

## Work Experience Policy

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**Work Experience Policy  
Version Control Sheet**

Version	Section / Para / Appendix	Version / Description of Amendments	Date	Author / Amended by
1		Archived	October 2007	Workforce Development Team
2	Whole document	Policy updated with new process	March 2010	M O'Brien
2.1	Whole document	Policy realigned following implementation of Transforming Community Services & new legal entity	22 March 2011	Rachael Ellis-Ingamells
3	Whole document	Health declaration replaced HR policy and Recruitment change of name to HR Operations Team	16 December 2011	M O'Brien
4	Whole document	Health declaration replaced. Reference to CRB deleted and DBS inserted. Reference to IR1 deleted and Datix inserted.	13 December 2013	Margaret Raw
5	Whole document	Policy updated with new process. All Lincolnshire NHS work experience opportunities centralised. New application form.	January 2016	Emily Hopkinson
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## Lincolnshire Community Health Services NHS Trust

### Work Experience Policy

#### Policy Statement

<b>Background</b>	Work experience is an excellent opportunity to gain 'real-life' experience of working in the NHS. Supervisors are expected to provide a structured work experience placement enabling individuals to gain valuable experience which will assist them in obtaining future paid employment, whether in this organization or with another employer.
<b>Statement</b>	Work experience will enable the organisation to attract school/college leavers and adults in the future by giving them a taste of what it would be like to work for the NHS. By offering work experience placements people can be made aware of the variety of different careers available in the NHS, and can be attracted to this type of role. Work experience is a key part in attracting individuals to careers in the NHS whether that leads to apprenticeships, formal educational routes or other routes.
<b>Responsibilities</b>	<p>It is the responsibility of managers to notify the Workforce Services team that they are willing and able to offer work experience opportunities.</p> <p>It is the responsibility of the Workforce Services team to complete all necessary paperwork and send on to the relevant department for placement approval or rejection.</p>
<b>Training</b>	Work experience candidates will receive a local induction.
<b>Dissemination</b>	Website
<b>Resource Implication</b>	<p>Time and administration work involved for the Workforce Services Team to manage the work experience application process.</p> <p>Time for departments to spend with each individual undertaking a placement.</p>
<b>Equality &amp; Diversity</b>	This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer, pregnancy or maternity, social status or trade union membership.

## Work Experience Policy

### Contents

- i. Version Control Sheet
- ii. Policy Statement
  
- 1. Introduction
- 2. Responsibilities
- 3. Placements for Individuals aged Under 18 Attending an Education Institution
- 4. Placements for Individuals over the age of Compulsory Education
- 5. Suggested tasks
- 6. Payment
- 7. Process and standard documentation
- 8. Monitoring and compliance

Appendix 1: Work experience post central record

Appendix 2: Induction checklist

Appendix 3: Evaluation form

## Lincolnshire Community Health Services NHS Trust

### Work Experience Policy

#### 1 Introduction

There are a number of benefits associated with work experience, both for us as an organisation, and for the individual undertaking the placement. For individuals, work experience is an excellent opportunity to gain 'real-life' experience of working in this organisation. It provides an introduction to work habits, such as attendance requirements and working conditions, as well as providing training in basic functional skills. These individuals should not be used to replace existing permanent staff. Supervisors are expected to provide a structured course of training and an opportunity to gain experience which will assist them to obtain future paid employment whether in this organisation or with another employer. Managers are to refer all requests to the centralised point of contact for work experience placements so individuals can see all available opportunities and complete the application form.

As far as possible placements should give the individual the opportunity to take an active part in work, however, it is understood that this will not be possible in some roles, for example, physiotherapy. In instances such as these it is acceptable for the individual to observe, and this should be combined with the individual doing administrative tasks or other things that they can take an active role in.

Inherent within all of its practices this organisation is committed to the principles of diversity, equality of treatment and equality of opportunity, and believes that direct or indirect discrimination against any person is unacceptable. This policy aims to ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, civil partnership/marital status, colour, race, nationality, ethnic or national origins, creed, religion/belief, disability, age or trade union membership, or is disadvantaged by conditions or requirements which are not justified by the job.

