trust seeks to promote equality, diversity and human rights. When providing placements for people with disabilities, it is responsible for taking a number of considerations into account. Where reasonable adjustments need to be made to accommodate a placement, people will be expected to disclose the nature of their disability to the Work Placement Coordinator. This information will be dealt with in confidence, and disclosure should not lead to any discrimination.

However further advice may need to be obtained from other services such as Occupational Health or Health & Safety with regards to individual needs and any reasonable adjustments. Reasonable adjustments may include modifications to building layout or approaches, fixtures and fittings, and location of furniture. It may also include modifying the content or working arrangements of the work placement. The safety and wellbeing of patients, work placement individuals and staff is the primary concern, so there will be a need to discuss arrangements with departments and services.

9 Monitoring compliance with the policy

The policy will be monitored by the Work Placement Coordinator in conjunction with the Health and Safety Team.

Staff from the work Based Learning department and Health and Safety Team will meet with Health and Safety representatives of nominated outside organisations to reach/renew agreement on the Trust having an “Approved Learning Environment”.

<table>
<thead>
<tr>
<th>Standard / process / issue</th>
<th>Monitoring and audit</th>
<th>Method</th>
<th>By</th>
<th>Committee</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Review</td>
<td>Review contents of policy against guidance, legislation and audit results.</td>
<td>WPC in conjunction with H &amp; S</td>
<td>Health &amp; Safety committee</td>
<td>Annually</td>
<td></td>
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<td></td>
<td>Results and action plan to H &amp; S Committee</td>
<td>Team.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual report on compliance with policy</td>
<td>Monitoring of student induction, health &amp; safety checks by educational establishments, risk assessments, student numbers and their individual development</td>
<td>WPC</td>
<td>H &amp; S committee &amp; HR Committee</td>
<td>Annually</td>
<td></td>
</tr>
<tr>
<td>Monitoring of work placements database</td>
<td>Monthly monitoring reports of numbers of enquiries/placements offered to assess demand for opportunities/new programmes</td>
<td>WPC</td>
<td>In annual report</td>
<td>Monthly</td>
<td></td>
</tr>
</tbody>
</table>
10 Consultation and Review

This policy has been reviewed in consultation with the Health and Safety service, Work Based Learning and Development Coordinator, Head of Modernisation and Innovation, Head of Personnel and the Health and Safety Committee. Divisional Managers, Assistant Divisional Managers and Heads of Service have had an opportunity to comment. The Counter Fraud Specialist has also reviewed the revised draft policy.

11 Implementation of the Policy (Including Raising Awareness)

This policy will be circulated by the Trust Secretary in accordance with OP27 Policy for the development, management, authorisation of policies.

12 References

- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995
- The Provision and Use of Work Equipment Regulations 1998
- The Education (Work Experience) Act 1996
- The Health and Safety (Training for Employment) Regulations 1990

13 Associated Documentation

Induction programmes

Suite of risk management policies at Hyperlink below (available at) http://www.gatesheadhealth.nhs.uk/freedom-of-information/policies-and-procedures/risk-management.php

Information relating to CRB Disclosures can be found within the Employment Policy Relating To CRB Disclosures (PP19).

For information relating to the action to take if you have concerns about a young person undertaking work experience within your department please consult the Safeguarding Children Policy (RM6)
YOUNG PERSONS RISK ASSESSMENT

1. Tick the box of the “control measure” which are applicable to the job you are offering and
2. Add any further control measures that are not shown which apply to the job as this may NOT be a complete list of the significant risks and their control measures for your situation
3. If you require any additional information please contact __________________________ Tel No: __________________

<table>
<thead>
<tr>
<th>Division Department</th>
<th>Occupational Sector</th>
<th>Job Title</th>
</tr>
</thead>
</table>

| Main Tasks and duties | Students: wanting to undertake a career in the NHS can spend up to 5 days work experience in a variety of settings (i.e Nursing, physiotherapy, catering, electricians, joiners, secretarial etc). During their placement students are allocated a nominated mentor. Learning opportunities will be discussed with the student and mentor. This will enable students to identify the learning resources available enabling them to complete their workbook and gain the most from their placement. In addition during their placement students will be supported by a dedicated team of staff. It is recognised students are on placement to observe and learn. Under no circumstance will students be asked to be involved in the normal day to day pressures of the department. |

