

6. A member of staff from the school will visit the students during the course of the work experience. The employer will also allow access to BLEBP staff to ensure contractual compliance and to investigate any reported accidents.
7. Students are covered for the period of work experience by Employer's Liability insurance and the insurers will be notified by the employer prior to the commencement of work experience. Where appropriate students are similarly covered by Public Liability and motor vehicle insurance. If the employer is a sole trader or self-employed, employer Liability Insurance is still required via the employer, Central Beds Council, Bedford Borough Council or the school. Luton Borough Council no longer undertakes to provide this cover
8. They are responsible for the health, safety and welfare of the students during the work experience and will maintain a current health and safety policy. There will be compliance with the provisions of the Health and Safety at Work Act 1974 and its relevant statutory provisions, including the Management of Health and Safety at Work Regulations 1999, the Education Act 1996 and any other relevant statutory obligations, or official guidance.
9. They are responsible for the welfare of the students during work experience and are aware of child protection issues, particularly their responsibility under the Criminal Justice and Court Service Act to disclose names of individuals who are disqualified from working with children, where known to them.
10. They will undertake a suitable and sufficient risk assessment in relation to the health and safety of the student while at the placement, taking into account the student's inexperience, immaturity and lack of awareness of risks.
11. Students will not do work prohibited by law, operate dangerous machinery, carry out any manual handling tasks identified as being a risk to the student's health and safety, or be exposed to dangerous substances, radiation, extreme heat or cold, noise or vibration or any other work environment that may endanger their health and safety.
12. Where appropriate students will be provided with and instructed on the correct use of personal protective clothing and equipment (PPE), and its use will be enforced.
13. At the start of work experience, they will provide students with a health and safety induction, which will include workplace hazards and their control, fire, emergencies, first aid, accident reporting and security arrangements. Students will also be given appropriate instruction before, and supervision while, operating any machinery or equipment.
14. They will notify BLEBP and/or the designated teacher, by telephone and as soon as practicable of any accident and will notify the designated teacher of the student's school of any case of ill health or other incident (including unacceptable behaviour) which relates to the student's work experience. When appropriate, they will comply with the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The students will have access to adequate first aid facilities as required under the Health and Safety (First Aid) Regulations 1981.
15. They will take into account any relevant information relating to the student's medical condition, or any physical and learning disabilities which have been provided by the student's parents or guardians in formulating appropriate risk controls to protect both students and/or employees.

This agreement shall continue to represent the understanding between BLEBP and the employer until such time as either party terminates the agreement or changes in legislation, government funding, or other significant factors render an amendment necessary.

I have read this Letter of Understanding from BLEBP and confirm all the points are acceptable to my organisation/company. Also, I agree to the student named overleaf working on my premises.

Company Address _____ Post Code _____

Signature: _____ Name (CAPITALS) _____

Position: _____ Tel No: _____ Date: _____

email: _____

(March 2009)