#### 2 Responsibilities

This organisation has a responsibility for the health and safety of any individual working on the premises. Public liability insurance is arranged each year to cover work experience placements. Protective equipment must be provided if it is required for the person undertaking the placement.

##### Supervisor's Responsibilities

It is the responsibility of the supervisor to ensure all requests for work experience are directed to Workforce Services who will monitor all opportunities available and support the application process an individual would need to complete in order to apply for a placement.

The supervisor should ensure that all staff which the individual may be working

alongside have a DBS check clearance as appropriate.

The supervisor must complete a local induction with the individual upon commencement of their placement and make clear what is expected of the individual, including start and end times for the working day. All staff who will be in contact with the person on placement should be made aware of their role and requirements prior to their start date by the responsible supervisor

If the individual is going to be working in a clinical environment, the supervisor is responsible for ensuring they are prepared emotionally. It is important that they are aware that they may see things which they may find distressing.

If the supervisor feels obliged, they may conduct an interview with an individual prior to the placement commencing; however this is not a necessary requirement. The interview could be in person, or via telephone.

If the supervisor has any concerns about the individual not being suitable for their placement then they should contact the Workforce Services team as soon as possible so arrangements can be made for an alternative placement where possible.

If an accident occurs during the placement, resulting in injury of the individual on placement then the supervisor is responsible for dealing with the incident in an appropriate way including the completion of the Datix form., and notification to the educational establishment.

If the supervisor wishes for the individual to attend any meetings during their placement they should first seek permission from the chair before the meeting begins.

It is the responsibility of the supervisor to have completed the risk assessment as part of the placement record form which is completed to notify the Workforce Services Team of the work experience opportunities available. This ensures that a health and safety check and risk assessment has been completed for every placement role in the organisation.

It is the supervisor's responsibility to arrange for an identity badge for longer term placements. The manager should complete an IDF01 form which is available on the LSS website. If possible this should be emailed to the email address on the form with a digital image of the individual sent as an attachment. If the manager is unable to send a digital image then 2 passport photographs should be attached to the form and posted to the address indicated on the form.

#### Responsibilities of the Individual Undertaking Work Experience

It is the responsibility of the individual to wear clothing and footwear suitable for the workplace. A copy of the Uniform and Dress Code Policy is available for them to read prior to the commencement of their placement.

Individuals must notify the department they are working for, as soon as possible, if they are unable to attend their placement due to ill health or other reasons.

Individuals must begin their placement each day at the time agreed with the supervisor. If they are aware that they will be late at any time they should notify the supervisor as soon as possible.

If an individual undertaking a work experience placement is injured or involved in an accident whilst on the premises of their placement it is their responsibility to notify their supervisor so that the appropriate action can be taken, including recording the details of the incident on a Datix form.

### Workforce Services Team's Responsibilities

The Workforce Services Team is responsible for ensuring all paperwork is processed and the necessary checks have been carried out for individuals completing work experience placements. They will also need to refer applications on to the relevant supervisor for confirmation or rejection of the placement request.

The Workforce Services Team is responsible for collating information including the equality and diversity monitoring information and producing statistics as required.

The Workforce Services Team is responsible for keeping a list of managers who are able to offer work experience placements. From time to time they will contact managers who are not on the list to ask them to consider offering placements.

## **3 Placements for Individuals Aged Under 18 Attending an Education Institution**

The minimum age for an individual doing a work experience placement is 14 years old. Work experience for anyone who is still in compulsory education should be carried out in blocks of either one or two weeks. Enhanced DBS checks should be carried out on other staff members who will be working with the young person.

Schools and colleges can find out available placements from regular communication from Workforce Services and through the Work Experience section of the LCHS website. On their application forms students should note the details of their school or college. Requests from young people attending compulsory education should not be considered unless we have the details of the school or college.

If a member of staff requests that their son or daughter completes a work experience placement with them this should not be agreed. It is acceptable for the young person to work in the same department, but under the supervision of another member of staff and preferably in another location to the parent. This is to ensure that the student will get the benefits of working in a true working environment without the supervision of a parent. It also enables the parent to work without concerning themselves with what their child is doing.

