



# Horizon Community College Work Related Learning Policy

An additional Health & Safety Document

To be read in conjunction with the main Health & Safety Policy Section 5.6

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# WORK RELATED LEARNING POLICY

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## Section 1 General Policy Statement

Horizon Community College has training opportunities and work-based learning providers which make a valuable contribution to the development of young people in terms of learning new skills, being given new responsibilities and encountering new personal, social and educational experiences. It is a significant step in preparing them for adult and working life and it provides them with an opportunity to foster an early understanding of the importance of Health and Safety and to influence the attitudes of the future workforce.

The Principal and Horizon Local Committee recognises its responsibility as stated in the Horizon Health and Safety Policy section 5.31. and that they have a duty of care to its students' participating in Work Related Learning activities off College site.

They will agree a policy that ensures that it fulfils its statutory responsibilities in respect of the Health and Safety of students undertaking Work Related Learning (WRL).

The policy will be reviewed annually and ratified by the Horizon Local Committee.

## Section 2 Statement of Work-Related Learning Policy

The College will ensure effective management as far as is reasonably practicable of all Health and Safety matters effecting the operations and activities of students participating in Work Related Learning (WRL), and will have systems in place to: -

- Prepare students for WRL
- Monitor students whilst on their WRL placement
- Review the WRL placement following its completion by the student

So far as it is reasonable, the College will ensure that staff designated with Health and Safety responsibilities for WRL, are competent to achieve the aims prescribed by the Local Authority and the College. It is equally the duty of all staff with WRL duties to ensure the Health and Safety of themselves, co-employees, students, and other persons, and that WRL is carried out in line with the operational procedures prescribed for the College.

This will be achieved by provision of applying the principles of risk management and ensuring that any necessary risk control measures are introduced and maintained for students on WRL.

In accordance with the Barnsley MBC policy and other related requirements, the College will ensure that specific risk assessments have been carried out.

### 2.1 WRL Opportunities

The three main types of Work-Related Learning available for students at Horizon Community College are: -

## **Work Experience**

Work Experience Placements are those placements where students are placed with employers alongside other employees in a work-based setting. The placements take place in year 9, 10 and 11. These placements can be for a varied length of time.

## **Extended Work Placement**

This is similar to the Work Experience Placement above. In this instance however, the students have the opportunity to gain a variety of employability skills and valuable experience in the workplace over the course of an academic year. Usually, students participate in their work placement between 1-3 days per week.

## **Collaborative Learning/Training**

Collaborative Learning covers those learning and training opportunities which take place off-site, either at another school, a college or a work-based learning provider. These are arranged for targeted students in Key Stage 4 and they may participate in these learning opportunities, including Entry level, Level 1 and Level 2 programmes.

## **Section 3 Duties**

The staff listed below must be familiar with the Health and Safety policy and all Health and Safety regulations as laid out in the Health and Safety document for Horizon Community College.

### **3.1 The Horizon Local Committee**

- Agree a policy ensuring that the appropriate arrangements are in place to ensure compliance.
- Ensure that the College has the resources to implement the policy and that these are used appropriately
- Appoint a link committee member who will monitor the implementation of the policy and ensure the policy is reviewed annually

The Horizon Local Committee must ensure that the College will only place students in a work environment, after due regard has been given to their Health and Safety and child protection issues. Children who are known to be vulnerable will be appropriately placed in a setting that best suits their needs and those of the employer.

### **3.2 The Principal**

The Principal will have in place systems and staff to prepare, monitor and review the students as required by the Horizon Health and Safety Policy.

Members of the School staff will be allocated to specific roles for the management and implementation of WRL.

The Principal and staff with designated responsibility, shall have responsibilities for ensuring effective management, so far as is reasonably practicable, of all Health and Safety matters affecting the operations and activities of students undertaking WRL. These include those organised on behalf of the College, but being undertaken away from the College site.

The Principal has responsibility for ensuring that effective communications on Health and Safety matters exist between the College and Barnsley MBC Health, Safety and Emergency Resilience Unit, and will provide Horizon Local Committee members with an annual report on all matters affecting WRL. This responsibility is delegated to the Assistant Principal Careers Lead.

### **3.3 Associate Principal/Vice Principals**

The Vice Principals will undertake the role in the absence of the Principal and will undertake all the Health and Safety responsibilities as detailed for the Principal.

### **3.4 Work Related Learning Coordinator**

The Work-Related Learning Coordinator (or the designated member of the Careers Department) is responsible for arranging the placements which are supplied from a bank of placements previously agreed with employers.

The Work-Related Learning Coordinator (or the designated member of the Careers Department) is responsible for risk assessing the placement as being suitable for the student prior to the placement taking place. This will include where the student has obtained their own placement.

The WRL coordinator will then manage the student placements ensuring that all arrangements in section 4 of this policy are completed. Currently this role is undertaken by the Post 16 Enrichment Co-Ordinator.

