

# WORK EXPERIENCE

## SELF PLACEMENT FORM



AND



Inspiring young people together

Please complete **all** sections

Please write **very neatly** or in **capitals**

Please use **blue** or **black ink** only

Student Details			
First Name		Surname	
Date of Birth		Gender	<input type="radio"/> F <input type="radio"/> M
Please circle			
School	Urmston Grammar School	Form Group	
Dates of placement	4 – 8 July 16 (1 week)		

Company Details – To be completed by the Employer			
Company Name			
Nature of Business			
Company Address			
	Post Code		
Contact Details			
Main Contact	Mr / Mrs / Ms		
Position			
Email Address **			
	<i>** Where possible this will be our main form of communication</i>		
Phone Number	Landline		Mobile
Student Supervisor	Mr / Mrs / Ms		
Position			
Email Address**			
Phone Number	Landline		Mobile

Employers Liability Insurance		
Insurance Company	Policy Number	Expiry Date
<b>Please attached a current copy of your Employers Liability Insurance Certificate</b>		
Unfortunately only those employers with Employers Liability Insurance may be used for work experience, with the exception of Crown Indemnity.		
We recommend that you inform your insurer that you will be taking a student on work experience.		

*Please turn over for Job details information*

**Work Experience Job Details – To be completed by the Employer**

<b>Job Title</b>			
<b>Days of Work</b> e.g. Mon to Fri		<b>Hours of Work</b> e.g. 9:00 – 17:00	<b>Lunch / break times</b>
Young people should not work longer than 40 hours over a 5-day period on a 7-8 hour day			
<b>Dress Code / Appearance</b>			
<b>Specific requirements</b>			
<b>Tasks to be undertaken whilst on placement</b>			
Business in the Community have some useful resources and tips for taking work experience, these can be found on their website <a href="http://www.bitc.org.uk/programmes/workinspiration/download-toolkit">http://www.bitc.org.uk/programmes/workinspiration/download-toolkit</a>			

Under health and safety law, every employer must ensure, so far as reasonably practicable, the health and safety of all their employees, irrespective of age. As part of this, there are certain considerations that need to be made for young people.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

**Lack of experience / being unaware of existing or potential risks and/or / lack of maturity.**

Further details of this can be found on the Health and Safety Executive Website:

**<http://www.hse.gov.uk/youngpeople/law>**

Taking into account the tasks the student will be undertaking please list any significant Risks / Hazards the student should be aware of and the Control Measures in place

Risks / Hazards	Control Measures

**Employers Signature**

Please sign to confirm you have agreed to this placement, that the student will receive an induction on the 1<sup>st</sup> morning and that you are happy for a member of Our Futures Ltd to contact you to undertake a Health & Safety Appraisal on behalf of the school

<b>Print Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	