## **4 Placements for Individuals Over the Age of Compulsory Education**

Requests from individuals over the age of compulsory education will come direct from the individual and we cannot clarify the details of any school or college. As an organisation we welcome requests for work experience from adults of any age, and people with disabilities. In these circumstances it is acceptable for the requests to come direct from the individual rather than from an education institution.

## **5 Suggested Tasks**

Work experience is suitable for most departments within the NHS. Before an individual starts their placement the supervisor should have planned what they will do, bearing in mind that the purpose of them being there is to work and learn. Examples of the type of tasks which could be carried out by someone on a work experience placement are:

Basic Administrative work – filing, photocopying, shredding, answering telephone calls, typing documents, attending meetings,

Clinical work – bed making, observing dressings, observing drugs rounds, talking to patients, assisting with menus, helping to feed patients and attending meetings. Talking to and observing physiotherapists, speech therapists, pharmacists and other similar professionals where it is not possible for an individual to actively take part.

Anything involving patient contact would require the patient's permission before being carried out, and recording on SystemOne.

All individuals on placements should be supervised at all times and should never be left alone with any patient.

## **6 Payment**

Anyone who takes part in a work experience placement is rewarded by the experience and opportunity of learning in a real work place rather than in a classroom environment. This organisation does not reward anyone on a work experience placement by giving them payment for work carried out. Travel and/or lunch expenses will not be reimbursed to individuals undertaking a placement.

This organisation does not arrange work experience placements through other companies who charge any introductory fees.

## **6 Process and Standard documentation**

Standard application forms and placement record forms are available from Workforce Services as required.

Managers who can offer a work experience opportunity should complete the Work Experience Post Central Record form. This will include all the details of the type of placement they can hold and a risk assessment for the placement. A copy should be kept with them, and one copy also returned to Workforce Services for advertisement on the LCHS website and for communication to schools/colleges.

The application form should be completed by the person wishing to undertake a work experience placement. The equality and diversity monitoring will be completed within this so that we can demonstrate that discrimination is not taking place in the organisation with regards to work experience. It should also inform us of any special requirements an individual may need.

When Workforce Services receive a completed application form to check they will forward a copy to the placement supervisor to check availability for conducting the work experience. If this is successful the individual will be sent 2 copies of a work



experience agreement to read, sign and return one to Workforce Services, and keep one for their own records. This agreement contains a section on confidentiality.

Upon starting a work experience placement the individual will require a local induction to the work place. The Induction Checklist form must be completed by the supervisor as this will help to ensure all areas of the induction are carried out. This should be completed on the individual's first day on placement and signed by the supervisor and the individual.

Once a placement has been completed the individual should complete an evaluation form. The purpose of this is for feedback to see if we can alter anything in order to improve future placements. The completed evaluation forms should be returned to Workforce Services, along with the completed induction checklist to be kept on file.

## 7 Monitoring and compliance

All services that offer work experience placements will be required to provide Workforce Services with completed Work Experience Post Central Record Form including a fully completed risk assessment. Workforce Services will be required to monitor use and utilisation and provide regular reports that show:

- Work experience placements available across the organisation
- Work experience placement liaison with schools to ensure opportunities are filled
- Work experience placement fill rates
- Analysis of work experience placement evaluation.

Minimum requirement to be monitored	Process for monitoring	Responsible Individuals/ Group/ committee	Frequency of monitoring	Responsible individuals/ group/ committee for review of results	Responsible individuals/ group/ committee for development of action plan	Responsible individuals/ group/ committee for monitoring of action plan.
Number of placement available, types of placement, placement rates	Collation of data via centralised database	Workforce	Ad hoc, bi - annually, Yearly	Operations Meeting  Workforce meetings	Workforce Strategy Group	Workforce and Transformation BAG

# Work Experience Post Central Record

Work experience may be defined as: a placement on employer's premises in which a student carries out a particular task or duty, or a range of tasks or duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.

Under health and safety law, work experience students are classed as employees. For this reason, it is important that all placements are recorded and managed appropriately.

Completion of this document will ensure details of the placement opportunity are centrally recorded, allowing ease of data capture and supporting the development of a Trust wide framework of placement opportunities.

