

Confirmation of Work Experience: 22 – 26 June 2026

PLEASE COMPLETE IN BLOCK CAPITALS

Student Name:	
---------------	--

Please ask the company who has agreed to offer you a work experience placement to complete the following details to confirm this for you:

Company Name:	
Address (where work experience will take place)	
Postcode	
Telephone No:	
Email address for contact:	

Type of Work Offered	
----------------------	--

First Name of contact	Ms/Mrs/Mr	Surname	
Job Title			

Total No. of employees on site	
--------------------------------	--

Employer’s Liability Insurance cover and Public Liability Insurance cover are legal requirements for work experience. We regret we are unable to take up offers of work experience from organisations without this.

CHECKLIST	Yes	No
Do you have a written Health & Safety policy? Do you have a policy regarding health and safety for people working in your organisation, including use of specific equipment, and will you provide all necessary Health & Safety training for the placement student?		
Insurance Is Employer and Public Liability Insurance held? Will your insurances cover any liability incurred by a placement student as a result of his/her duties as an employee?		

Insurance Company Name:

Employer and Public Liability Insurance Police Number:

Risk Assessment Have you carried out a Risk Assessment of your work practices to identify possible risks, whether to your own employees or to others within your undertaking, including placement students? Are Risk Assessments kept under regular review? Are the results of Risk Assessment implemented?		
Accidents and Incidents Is there a formal procedure for reporting accidents and incidents? Will you report to Highdown School all accidents/incidents involving placement students? Will you report to Highdown School any sickness/absenteeism involving students which may be attributable to their work?		

Hazards and Risks associated with the work:	
Measures to minimise the Risks:	
Prohibited Tasks (please list any tasks/machinery/equipment/work areas which on Health & Safety grounds are not to be undertaken, used or visited by the student):	
Please confirm this offer of a work experience placement:	
Signed:	Position:
Print name:	Date:
PLEASE RETURN THIS FORM TO MRS ROBINSON	

Risk Assessment - for work based placements for students under 18

A risk assessment is a careful examination of the Workplace to identify anything that could cause harm to people. Employers should then take reasonable steps to prevent anyone from getting hurt or becoming ill as a result of that harm.

Students under the age of 18 on work experience are particularly at risk within the work environment. Due to their lack of experience, they may not appreciate the potential hazards or risks in the work place. They may also consider taking on tasks that are beyond their physical and mental capacity. It is for this reason that the employer has been asked to complete the risk assessment.

Notes on completing the risk assessment overleaf

1. Hazards:

List any hazards that may cause significant injury or harm.

2. Control measures:

State the precautions in place to minimise the significant hazards/risks associated with the work experience tasks taking account of the lack of knowledge and the inexperience of the student.

3. Prohibited tasks/machinery/equipment/work areas:

List any tasks, machinery, equipment or work areas that, on Health & Safety grounds, are not to be undertaken, used or visited by the student. There are a number of age related restrictions and prohibitions covering both young people at work and students on work experience. There are other age related restrictions, covering work within a variety of very specific occupational sector. These are summarised below:

- a. Explosive industry, including the carriage of explosives by road
- b. Ionising radiation
- c. Any work involving the use of lead, including paid and pottery manufacture
- d. Work with power presses
- e. Work with woodworking machines
- f. Work with circular saws
- g. Agricultural vehicles and machines
- h. Work in mines, quarries, docks and shipbuilding

A comprehensive list of age related restrictions is contained within the H. S. E. Guidance HS (G) 165 - Young People at Work - A Guide for Employers

Source - Health and Safety Executive Five Steps to Risk Assessment (IND (G) 136L)