Young persons risk assessment complete by:

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Specific Hazard Identified</th>
<th>Current Control Measures</th>
<th>Additional controls to ensure the risk is adequately controlled</th>
<th>✓ Measures which apply to this job</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharps e.g. syringe needles</td>
<td>Sharps handling policy. Personal protective equipment e.g. gloves Suitable disposal e.g. sharps box</td>
<td>Students not allowed to handle sharps as part of their placement on the wards</td>
<td>✓</td>
</tr>
<tr>
<td>Specific Hazard Identified</td>
<td>Current Control Measures</td>
<td>Additional controls to ensure the risk is adequately controlled</td>
<td>✓ Measures which apply to this job</td>
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<tr>
<td>Biological agents’ e.g. airborne infection.</td>
<td>• Employees trained in appropriate hygiene and risks of biological agents so can inform doctor should symptoms occur.</td>
<td>• Students instructed on appropriate hygiene measures.</td>
<td></td>
</tr>
<tr>
<td>Risks – Upset stomach, diarrhoea, vomiting</td>
<td>• Restricion on contact with patients with certain infections e.g. infectious skin complaints, tuberculosis</td>
<td>• Students given advice on risks of biological agents and symptoms.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Hygienic practices and procedures in place e.g. correct waste disposal</td>
<td>• Students segregated from patients with infectious conditions.</td>
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<tr>
<td></td>
<td>• Toilet and canteen facilities available</td>
<td>• Students to be made aware of waste management procedures.</td>
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<tr>
<td></td>
<td>• Personal protective equipment e.g. gloves</td>
<td>• Students allowed to dispose of household waste only. Under no circumstances are students to dispose clinical waste.</td>
<td></td>
</tr>
<tr>
<td>Chemicals e.g. medicines, cleaning materials</td>
<td>• Trust Risk Policies COSHH Regulations</td>
<td>• Students not allowed to handle chemicals or drugs during their placement on the wards.</td>
<td></td>
</tr>
<tr>
<td>Risks –Irritation to eyes or skin, dermatitis, allergic reactions</td>
<td>• Treatments and other chemicals stored and labelled correctly</td>
<td>• Students may observe drugs round, under no circumstances are students to be left with drugs unattended or asked to give patients their medication.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Chemicals are chosen for use that pose the least risk to health and safety</td>
<td>• Students to inform department of any known allergy / sensitivities to soap products prior to placement.</td>
<td></td>
</tr>
<tr>
<td>Use of power tools</td>
<td>• Tools inspected prior to use</td>
<td>• Students not to use power tools during placement.</td>
<td></td>
</tr>
<tr>
<td>Electrical shock, Entanglement, Cuts, loss of fingers etc.</td>
<td>• Personal Protective Equipment</td>
<td>• Personal Protective Equipment to be worn at all times</td>
<td></td>
</tr>
<tr>
<td>Use of hand tools</td>
<td>• Tools inspected prior to use</td>
<td>• Employer to assess and approve students’ competence to assist in job.</td>
<td></td>
</tr>
<tr>
<td>Cuts, Abrasions, Bruise</td>
<td>• Personal Protective Equipment</td>
<td>• Personal Protective Equipment to be worn at all times.</td>
<td></td>
</tr>
<tr>
<td>Trailing cables, uneven ground, adverse weather</td>
<td>• Employer to maintain a safe and tidy worksite</td>
<td>• Students to be informed of danger areas</td>
<td></td>
</tr>
<tr>
<td>Slips, Trips and Falls</td>
<td>• Appropriate guards fitted and used</td>
<td>• Students to be instructed on safe working practice. (Footwear etc)</td>
<td></td>
</tr>
<tr>
<td>Dust and fumes</td>
<td>• Local ventilation</td>
<td>• Dangers and tests for airborne dust and fumes explained to young person</td>
<td></td>
</tr>
<tr>
<td>Allergic response, asphyxiation</td>
<td>• Personal Protective Equipment (e.g. face masks)</td>
<td>• Assess suitability for young persons with allergic conditions</td>
<td></td>
</tr>
<tr>
<td>Hot ovens &amp; Water Pressure Boilers</td>
<td>• Hot surfaces identified</td>
<td>• Students not to use hot ovens or boilers</td>
<td></td>
</tr>
<tr>
<td>Burns, Scolding,</td>
<td>• Ovens &amp; boilers maintained in good condition</td>
<td>• Students to be made aware of the hazards and risks</td>
<td></td>
</tr>
<tr>
<td>Specific Hazard Identified</td>
<td>Current Control Measures</td>
<td>Additional controls to ensure the risk is adequately controlled</td>
<td>✔ Measures which apply to this job</td>
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</tbody>
</table>
| Noise Damage to hearing   | • Ear protection provided as appropriate  
                           • Visible warning notices | • Explain purpose for the use of ear defenders to student | ✔ |
| Falling Objects           | • Personal Protective Equipment (hard hat)  
                           • Visible warnings. | • Warning notices and the use of hard hat explained to young person. | ✔ |
| Manual handling           | • Eliminate where possible  
                           • Training | • Students not to perform manual handling while on placement. | ✔ |
| First Aid                 | • All staff trained in emergency procedures. | • Students to be informed of first aid/emergency procedures. | ✔ |
| Work place conditions     | • Work place to be clean and tidy at all times  
                           • Adequate lighting  
                           • Heating and cooling is controlled and ventilation provided | • Students advised on all issues while on induction | ✔ |
| Unfamiliarity, light, flooring |                         |                                                             |                                  |
| Physical, psychological capacity, e.g pace of work. | • Well-being at work policy.  
                           • Stress risk assessment.  
                           • Work review.  
                           • Staff appraisal.  
                           • Occupational health.  
                           • Allocated breaks. | • Student placements are for observation purposes they are not responsible for meeting the demands of the department. | ✔ |
| Risks – Stress            |                           |                                                             |                                  |
| Waste                     | • All employees given training in waste management | • Students to use personal protective equipment when handling the rubbish/waste | ✔ |
| Sharp edges, sharp knives, |                           |                                                             |                                  |
| Fire                      | • All employees given fire training on induction and regular fire drills  
                           • Use of fire fighting media readily available and training given | • Students to be made aware of fire hazards and procedures.  
                           • Management to be aware that young person is working in premises to be included in register | ✔ |
Appendix 2