Placement Details			
Post Title of Placement:			Framework ID: <b>Currently n/a</b>
Employer:	LCHS	Placement Location:	
Programme:			
Pathway:			
Area:			
Duration:		Main Contact:	
Hours of work:		Position:	
Date Submitted:		Telephone:	
Review Date:		Email:	
Generic Health & Safety Summary			
Risk Band:	<b>Currently n/a</b>	H&S Expiry:	<b>Currently n/a</b>

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### Eligibility Criteria

**Age Restrictions:**

Due to the nature of some posts, age restrictions may apply. These should take into consideration:

- a) Health and Safety / Legal requirements
- b) Risk of exposure to potentially upsetting environments / situations
- c) Level of maturity and experience of the work experience student

<b>Age 14+</b>		<b>Age 16+</b>		<b>Age 17+</b>		<b>Age 18+</b>	
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**Generic Requirements:**

- Strict confidentiality is required on this placement
- Good personal hygiene
- Good communication skills
- Genuine interest in the profession is required

**Other – Please provide:**

- 

Is this placement suitable for students with Special Needs? YES / NO

**NOTE: All posts are subject to receipt of a satisfactory Pre-placement Health Questionnaire**

### One Day “Awareness Placement”

#### Task & Activities

Please provide details:

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<b>Five Day Standard Placement</b> <b>Task &amp; Activities</b>
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<p>Please provide details:</p>
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**Supervision (who candidate will report to on placement)**

<b>Name of Supervisor:</b>		<b>Post:</b>
<b>Telephone:</b>		<b>Email:</b>

**Note: It is a legal requirement for students on work experience to be supervised at all times.**

**Young Person Welfare**

<b>Dress Code:</b>	<b>Personal Protective Equipment &amp; Clothing:</b>

**IMPORTANT**

Prior to commencement of any placement, a Risk Assessment must be completed for all work experience posts. Please complete the Risk Assessment document provided on pages 3 – 11.

On completion, details will be held centrally in order to prevent duplication, and will be reviewed on an annual basis.

## Employers Legal Duty

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. For the purpose of health and safety law, learners on work experience are regarded as their employees.

Health and safety law defines all those under 18 as a young person and therefore at potentially increased risk in a workplace environment due to their lack of experience and maturity. Therefore the same protocols should be adopted for all learners as far as Health and Safety is concerned.

For learners with learning difficulties and disabilities (LLDD) up to the age of 25 additional safeguards may be identified and thus placements should be considered and risk assessed on an individual basis.

## Management of Health and Safety at Work Regulations 1999

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

An employer must also consider:

- the layout of the workplace
- the physical, biological and chemical agents they will be exposed to
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed

### Definitions of young people and children by age:

- **A young person** is anyone under 18 and
- **A child** is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

- risks from particular agents, processes and wor

## Work Experience Post - Central Risk Assessment

*This form should be completed in association with the Work Experience Post Central Record.*

<b>Post Title</b>		<b>Date of Assessment</b>	
<b>Location</b>		<b>Framework ID</b>	n/a

### Standard 1: Workplace Awareness

For the purpose of this document, a young person may be referred to as a “learner”.

<b>Learner Induction</b>	<b>Control Measures</b>	<b>MANDATORY</b>
<p><b>Standard Health &amp; Safety Induction</b></p> <p>The young person(s) will be provided with an induction on their first day covering the following: basic introduction to health and safety including tour of premises, first aid, fire and evacuation procedures, hazards around the work place, welfare facilities and an introduction to staff and duties.</p> <p>Learners will not have access to unsuitable material on the internet, use autoclave sterilising equipment, work at heights, enter areas designated as off limits or use/interfere with equipment also considered as off limits, misuse/interfere with anything provided in the interests of health and Safety, work unsupervised, disclose any confidential information relating to any individual. Relevant training, instruction and information will be provided with the addition of effective supervision to monitor the learners capacity and competence to work.</p>		

