



Work Experience Guide for Employers





Introduction

Work experience offers young people invaluable insight into the working world, helping to broaden their knowledge of various industries and sectors. It can help inform career decisions and provide a safe environment to explore different workplaces.

For employers, offering work experience provides access to the unique talents and fresh perspectives of young people. As well as this, it presents opportunities for current staff to develop their supervisory and mentoring skills, helping to enhance their own professional growth.

This guide provides practical advice for employers on health and safety checks before the work experience begins, as well as best practices and helpful tips so that both the student and employer get the most out of the placement.

Health and Safety Checks

Work experience students – typically aged 14 to 19 – usually stay for one to two weeks and are supervised by a staff member at all times. Therefore, a CRB check is not required. However, you may need to provide a health and safety checklist, a risk assessment, and/or the Public Liability Insurance policy number to the placement organiser (e.g., school, supported employment agency).

Before the work experience begins:

- Complete a Young Persons Risk Assessment. You can download THSP’s template at the end of this guide.

Company Name		RISK ASSESSMENT						Ref:				
Location:		Description of Activity: WORK BY YOUNG PERSONS UNDER 18 YEARS OF AGE						Date:				
Assessed By:		Date:						Review:				
Hazard	Likely Harm	Party Affected	Risk Rating			Existing Controls	Additional Control Measures Required / Comment	By Whom	By When	Residual Risk Rating		
			S	L	R					S	L	R
Physical capacity	Major injuries to others affected by work practices	O	4	4	H	<p>Ensure young person is trained in general safety measures.</p> <p>Ensure young person is trained in the use of machinery and equipment.</p> <p>Ensure young person receives instruction / information / training in the correct use of PPE.</p> <p>Only give jobs to young persons that they can cope with, both physically and mentally.</p> <p>Do not allow young people to carry out particularly dangerous jobs (such as cart/hedge-operated tools).</p> <p>Ensure that regular breaks are taken to prevent fatigue and working hours are monitored.</p> <p>Ensure any necessary arrangements for personal safety and freedom from sexual harassment and bullying been considered.</p> <p>Ensure parents or guardians been informed of risks and control measures.</p>	<p>Ensure that the level of supervision is adequate for the job.</p> <p>A full method statement and safe system of work shall be prepared prior to the commencement of any works.</p> <p>A Manual Handling assessment will be completed to include: Task, Individual, Load & Environment (where required).</p> <p>If, after all measures have been taken, significant risks remain, young persons cannot be engaged in the work in question, even for training.</p>	M.S	Prior to and during works	3	3	M



KEY:	S - Severity	L - Likelihood	R - Risk = S x L
M = Management	1 = Trivial Injuries	1 = Improbable Occurrence	15 - 25 = High Risk
S = Supervisor	2 = Minor Injuries	2 = Remote Occurrence	8 - 12 = Medium Risk
O = Operative	3 = Major Injuries to one person	3 = Possible Occurrence	1 - 6 = Low Risk
T = Third Party	4 = Major Injuries to several people	4 = Probable Occurrence	
C = Client	5 = Death	5 = Likely Occurrence	



On the first day:

An experienced staff member should induct the student.

Key induction steps include:

- Welcome the student.
- Discuss your organisation: Explain what your business does and the role of your department.
- Understand the student's interests and motivations: Tailor their experience accordingly.
- Review practical details: Cover working hours, breaks, clothing, and jewellery requirements.
- Fire procedure: Ensure the student knows the fire safety protocol.
- Confidentiality and data protection: Discuss these important topics and ask the student to read the Code of Conduct policy.
- Tour the workplace: Show the student around and explain the daily routines of staff.
- Provide an induction pack: Start discussing and signing each relevant section of the induction pack.
- Conduct a Q&A session: Answer any questions the student may have.

During the work experience: What you should and shouldn't do as an employer

What you should do:

- Complete the induction pack: Ensure all parts are filled out and provide the student with a copy for their coursework.
- Involve the student in daily routines: Be creative in providing activities that the student will gain valuable experience from.
- Vary daily tasks: Provide different tasks each day to keep the experience engaging.
- Cross-departmental experience: Allow the student to work in other departments to learn more about the organisation.
- Include the student in internal activities: Check for any ongoing internal activities that the student can join.
- Show information sources: Explain where to find necessary information.
- Encourage learning: During quieter times, have the student read relevant materials and help them plan an activity to complete with you.
- Create a memorable experience: Ensure the placement is enriching and enjoyable for the student, rather than boring and mundane.




What you shouldn't do:

- Ignore the student: Avoid leaving them to sit alone and uninvolved.
- Assign only mundane tasks: Don't limit the student to filing or photocopying.
- React negatively to mistakes: Encourage learning from errors instead of getting annoyed.
- Discuss internal politics: Keep these conversations private.
- Leave sensitive information exposed: Ensure all confidential information is securely stored.

Summary:

By following these guidelines, you can ensure a safe, educational, and enjoyable work experience for the student while maintaining high health and safety standards. Creating a structured and engaging environment provides employers with meaningful opportunities that benefit both the participant and the business. Through continuous evaluation and improvement, your work experience program can significantly contribute to your company's culture.

 Download THSP's [Young Persons Risk Assessment template](#) today and keep your work experience students safe.



Average Customer Rating: ★★★★★ 4.9/5