Specific considerations for risk assessments regarding young people

- physical or psychological capacity
- pace of work
- temperature extremes, noise or vibration
- radiation
- hazardous substances
- lack of training and experience

1. Psychological or physical capacity

**Psychological capacity - What is the risk?**
In the majority of jobs there is no difference in the kind of mental and social skills used by young people and adults. Staff should bear in mind that there will be large individual differences in the psychological capacity of young people, based on differences in their training, experience, skills, personality and attitudes.

However, there are some areas of work that could be beyond a young person’s mental and emotional coping ability, such as dealing with violent and aggressive behaviour, and decision making in stressful situations.

**How to avoid the risk**
The risk assessment should focus on critical tasks which rely on skill, experience and an understanding of the task requirements. You should provide young people with training and effective supervision, particularly where they might be:
- using machinery with exposed dangerous parts, e.g. food slicing machinery;
- potentially exposed to violent or aggressive behaviour.

**Physical capacity - What is the risk?**
Accidents, injuries and/or musculoskeletal disorders can occur in jobs that require repetitive or forceful movements, particularly when combined with awkward posture or insufficient recovery time. Young people may not be physically capable of driving or operating machinery designed for adults and they may not have the strength to operate the controls with ease.

**How to avoid the risk**
Managers should:
- take account of the physique and general health, age and experience of the young person in your assessment;
- provide training and effective supervision.

2. Work dictated by machinery speed (and involving payment by results) - What is the risk?
Young people may be more at risk as their muscle strength may not be fully developed, and they may be less skilled, eg in handling techniques or in pacing the work according to capacity. They may also be more subject to peer pressure to take on tasks that are too much for them, or to work too quickly.
How to avoid the risk
Managers should:
- take account of the age and experience of the young person in your risk assessment;
- provide training and effective supervision.