<b>Learner in the workplace</b>	<b>Risk</b>	<b>Control Measures</b>	<b>MANDATORY</b>
	<ul style="list-style-type: none"> <li>• Age</li> <li>• Immaturity</li> <li>• Inexperience</li> <li>• Lack of awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate supervision at all times</li> <li>• Induction, i.e. fire, first aid, accident procedures</li> <li>• Introduction to staff</li> <li>• Safeguarding policy</li> </ul>	

	<ul style="list-style-type: none"> <li>Unfamiliar surroundings i.e. environment</li> </ul>	<ul style="list-style-type: none"> <li>Tour of premises</li> <li>Training for learner</li> </ul>	
	<p>Learners are reminded that they are classed as employees for insurance purposes and will be subject to Health &amp; Safety regulations that legally require them to take proper care of themselves and others. It is also an offence to misuse or interfere with anything provided in the interests of Health and Safety</p>		
<b>Health &amp; Hygiene</b>	<b>Risk</b>	<b>Control Measures</b>	<b>MANDATORY</b>
	<ul style="list-style-type: none"> <li>Infection, sickness, illness, contagious disease</li> <li>Working in close proximity with others</li> </ul>	<ul style="list-style-type: none"> <li>Completion of Pre-placement Health Questionnaire</li> <li>Not to attend placement whilst ill</li> <li>Not to return until 48 hours after recovery</li> <li>Wash hands regularly using antibacterial gels / soaps provided</li> </ul>	
<b>Slips, trips and falls</b>	<b>Risk</b>	<b>Control Measures</b>	<b>MANDATORY</b>
	<ul style="list-style-type: none"> <li>Spillages</li> <li>Stairs, ramps and step</li> <li>Strains, general harm, physical injury</li> <li>Trailing cables</li> <li>Uneven floor surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Adequate lighting</li> <li>Employer to maintain a safe and tidy working environment</li> <li>Learner informed of danger areas</li> <li>Spillages cleared appropriately</li> <li>Suitable footwear to be worn</li> </ul>	
<b>Manual handling</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Tick here if relevant</b>
<ul style="list-style-type: none"> <li>General manual handling, moving and lifting</li> </ul>	<ul style="list-style-type: none"> <li>Strains, pulls, back injury, physical injury</li> <li>Trapping, crushing, physical injury, etc</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate supervision at all times</li> <li>Good handling technique and appropriate equipment used</li> </ul>	



	<ul style="list-style-type: none"> <li>• Electrocution</li> </ul>	<ul style="list-style-type: none"> <li>• Young person(s) only to undertake manual handling tasks that are within their own acceptable capabilities</li> <li>• Learner will not use lifts or hoists</li> <li>• Load reduced to acceptable levels</li> <li>• Provision of Personal Protective Equipment</li> <li>• Working environment / route free from obstructions</li> </ul>		
<b>Use of general office / IT equipment</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Tick here if relevant</b>	
	<ul style="list-style-type: none"> <li>• Confidentiality</li> <li>• Electrocution</li> <li>• General fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• All equipment used with due care</li> <li>• Confidentiality / secrecy discussed</li> <li>• Display Screen Equipment (DSE) Assessment</li> <li>• Equipment Portable Appliance Tested (PAT)</li> <li>• Regular breaks and inspection</li> </ul>		

<b>Use of work equipment / machinery</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Tick here if relevant</b>	
<ul style="list-style-type: none"> <li>• Electrical</li> </ul>	<ul style="list-style-type: none"> <li>• Burns</li> <li>• Cuts, abrasions, bruises, physical injury</li> <li>• Electrocution</li> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>• Dangers of using electrical equipment in wet conditions explained</li> <li>• Employer to assess and approve learner competence through provision of training</li> <li>• Equipment Portable Appliance Tested (PAT)</li> </ul>		

