

## SCFP Policy for Work Experience Personnel (WEP)

### What is Work Experience?

Work experience allows students (usually in sixth form or at college) to observe and carry out tasks alongside research scientists. This helps the student to develop the skills and attitudes which they will need for the world of work, and provides opportunities to learn directly about working in a research laboratory and to nurture their interest in science. Placements should be of benefit to the student and allow them to be engaged in a range of tasks they would normally not gain experience of while in full time education

### Areas that a WEP must NOT enter

- Radioactive work areas
  - Controlled radioactive room (117 and 210 in Hopkins Building)

### Tasks that a WEP must NOT undertake

- Any radioactive work
- Any work which exposes them to toxic or carcinogenic substances
- Any work which exposes them to extreme heat, noise or vibration
- Work that can not be adapted to allow for a physical or mental limitations
- Working completely unsupervised, lone or out of hours working

### Young Person

This is anyone between the minimum school leaving age (MSLA) and 18 years. Young persons wishing to gain work experience are permitted in SCFP laboratories only if the requirements laid out in this policy are in place.

*NOTE: Individuals less than 16 years are considered in health and safety law as children and are not permitted in SCFP laboratories, as documented in Safety note 54:*

[https://www.reading.ac.uk/web/FILES/health-and-safety/SN54\\_Children\\_on\\_University\\_premises.pdf](https://www.reading.ac.uk/web/FILES/health-and-safety/SN54_Children_on_University_premises.pdf).

### Work Experience Person

This is an individual from outside University of Reading, usually from a school or a college who wishes to gain work experience. Individuals wishing to gain work experience are permitted in SCFP laboratories only if the requirements laid out in this policy are in place. A WEP is often a young person. A WEP is not permitted to work more than a standard 8-hour day and more than 5 days in any consecutive 7-day period.

### Work Organiser (WO)

This is the organisation that contacts at SCFP to arrange the placement of the work experience person. If the WEP has contacted SCFP directly then information should be sent to the parent of the WEP.

The WO is to be provided with the following information:

- UoR Statement of Safety Policy, available from: [http://www.reading.ac.uk/web/FILES/health-and-safety/University\\_Health\\_and\\_Safety\\_Policy-May\\_14.pdf](http://www.reading.ac.uk/web/FILES/health-and-safety/University_Health_and_Safety_Policy-May_14.pdf)
- UoR insurance arrangements (employers liability and occupiers liability) , available from <http://www.reading.ac.uk/web/FILES/finance/insempliability.pdf>
- The SCFP Area Safety Code, available from SCFP Safety
- Name and contact details of the supervisors who will be responsible for the WEP
- Description of the work the WEP will be performing and a copy of the signed risk assessment as completed by the supervisor of the WEP (see duties below).

### Work Provider

This is SCFP and while on work experience the WEP is to be regarded as a member of that research group. However, it must be remembered that the WEP may be particularly at risk from:

- Their possible immaturity (physical and mental) and inexperience of a laboratory environment
- Being unaware of the potential risks to their health and safety

- Being eager to impress or please their supervisors

## Duties

### Group Leader

They must ensure **before the work experience person arrives** that they have:

- Informed their Head of Department and completed the SCFP visitor form, stating date of birth of proposed WEP.
- Put arrangements in place to ensure the health, safety and welfare of persons on work experience
- Appointed a first and second supervisor for the WEP
- Supplied information to the placement organisation of techniques the WEP will be involved with and any risks they may be exposed to. This will usually be in the format of a form supplied by the placement organisation and completed by the group leader and/or SCFP Safety.
- Completed a laboratory risk assessment form for the work to be undertaken by the WEP. This is to be completed with the supervisor of the WEP.

### Supervisor

The supervisor is responsible for

- Completing a risk assessment form for the activities that the WEP will carry out in collaboration with SCFP Safety/group leader.
- Informing the WEP of the contents of the risk assessment, noting any risks and control measures that are in place.
- Completing a work schedule for the duration of time the WEP is in their group.
- Arranging with SCFP Safety for the WEP to have a safety induction **before** work experience commences.
- Assessing the level of supervision that is required. This will be at a minimum level of ensuring one of the supervisors is present in the laboratory at the same time or maximum level of direct supervision of the WEP.
- Providing a laboratory coat (and ensuring it is worn buttoned up), gloves and safety glasses (as required) for practical laboratory work. To include storage and disposal of protective equipment.
- At -the-bench training e.g. how to use equipment, carry out specific techniques.

### Institute Safety Advisor

SCFP Safety is responsible for:

- Inducting the WEP before commencing work experience. Induction to include
  - Safety rules for containment level 2 and chemical laboratories
  - First aid arrangements
  - Fire policy of building
  - Security arrangements
  - Personal protective equipment
  - Any other relevant identified safety or training issues
- Completing the Work Experience Induction Checklist
- Handing over the WEP to the delegated supervisor after the safety induction is completed.
- Informing, in writing, to the group leader any concerns regarding the WEP ability to work safely SCFP.