3. Temperature, noise and vibration

Extreme cold or heat - What is the risk?
Exposure to extremes of cold or heat carry risks for employees of all ages. Exposure to extreme heat carries risks of collapse due to heat exhaustion or potentially fatal heat stroke. Protective clothing may prevent the body losing heat. Heat stress occurs when the body’s means of controlling its internal temperature starts to fail.

Young people control body temperature in the same way as adults. Their response to work in hot conditions will depend on physical fitness, physique and past experience of hot conditions (which will vary from person to person). In extremes of cold, people have varying abilities to tolerate the conditions. The risks are principally hypothermia and local cold injury (frost nip or frostbite).

How to avoid the risk
With particular reference to the kitchen and laundry, managers should:
- ensure that any intended exposure to extreme heat or cold is carefully assessed; and
- minimise the risks by:
  - introducing suitable work patterns;
  - reducing work rate;
  - controlling work periods;
  - getting a medical assessment for the young person before they start work; and
  - proper supervision of the work.

Noise - What is the risk?
There is no evidence that young people face a greater risk of damaged hearing from exposure to noise than other employees.

How to avoid the risk
Managers must ensure that the trust complies with the Noise at Work Regulations which will then be protecting the hearing of most young people. The aim of the Regulations is to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears). Managers must provide suitable hearing protection where the daily personal noise exposure of young people exceeds 80 decibels (A weighted). The departmental managers should ensure that a competent person supervises the wearing of ear protection to ensure that it is worn properly during exposure to loud noise.
Hand-arm vibration - What is the risk?
There is no evidence that young people face a greater risk of developing hand-arm vibration syndrome from exposure to hand-arm vibration than other employees.

Hand-arm vibration syndrome includes vibration white finger and damage to sensory nerves, muscles and joints. However, during adolescence there is an increased risk of non-occupational Raynaud’s Disease, which can give similar symptoms to vibration white finger. Young people with non-occupational Raynaud’s Disease should not be exposed to hand-arm vibration.

How to avoid the risk
The estates department senior management team will take action to protect employees when exposure to vibration exceeds an acceleration of 2.5 metres per second squared. However HSE recognises that there may be some risks to health even below this level. To avoid risks to young people, the departmental manager will consider a risk control programme including:

- identifying hazardous equipment/tasks;
- limiting exposure to about 1 metre per second squared normalised over 8 hours, by reducing either the time of exposure and/or the vibration level;
- providing competent supervision; and health surveillance.

Whole-body vibration - What is the risk?
Regular exposure to shocks low-frequency whole-body vibration, eg driving or riding in off-road vehicles on uneven surfaces, or excessive movement may be associated with back pain and other spinal disorders. Younger people may be at greater risk of damage to the spine as the strength of their muscles is still developing and their bones do not fully mature until around the age of 25 years.

How to avoid the risk
The estates department senior management team will take action to protect employees when exposure to vibration exceeds an acceleration of 0.5 metres per second squared. To avoid risks to young people, where applicable the management team will consider a risk control programme including:

- identifying hazardous equipment/tasks;
- limiting exposure by reducing either time and/or level;
- providing information and training on how to minimise the risk; and
- health surveillance.

4. Radiation

Ionising radiation
Ionising radiation occurs as either electromagnetic rays (such as X-rays and gamma rays) or particles (such as alpha and beta particles). It occurs naturally (eg from the radioactive decay of natural radioactive substances such as radon gas and its decay products) but can also be produced artificially. Everyone receives some exposure to natural background radiation. Ionising radiation is used in medicine (for diagnosis and treatment), industry (for measurement and other purposes as well as for producing electricity), research and teaching.
What is the risk?
The risk of developing cancer and hereditary defects from exposure to ionising radiation, which increases slightly for young people, is controlled by setting statutory annual dose limits. The main dose limits which relate to the whole body dose are the most important elements in relation to cancer risk. The limits for young people per calendar year are:
- 6 millisieverts for trainees under 18 years (30% of the adult limit). Trainees (including students) are defined as being aged 16 years or above receiving instruction or training involving work with ionising radiation.
- 1 millisieverts for employees below 18 years who are not trainees (the same limit as for the general public).