		<ul style="list-style-type: none"> <li>• Learner to have current tetanus injection (Occ Health Form)</li> <li>• Not work on live electrical circuits or apparatus</li> <li>• Provision of Personal Protective Equipment</li> <li>• Regular Inspection</li> </ul>		
<b>Moving vehicles / traffic</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Tick here if relevant</b>	
	<ul style="list-style-type: none"> <li>• Trapping, crushing, physical injury, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Audible warnings</li> <li>• Dangerous areas identified to learner</li> <li>• Designated walkways</li> <li>• Visible warning notices / signs</li> </ul>		
<b>Travelling within / on a vehicle as a passenger</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Tick here if relevant</b>	
	<ul style="list-style-type: none"> <li>• Injury due to road traffic accident</li> </ul>	<ul style="list-style-type: none"> <li>• Seat belts to be worn (WHERE appropriate)</li> <li>• Vehicle Insurance for business use and to carry the learner</li> </ul>		
<b>Other: Please state</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Tick here if relevant</b>	
•	•	•		

**Standard 2: Care / Clinical Placements**

Psychological capacity	Risk	Control Measures	Tick here if relevant	
	<ul style="list-style-type: none"> <li>• Distress</li> <li>• General harm, physical injury, etc</li> <li>• Stress</li> <li>• Trauma</li> </ul>	<ul style="list-style-type: none"> <li>• Learner removed from scene</li> <li>• Learner will not be left alone with members of the public / patients</li> <li>• Learner will not be left alone with patients</li> </ul>		
Wards	Risk	Control Measures	Tick here if relevant	
	<ul style="list-style-type: none"> <li>• Cross contamination</li> <li>• Distress</li> <li>• General harm, physical injury, etc</li> <li>• Stress</li> <li>• Trauma</li> </ul>	<ul style="list-style-type: none"> <li>• Client permission and confidentiality discussed</li> <li>• Learner informed of restricted / prohibited areas / equipment</li> <li>• Supervised at all times</li> <li>• Ward protocols explained and obeyed at all times</li> </ul>		
Working with children / vulnerable adults	Risk	Control Measures	Tick here if relevant	
<ul style="list-style-type: none"> <li>• Working with children</li> <li>• Working with vulnerable adults</li> </ul>	<ul style="list-style-type: none"> <li>• Accusation of inappropriate activities / conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Criminal Records Bureau (CRB) check (if appropriate)</li> <li>• Learner to be supervised at all times</li> <li>• No First Aid / medication to be administered by the learner</li> <li>• No involvement in the personal care of patients (e.g. toileting, changing of clothes)</li> <li>• No moving or handling of patients</li> </ul>		

		<ul style="list-style-type: none"> <li>No photos or images to be taken</li> <li>Off limits areas to be identified</li> <li>Report any inappropriate incidents to senior staff</li> <li>Safeguarding policy</li> <li>Understanding of Children Act</li> <li>Understanding of the Disability Discrimination Act</li> </ul>		
<b>Hazardous substances and chemicals</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Tick here if relevant</b>	
<ul style="list-style-type: none"> <li>Prescription drugs</li> </ul>	<ul style="list-style-type: none"> <li>Allergic response</li> <li>Asphyxiation</li> <li>Burns, ingestion, absorption, irritation etc</li> <li>Inhalation</li> <li>Sickness / illness</li> </ul>	<ul style="list-style-type: none"> <li>Assess suitability for learner with certain allergic conditions e.g. asthma, skin conditions, hay fever, etc</li> <li>COSHH assessments completed</li> <li>General ventilation</li> <li>Provision of Personal Protective Equipment</li> <li>Restricted access</li> <li>Substances to be suitably stored</li> <li>Used under controlled conditions</li> </ul>		
<b>Biological</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Tick here if relevant</b>	
<ul style="list-style-type: none"> <li>Blood and clinical waste</li> </ul>	<ul style="list-style-type: none"> <li>Biological invasion</li> <li>Cross contamination</li> </ul>	<ul style="list-style-type: none"> <li>Good occupational hygiene procedures are followed</li> <li>Hepatitis B vaccination recommended (where appropriate)</li> </ul>		

