



## Work Experience Services

Gateway Shared Services  
223 Castlemilk Drive  
Glasgow  
G45 9JY

Phone **0141 270 6114/6115**  
Fax **0141 270 6122**  
Email **beelwex@ceg.org.uk**

Manager **Sinclair Houston**

## Letter of Understanding between the Councils and Firms/ Organisations providing Work Experience Placements

To ensure that the implications of the Work Experience programme, and arrangements between the firm/organisation (the Provider) providing work experience and the Councils of East Lothian, Edinburgh and Scottish Borders are fully understood, we have set out the following essential points:-

- 1 The pupil will be expected to carry out meaningful work during the period of the work experience placement. The work will be planned by a responsible person and the pupil will be given appropriate instruction before, and supervision whilst, participating in any activity. Under no circumstances should a pupil operate prohibited machinery as defined in local byelaws and health & safety legislation.
- 2 The Provider will ensure that the pupil does not operate any hazardous machine or equipment, or work in any hazardous situation, or carry out any work of an unsuitable or objectionable nature. At all times, the provider will ensure that the pupil is working within the Health and Safety at Work etc. Act 1974 as amended and any regulations made under that Act, and in particular the Management of Health and Safety at Work Regulations 1999.
- 3 The Provider will ensure that the pupil wears protective clothing whenever appropriate.
- 4 The Provider will ensure that all personnel directly involved in working with the pupil are aware of the responsibilities associated with regard to their duty of care towards them. Instruction in the procedures to be followed with regard to any untoward incident or accident should be provided.
- 5 By prior appointment, the Provider may be visited by health and safety officers contracted by the councils to help you ensure that the appropriate standards of health, safety and welfare will be met in relation to the pupil. **You will be asked to show a copy of an up-to-date employer's liability insurance certificate.**
- 6 The pupil will not receive any payment for this work.

*continues overleaf*

- 7 The pupil must not work outside the hours stipulated in the job description.
- 8 If required, the pupil will sign an undertaking that he/she will not disclose any information confidential to the Provider without the Provider's approval, and that he/she will obey all safety, security and other instructions given by the Provider.
- 9 The pupil's parent/guardian will undertake to ensure that the pupil carries out these obligations and will confirm that he/she is not suffering from any medical condition which could create a hazard to the pupil or those working with him/her.
- 10 The Provider will ensure that its Employer's Liability Insurance, and Vehicular Insurance if applicable, is extended to cover the pupil for the period of the work experience placement. In this connection it should be noted that there is an agreement between all insurance companies who are parties to the Association of British Insurers that they will provide automatic indemnity to providers of work experience placements.
- 11 The pupil on work experience is on an extension of school attendance. Accordingly, where a pupil fails to attend, has an accident or feels unwell, the Provider must notify, by telephone and without delay, the Work Experience Co-ordinator of the pupil's school and the pupil's home if a telephone number is given. If required the pupil should be allowed the use of medical room facilities, where available.
- 12 For Health and Safety purposes, the pupil on work experience placement should be treated as if he/she was an employee of the Provider.

### **Declaration**

**Please confirm that this letter of understanding is acceptable to the Provider by signing the enclosed form and returning it to the address above.**

### **Please Note**

**The person who completes and signs the accompanying document on behalf of the Provider may not be directly responsible for supervising the pupil. Therefore we would ask that the pupil's direct supervisor/responsible person is made aware of the content of this agreement, especially in relation to Health, Safety and Welfare.**

**THIS AGREEMENT SHOULD BE RETAINED BY THE PROVIDER**