How to avoid the risk
The Head of Radiography will:
- Design work procedures to keep exposure to ionising radiation as low as reasonably practicable, within the prescribed dose limits; and
- Ensure that young people only enter a ‘controlled area’ under the terms of a written system of work.

The trust cannot include young people under 18 years in the list of employees who are required to be classified as likely to receive doses higher than 6 millisieverts per calendar year from radiation exposure.

Non-ionising radiation
Non-ionising electromagnetic radiation (NIEMR) is the term used to describe the part of the electromagnetic spectrum covering two main regions, namely optical radiation (ultraviolet (UV), visible and infrared) and electromagnetic fields (EMFs) (power frequencies, microwaves and radio frequencies). Some common sources of optical radiation are the sun, sunbeds and lasers, while some typical sources of EMFs are electrical supply equipment and telecommunications systems.

What is the risk?
- Optical radiation: there is no evidence that young people face a greater risk of skin and eye damage than other employees.
- Electromagnetic fields and waves: Exposure within current recommendations is not known to cause ill health to employees of any age. Extreme over-exposure to radio-frequency radiation could cause harm by raising body temperature.

How to control the risk
- Optical radiation: People working outdoors should reduce their exposure to the sun in the summer months as much as is reasonably practicable.
- Electromagnetic fields and waves: Managers should ensure that exposure to electric and magnetic fields do not exceed the restrictions on human exposure produced by the Health Protection Agency/Radiation Protection Division (HPA/RP), formerly the National Radiological Protection Board (NRPB).
5. **Hazardous substances**

**Work involving biological agents - What is the risk?**
In spite of their physical and physiological immaturity, young people are no more likely to contract infections from biological agents (micro-organisms) than adults. Like any other person, they may be at greater risk if they suffer from any other disease, are taking medication, or are pregnant.

**How to avoid the risk**
Precautions are taken appropriately for all employees regardless of their age or state of health against the risk of:
- infection at work;
- acquiring an allergy to certain micro-organisms; and
- toxicity (eg C botulinum).

Follow a risk assessment in line with the requirements of the COSHH Regulations and the ACDP Guidance. (Biological Agents: Managing the risks guidance) Control measures required are those such as maintaining high hygiene standards ie hand washing and use of gloves. Where applicable, employees are offered vaccination as a supplement to procedural or physical controls. Refer to Occupational Health policies.

**Substances hazardous to health - What is the risk?**
If these substances are not adequately controlled, exposure can result in ill health. The type of ill health will depend on the substance: some can cause irritation of the skin or lung; some can cause more serious effects, such as asthma or cancer. Young people are not physiologically at any greater risk from exposure to such substances than anyone else. However, young people may lack awareness of the hazards and risks that they may encounter, and this awareness must be attained through careful training.

**How to avoid the risk**
These substances fall within the scope of COSHH and are therefore assessed and controlled according to the COSHH regulations.

**Carcinogenic substances - What is the risk?**
Some substances (carcinogens) may cause cancer and need special consideration because of that property – they have no special effect on young people.

**How to avoid the risk**
Exposure to these substances must be reduced to as low a level as is reasonably practicable. Special precautions are set out in the COSHH Approved Code of Practice.

**Substances which can cause allergic reactions**

**What is the risk?**
Some substances can cause allergic reactions in people. This may give them dermatitis or asthma. These substances do not affect young people any differently from adults.
How to avoid the risk
Exposure to these substances must be reduced to as low a level as is reasonably practicable. HSE guidance on preventing asthma at work and on dermatitis gives practical advice on preventing risk to all workers.

Mutagenic substances
What is the risk?
Some substances (mutagens) may impair a woman’s ability to have children or may damage the unborn child. These substances do not affect young people any differently from adults.

How to avoid the risk
Exposure to these substances must be reduced to as low a level as is reasonably practicable. In carrying out the risk assessments, you should have regard for women who are pregnant, or who have recently given birth. Practical advice on protecting the health and safety of new or expectant mothers is given in HSE guidance.

Work involving lead and lead compounds - What is the risk?
Young people aged 16 years and above are not at any greater risk from exposure to lead and its compounds than anyone else. The estates senior management team will identify the specific risk through a risk assessment of the particular circumstances under which there is exposure to lead or its compounds in your workplace. They should bear in mind that young people may not appreciate the dangers to their health and that they may not understand or follow instructions properly because of their immaturity.
Appendix 3

Reporting accidents and ill health at work

The Health and Safety Team will be responsible for reporting accidents involving young people to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 according to the normal procedure within the Trust.