	<ul style="list-style-type: none"> <li>• Disease / sickness / illness</li> <li>• General contamination</li> </ul>	<ul style="list-style-type: none"> <li>• Informed of protocol for handling and disposal of sharps / clinical waste</li> <li>• Learner Hepatitis B or HIV positive must inform the employer</li> <li>• Learner to have current tetanus injection</li> <li>• Not to attend whilst ill</li> <li>• Open wounds to be covered</li> <li>• Provision of Personal Protective Equipment</li> <li>• Wash hands regularly (especially before eating) using antibacterial gels / soaps provided</li> </ul>		
<b>Ionising radiation: X-ray</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Tick here if relevant</b>	
	<ul style="list-style-type: none"> <li>• Damage to health</li> </ul>	<ul style="list-style-type: none"> <li>• Isolation from equipment whilst in use</li> <li>• Safe storage of radioactive sources</li> </ul>		

<b>Other: Please state</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Tick here if relevant</b>	
•	•	•		

**Standard 3: Restricted Tasks / Prohibitions**

<b>Restricted or Prohibited Tasks / Duties</b>	<b>Tick below if relevant</b>
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<ul style="list-style-type: none"> <li>Any activity which may jeopardize the safety of patients or students</li> </ul>	
<ul style="list-style-type: none"> <li>The young person(s) will not enter areas designated as off limits or use/interfere with equipment also considered as off limits or misuse/interfere with anything provided in the interests of health and safety</li> </ul>	
<ul style="list-style-type: none"> <li>The young person(s) will not disclose confidential information to third parties</li> </ul>	
<ul style="list-style-type: none"> <li>The young person(s) will not have access to unsuitable material on the internet</li> </ul>	
<ul style="list-style-type: none"> <li>The young person(s) will not take any photos on their work experience without prior authorisation of staff and parents</li> </ul>	
<ul style="list-style-type: none"> <li>Any activities for which specialized training is required i.e. Manual Handling</li> </ul>	
<ul style="list-style-type: none"> <li>The young person(s) will not work at heights</li> </ul>	
<ul style="list-style-type: none"> <li>The young person(s) will not drive any vehicles</li> </ul>	
<ul style="list-style-type: none"> <li>Any activity involving contact with clinical waste products/by products</li> </ul>	
<ul style="list-style-type: none"> <li>The young person(s) will not have contact with hazardous substances e.g. toxics, irritants, oxidising agents, explosives, corrosives, highly flammables</li> </ul>	
<ul style="list-style-type: none"> <li>The young person(s) will not wear excessive facial or dangling jewellery - Other than stud earrings, facial piercings and ear stretchers are not permitted</li> </ul>	
<ul style="list-style-type: none"> <li><b>Other: Please state</b></li> </ul>	

**Standard 4: Supervision**

Supervision	Tick below if relevant
<ul style="list-style-type: none"> <li>At no time will the young person(s) be left alone on the premises and will be supervised at all times, except meal breaks</li> </ul>	
<ul style="list-style-type: none"> <li>The young person(s) will not work unsupervised unless on unsupervised errands</li> </ul>	
<ul style="list-style-type: none"> <li>Other: Please state</li> </ul>	

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**Standard 5: External Factors**

**As Line Manager / Supervisor, please record below what you would consider to be the major stressors within the role (if none, state none)**

- 
- 

**Standard 6: Any Other Comments**

**Further Comments**

- 
- 

**Declaration**

We agree to conform to the above restrictions and undertakings during the work experience period and agree to review this risk assessment in the light of any changes.

Should there be any changes to the risk assessment, we shall inform the work experience lead immediately.

Name of Manager	Signature:	Print Name:
Contact No:	E-mail:	Date

**DISTRIBUTION:**

- 1. PLEASE RETURN THE COMPLETED DOCUMENT TO: EMILY HOPKINSON [EMILY.HOPKINSON@LINCS-CHS.NHS.UK](mailto:EMILY.HOPKINSON@LINCS-CHS.NHS.UK)**
- 2. A COPY OF THIS FORM SHOULD BE RETAINED IN THE PLACEMENT AREA**
- 3. A COPY SHOULD BE ISSUED TO THE WORK EXPERIENCE STUDENT PRIOR TO COMMENCEMENT**



# Work Experience Induction Checklist

Name:

.....  
 .....

Emergency Contact Name:

.....  
 Address:

.....

.....

.....

Telephone:

.....

Supervisor Name:

.....

