

**MFYP Ltd**

**WORK PLACEMENTS POLICY**

MFYP Ltd is often asked to accommodate work placements for young people either on a week or 2-week work experience or for a short period of time for a few weeks. Sometimes we are asked to provide a work placement for ex pupils of MFYP Ltd on their non-contact days.

This policy outlines MFYP Ltd procedure for protecting the health and safety of young persons who visit our premises as part of a work placement or training scheme.

**Definition**

A young person is someone under the age of 18 years. The Health and Safety (Young Persons) Regulations 1997, requires that a specific assessment is made of the health and safety risks that the young person may be exposed to whilst at work. MFYP Ltd is legally required to take particular account of the young person’s lack of experience of work place safety and the additional problems that may be caused by stress, strain or fatigue. Appropriate allowances must be made.

Young persons over the age of 16 will need to produce an enhanced Criminal Records Bureau (CRB) Disclosure if the placement is longer than 10 days.

**Limitations of Work Undertaken**

It is vital that young people, like staff, are not put at any unnecessary risk or indeed that they, through their actions, put anyone else at risk.

The majority of our work can be classified as low risk. MFYP Ltd does, however, undertake some higher risk activities such as maintenance work. Within MFYP Ltd buildings certain higher risks are undertaken by the site manager or cleaning contractors. Under no circumstances is a young person permitted to undertake any of these higher risk tasks or visit unaccompanied to MFYP Ltd kitchen and boiler rooms.

**Manual Handling**

Movement of heavy objects is carried out by the Site Manager and should not be undertaken by young persons.

**Smoking**

MFYP Ltd operates a no smoking policy on its premises both inside and outside of the buildings.

**Working Hours and Rest Breaks**

Mentor Teachers should ensure that they work within the school core hours of 9.00 to 15.30 hrs. It is particularly important to ensure that sufficient time is allowed for children still at school and attending MFYP Youth Arts CIC as part of a work experience placement to travel home safely avoiding the hours of darkness.

Young persons must not be left to work in isolation.

**Insurance**

MFYP Ltd Liability Insurance whilst on the premises covers children on work experience. Insurance whilst travelling to and from the site should be covered by the LA’s public liability and personal injury insurance.

**Disability**

If the young person has disabilities MFYP Ltd will undertake all reasonable measures to accommodate these needs. It is the responsibility of MFYP Ltd Work Place Coordinator to ascertain any additional measures required to accommodate these needs.

This policy meets all the five outcomes of Every Child Matters and promotes the aims of MFYP Ltd Mission Statement.

**Guidelines for Work Placement**

**Co-ordinator /Supervisors/Line Managers**

All requests for placements should be submitted as far in advance as possible. Applications for work experience should be made directly to MFYP Ltd Work Placement Co-ordinator. It is for the Work Placement Co-ordinator to determine whether or not a placement can be offered.

It is also essential in order to provide a worthwhile and meaningful experience, that any work experience placement is appropriately planned, fully inducted and supervised, properly evaluated and that the individual carrying out the placement is not carrying out or replacing the work of a MFYP Ltd employee.

§  It is the responsibility of ’s Work Placement Co-ordinator/Supervisors/Line Managers to take responsibility for the young person’s health and safety.

§  An interview prior to the placement should be arranged to discuss conduct at work, procedures, timings and health and safety issues.

§  An escorted walk of the emergency fire evacuation procedures including the locations of the nearest exits and the assembly point should be undertaken. Information on the accident reporting system and location of First Aider should be given.

§  Regular checks should be made to ensure that the young person is able to cope with the hours of work required.

If at any time the individual is concerned about any issue they should feel free to voice that immediately to MFYP Ltd Work Placement Co-ordinator. In providing placements within MFYP Ltd, managers and supervisors should be aware of the following:

**Supervision**

All students must have a "supervisor" during their placements. This may not necessarily be the Work Placement Co-ordinator but whoever is delegated must have a thorough understanding of their responsibilities and duties for the work experience placement.

**Confidentiality**

It is vital that the need for confidentiality is clearly understood by all students. They should not be asked to deal with or have access to any correspondence or information of a 'personal' nature.

**General Induction**

* Students should be given a general induction before they commence their placement. At the induction students should be asked if they have any set objectives for the placement, if they have a workbook or if they will be writing up a project. In this way their supervisor will as far as possible be able to meet their needs. Discretion is needed however in what students can actually see and do.
* A few minutes should be allocated from time to time during the placement to check that all is well and if time allows a brief chat at the end of the placement would be helpful.
* Placement students should be properly supervised at all times. If the nominated supervisor of a work experience student is absent, alternative supervision should be arranged and the individual advised.
* If, during the placement, the student is found not to be suitable or a conduct or performance problem arises, then consideration should be given to ending the placement. MFYP Ltd reserves the right to terminate the placement the placement with immediate effect.

**Ensuring the Health and Safety of Individuals on Work Placements**

* Assessing the risk - The law requires all employers to assess the risks to employees and others, including young workers.
* Why? Young workers are seen as being particularly at risk of physical and psychological injury because of their possible lack of awareness to potential risks.
* Who is a Young Person? The Health and Safety (Young Persons) Regulations cover not only employees under the age of 18 but also those of school age who may do work experience. Regulation 19 of the Management of Health and Safety at Work Regulations 1999 also requires that young people at work are protected from harm or injury at work by their employer.
* Provide information to parents of school age children about the risks and control measures introduced.
* Take into account the risk assessment in deciding if there are any areas where the young person should be prohibited from.

\* This guidance was last reviewed September 2013

MFYP Ltd

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