In addition to the RIDDOR requirements where work experience students are on a school role, the accident must also be reported to the school/educational establishment (and local authority if they are from a maintained school), who will use their own reporting and investigating mechanism where deemed necessary.

Where the work experience is part of a Government funded scheme, the accident or incident must also be reported using the Learning and Skills Council Learner Incident Reporting mechanism, details of which are available from the local LSC. The Learner Incident Report is downloadable and must be returned to the local LSC who will decide whether to further investigate. The report and any conclusions will be forwarded to the DfES for statistical purposes and to inform the Government of accident/incident trends by the work placement coordinator who will also inform the educational establishment involved.

The Work Placement Coordinator is responsible for reporting to the relevant educational establishment and Learning and Skills Council.

Factors governing whether an accident needs reporting to the enforcing authority

It is not possible to anticipate every conceivable situation that may arise. A degree of judgment will be required by the Director of Estates and Risk Management or Director of Health Development and Modernisation.

For an incident involving an injury or where someone has been taken to hospital to be reportable, it must have been as a result of an accident ‘arising out of or in connection with work’, regulation 2(2)(c) of RIDDOR. The term ‘arising out of or in connection with work’ has a wide meaning and the regulation does not give a complete definition. It sets out three key factors to be taken into account when deciding if an accident arose out of or in connection with work. These are:

- the manner of conducting the undertaking, eg how it was supervised;
- the plant or substances used for the purpose of the undertaking, eg the condition of any equipment provided; and
- the condition of the premises used by the undertaking or any part of them, eg the condition of flooring.

There must normally be a connection between one of the above factors and the incident for the incident to be reportable. Such a connection can arise because of either an act or an omission on the part of the duty holder but this does not have to be the case. The duty to report incidents rests with the 'responsible person'. This can either be the employer, self-employed person or 'person in control of the premises', eg the manager of the premises.
Appendix 4

Work experience legislation

Students and trainees, including children, on work experience are regarded in health and safety law as employees. Students on work experience placements must be provided with the same health, safety and welfare protection given to other employees. Restrictions may apply to the types of work which young people, including pupils below the MSLA on work experience, are allowed to do.

The Education (Work Experience) Act 1996
Children in their last year of compulsory schooling take part in work experience schemes approved by the LEA or, in Scotland, the education authority. No distinction is made between special schools and other schools, or between schools maintained by LEAs and those not so maintained. Children in their last year of compulsory schooling will be allowed to participate in properly authorised work experience schemes in industrial as well as non-industrial undertakings, but not on ships. This arrangement was extended to provide all pupils with at least two weeks curriculum-based workplace activity before they leave school.

The Health and Safety (Training for Employment) Regulations 1990
Anyone receiving relevant training (work experience provided as part of a training course or programme, or training for employment or both) should be treated as employees for the purposes of health and safety legislation.

Limits on working hours, rest from work and paid annual holidays
HSE, local authorities and ACAS all play a part in enforcing the Working Time Regulations. HSE and local authorities enforce weekly working hours, restrictions on night work and health assessments. Entitlements such as daily/weekly rest periods, in-work breaks and paid annual leave are enforced through complaint to Employment Tribunals. An Advisory, Conciliation and Arbitration Service (ACAS) public enquiry point will provide advice on entitlements.

The Working Time Regulations 1999 (as amended)
Apply to all workers, with some additional provisions available for young workers (below 18 years but above the MSLA). This guidance contains a full list of local ACAS telephone numbers. Briefly, young workers have special rights under the Working Time Regulations. The rights of young workers - those over the minimum school leaving age but under 18 and those under the minimum school age on approved work experience schemes - differ in the following ways:

- a limit of eight hours working time a day and 40 hours a week (unless there are special circumstances);
- not to work either between 10pm and 6am or between 11pm and 7am (except in certain circumstances);
- 12 hours' rest between each working day;
- two days' weekly rest and a 30-minute in-work rest break when working longer than four and a half hours.