Area's to Cover in Induction	Tick when Completed
Introduction to supervisor and team members	
Show where toilets, canteen, exits and other relevant areas are	
Check work experience signed agreement	
Explain expected hours of work and break times/lunch etc.	
Building access (e.g. cards, door codes, signing in as required)	
Rules around smoking	
Health and Safety / Workplace hazards	
General conduct	
Dress code	
Emergency procedures (fires, first aid, etc.)	
Absence procedure	

If lifting and handling is a component part of the work experience placement, please discuss this requirement with the Moving and Handling Trainer before allowing this.

I can confirm that the areas listed above have all been covered in this local induction on

.....

**Supervisor's signature:**

Individual's signature

Appendix 3

# Evaluation Form

Name:

Work Experience Placement and Base:

Dates Completed Placement:

Supervisor of Placement:

QUESTION	ANSWER
<p>What type of duties did you experience completing on your placement?</p>	
<p>Do you feel your placement has given you a better understanding of the work undertaken in the NHS?</p> <p>Reasons why yes/no?</p>	
<p>What do you think is the most useful</p>	

<b>thing you have learned?</b>	
<b>What did you enjoy most about your placement?</b>	
<b>What did you find the least interesting about your placement?</b>	
<b>What did you think might have been included on your placement that was not?</b>	
<b>Do you think your placement has influenced your future career choice? If so, in what way?</b>	
<b>What career path do you think you will work towards in the future?</b>	

<b>Would you like to work for us in the future? If so, why? If not, why not?</b>	
<b>How did you find the application process for getting a placement with us?</b>	
<b>Is there anything you feel we can do differently to improve? Please give as much detail as possible.</b>	

**Thank you for completing this evaluation. We will endeavour to fulfil your responses.**

**Please return the completed form to your placement supervisor who can pass on to us, or send it directly back to Work Experience LCHS at Workforce Services, Beech House, Waterside South, Lincoln, LN5 7JH.**

## **Equality Analysis**

**Name of Policy/Procedure/Function\*** Return to Practice Policy  
Work Experience Policy

**Equality Analysis Carried out by:** Laura Herrick,  
**Workforce Services Manager**

**Date:** January 2016

**Equality & Human rights Lead:** Rachel Higgins

**Director\General Manager:** Maz Fosh

**\*In this template the term policy\service is used as shorthand for what needs to be analysed. Policy\Service needs to be understood broadly to embrace the full range of policies, practices, activities and decisions: essentially everything we do, whether it is formally written down or whether it is informal custom and practice. This includes existing policies and any new policies under development.**

**Section 1 – to be completed for all policies**

A.	Briefly give an outline of the key objectives of the policy; what it's intended outcome is and who the intended beneficiaries are expected to be	To provide clear information for the development of appropriate work experience placements and a process to ensure they are filled through application and monitoring.		
B.	Does the policy have an impact on patients, carers or staff, or the wider community that we have links with? <b>Please give details</b>	Policy impacts on residents of Lincolnshire, staff and patients through the development of a work experience programme to support future healthcare professionals by providing opportunities for individuals to access work experience in appropriate settings.		
C.	Is there is any evidence that the policy\service relates to an area with known inequalities? <b>Please give details</b>	There is no evidence that the policy relates to an area with known inequalities.		
D.	Will/Does the implementation of the policy\service result in different impacts for protected characteristics?	The implementation of the policy does not result in different impacts for protected characteristics.		
		Yes	No	
	<b>Disability</b>		X	
	<b>Sexual Orientation</b>		X	
	<b>Sex</b>		X	
	<b>Gender Reassignment</b>		X	
	<b>Race</b>		X	
	<b>Marriage/Civil Partnership</b>		X	
	<b>Maternity/Pregnancy</b>		X	
	<b>Age</b>		X	
	<b>Religion or Belief</b>		X	
	<b>Carers</b>		X	
	<b>If you have answered 'Yes' to any of the questions then you are required to carry out a full Equality Analysis which should be approved by the Equality and Human Rights Lead – please go to section 2</b>			
The above named policy has been considered and does not require a full equality analysis				
<b>Equality Analysis Carried out by:</b>		Laura Herrick		
<b>Date:</b>		January 2016.		