### **3.5 All Members of Staff**

All employees must comply with and make sure all students on WRL are aware of, and follow the requirements listed below:

- Use safety equipment or clothing in a proper manner and for the purpose intended
- Not intentionally or recklessly misuse anything supplied in the interests of Health and Safety
- Work in accordance with any Health and Safety instruction or training that has been given
- Co-operate fully with the employer

- Not take part in any task for which they have not been authorised and for which they are not adequately trained
- Bring to the attention of a responsible person any perceived shortcoming in our safety arrangements; and have a duty to familiarise themselves with this policy

## Section 4 Arrangements for Work Related Learning

The Principal shall appoint a member of the senior management team to maintain a strategic overview of Health and Safety, its quality and to support members of staff with operational responsibility for WRL.

The Work-Related Learning Coordinator will:

### 4.1 Preparation

- Be a point of contact for teachers, students, parents/carers, employers, Contractors, Local Authority and any other external agencies
- Ensure that all students, prior to entering a WRL placement, receive the agreed level of Health and Safety training
- Ensure that parents/carers are aware of their responsibilities for their child whilst on WRL and that the employer needs to be informed of any relevant medical condition of the student
- Advise all parents of the risk and requirements of the placement including the need for any particular item of personal protective clothing to be worn on the placement
- Ensure that all staff visiting pupils on work experience placements receive training on how to undertake a monitoring visit, not only to include quality and suitability but also Health and Safety
- Ensure that sufficient details are provided to the employer prior to the commencement of the placement
- In consultation with the employer, determine the standard of Health and Safety to be achieved by students prior to the placement and take advice from the employer on suitable Health and Safety teaching material
- Ensure that the employer delivers training to their staff on how to monitor WRL placements
- Ensure that all students understand the employer's Health and Safety rules and the need to adhere to them and the effect that these may have upon the safety of themselves or any other person (See Appendix A)

- Ensure that all students have made practical arrangements for travelling to and from the placement having regard to their personal safety and know who to contact in the case of an emergency

## 4.2 **Transport Arrangements**

For all types of WRL, students are encouraged to become independent travellers through the use of public transport.

It is the parent's responsibility to ensure that their child's transport arrangements to and from school at the start and end of the school day are safe. Similarly, this applies to the transport arrangements for students travelling direct to the placement particularly those taking place at the weekends or school holidays. Students must plan in advance the journey necessary for their WRL placement and discuss this with their parents/carers. Consideration must be given to the risks that this will pose over and above their normal journey.

For students travelling from Horizon College to placements during the school day, it is the school's responsibility to ensure the health, safety and wellbeing of the students. Horizon Community College must therefore be confident that the transport arrangements to and from the placement are safe and that parents are fully aware of what those arrangements are.

The College should consider factors such as age, special educational needs, competence and behaviour of students, student mix, maturity etc., in determining whether supervision during the journey is required.

## 4.3 **Monitoring**

- Organise and implement a programme of monitoring visits for all students on WRL
- Ensure that the use of Horizon's monitoring sheets for Health and Safety are implemented
- Where a member of staff considers there are any Health and Safety concerns, they will report them to the Work-Related Learning Coordinator.

## 4.4 **Review**

- Arrange a debriefing session for all students completing work experience which will include Health and Safety issues.
- Present a report to the Horizon Local Committee on behalf of the principal via the Health and Safety committee member.
- Working practice will be reviewed and amended where necessary to incorporate any changes in the legislation or the policy of the employer.



- The Policy will be reviewed annually.
- Business links are reviewed constantly to ensure documentation is up to date and any issues are addressed.

## APPENDIX A

### GENERAL SAFETY POLICY –WHAT YOU SHOULD EXPECT IN WORKPLACES

All places of work should have a visible Health and Safety Policy that lays out their duties below.

#### **YOU ALSO HAVE RESPONSIBILITIES UNDER LAW**

##### **COMPANY POLICY MEANS COMPANIES SHOULD UNDER LAW:**

- Provide adequate control of the health and safety risks arising from any activities
- Consult with employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure the safe handling and use of substances
- Provide information, instruction and supervision for employees and **you**
- Ensure that all employees are competent to do their tasks and to give them adequate training
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals – it should be in date

##### **YOU HAVE A DUTY TO:**

- To take reasonable care for the health and safety of yourself and those around you – **DO NOT USE ANYTHING IF YOU HAVE NOT BEEN SHOWN HOW TO OR BEHAVE IN A WAY THAT WOULD PUT ANYONE AT RISK OF HARM**
- To cooperate with the company to **AND TAKE NOTICE OF ANY INSTRUCTIONS, TRAINING OR GUIDANCE**





# Safety Tips for Young Workers

**1**

## Ask Questions

If you are ever unsure of safety procedures or work conditions ask your supervisor. They are there to help!

**2**

## Pay Attention to Training

Your workplace health and safety training is your most valuable tool. Pay attention to the training you are given by your employer, it could save your life one day.

**3**

## Wear Your Safety Gear

The first step to workplace safety is to wear your protective gear. Your employer has asked you to wear those items for the specific purpose of keeping you safe. Wear proper additional protective gear when cleaning up spills, dealing with hazards, etc. as outlined in your health and safety training.

**4**

## Pay Attention to Your Surroundings

Always keep your eyes and ears open for potential hazards in the workplace. Pay attention to the people and machinery around you in order to protect yourself from avoidable hazards.

**5**

## Get Help

If you ever feel a situation is too much to handle on your own ask for help! Never risk your health or safety, ask a co-worker or supervisor to assist you. This includes speaking up if you are asked to complete any task you feel is unsafe.