If, on any day, or, as the case may be, during any week, a young worker is employed by more than one employer, his working time shall be determined by aggregating the number of hours worked by him for each employer. For these purposes a week starts at midnight.
between Sunday and Monday (NB school or college time does not count as work unless it is part of job related training).

Prohibitions & limitations

The Provision and Use of Work Equipment Regulations 1998 (PUWER) apply to all work equipment which is used by employees. The primary objective of the Regulations is to ensure that no work equipment gives rise to risks to health and safety, regardless of the work equipment's age, condition or origin. All employees must be competent to use work equipment with due regard to health and safety.

The Approved Code of Practice, Safe use of Work Equipment guidance and the Provision and Use of Work Equipment Regulations 1998 L22 emphasise the importance of training, and properly supervising young people because of their relative immaturity and unfamiliarity with the working environment. There is also strengthened guidance relating to young people in associated Approved Codes of Practice, for example dealing with power presses and woodworking.
Departmental regulations for accepting work experience

Pathology:
Takes 10 students aged 16 years and (currently in Year 12 or above) for a five day placement during one week of the year. This placement week is altered each year to coincide with a different Gateshead school’s work experience week.

Radiology:
Will only take one student at a time for a two day placement. This student must be over 18 as younger students cannot be exposed to radiation produced by the machines. The students who apply must already have a place on the Diagnostic Radiography BSc course or University.

Pharmacy:
Will only take one student at any time for a three day placement Tuesday - Thursday. These students must be over 16 years of age (currently in Year 12 or above).

Physiotherapy:
Will only take one student at any one time on a week long shadowing programme. These students must be over 15 years of age (currently in Year 11 or above).

Nursing Shadowing Programme:
These placements only occur during four set weeks. The placement is a week long and only 10 students may attend. These students must be over 15 years of age (currently in Year 11 or above). This placement programme is often in high demand therefore students are expected to go through a selection process involving an official application and interview. Due to high demand these placements will only be offered to students living or studying in Gateshead.

Medical Shadowing Programme:
This programme operates during 8 weeks of the year. Up to 4 students may attend each week. This programme is specifically for Sixth Form students (16 – 18 years) who would like to pursue a career within Medicine. All students must go through the full application process – due to high demand these placements will only be offered to students living or studying in Gateshead.

Midwifery Shadowing Programme:
This programme operates between April and December each year. Only 1 student may attend each 2nd week. This programme is specifically for Sixth Form students (year 12 or above) who would like to pursue a career within Midwifery. All students must go through the full application process – due to high demand these placements will only be offered to students living or studying in Gateshead.
The application process

1. **Enquiry from an Educational Establishment, Careers Advisory Service or an Individual Applicant**
   - Application Form
   - Student and Parent Agreement to Trust Requirements
   - Confidentiality Agreement
   - Rehabilitation of Offenders Act 1974
   - Declaration
   - References
   - Proof of Identification
   - Work Placement division/department approval form

2. **Application form received**
   - Is the applicant suitable?
   - Are there placements available in that area/department or on a specific placement programme at that time?
   - Is an interview required?

3. **Unsuccessful Applicants**
   - Send out a letter of apology if:
     - The individual is not suitable for a placement e.g.: too young to work in a clinical area.
     - There are no places available within the required area/department or on a specific programme.
     - The applicant was not successful at interview

4. **Successful Applicant**
   - Confirmation Letter.
   - Pre-Employment Health Screening Questionnaire.
   - Placement Information Sheet

5. **Induction**
   - Includes information regarding:
     - Confidentiality.
     - Health and Safety Regulations.
     - Infection Control.
     - Their specific placement.
     - Additional health checks at Occupational health (if necessary).

6. **The First Day of the Placement**
   - The student’s will be met by the Work Placement Coordinator who will:
     - will issue the student to obtain their ID Badges. These must be worn at all times.
     - Take the student to their placement base to meet their supervisor/mentor or to their first placement session.
     - Timetable

7. **Evaluation**
   - On the final afternoon of the placement the students will meet with the Work Placement Coordinator for an evaluation session. The students will be required to complete an evaluation form which will help to identify the highlights of the placements as well as any problems so the service can be improved if necessary.