



Work Experience and Young Workers

1.0

Introduction

This document describes the procedure adopted by **St Anne's Catholic Primary school** for the management of the risks to young workers and work experience students. This procedure ensures compliance to the Corporate SMS.

1.1

Responsibilities

2.1 Mrs Johnston will

- arrange for all new employees and work experience students to complete a safety induction programme
- include information from this SMS in the induction programme
- review the appropriate supervision and training needs required where a young worker starts working in school.
- Ensure a vetting process is in place for potential work placements for students

2.2 Mrs Johnston will

- include the risks to young workers in the general risk assessment process
- review the work experience risk assessment prior to start of work
- take appropriate corrective actions where required
- review the risk assessment after the report of any incident involving work experience students

2.3 Mrs Ariphova will

- co-ordinate the acceptance of work experience students within the school
- maintain a file of completed assessment forms and a record of review
- forward the risk assessment to the work experience co-ordinator on request

1.2

Document Review

St Anne's Catholic Primary School will review this document every 2 years.