

Guidance for taking on and working with Work Experience Students

Work experience at the London School offers secondary school students their first real chance to apply maths and science skills outside the classroom. It is also a great opportunity for us to

jobs in health extend beyond medicine, that jobs in science do not necessarily involve working in a laboratory, or that a career in research is possible. In addition, many of our work experience students are from families where no one has been to university, and are often (pleasantly!) surprised to find out that higher education does not just mean another three years in a classroom.

Work experience in bench science is a great opportunity for a young person if you are able to offer it, but you can create an equally rewarding placement if you work in epidemiology or health economics for example. The most important thing is to create a structured programme of activities with planned outcomes, such as mini-research projects (speak to Public Engagement Co-ordinator Vickie Bazalgette if you would like to discuss some options).

General

Work experience students who wish to visit/work at the School **must be aged 14 or over**.

The School Safety Manual states that children (i.e., someone aged thirteen or younger) are not permitted in the School Bar, laboratories, computer teaching rooms, plant rooms or areas in which building contractors are operating.

It is likely that the school in question will send you paperwork to complete to confirm the details of the placement, which may include information about emergency contacts at the school as well requesting these details from us. If this does not happen, **please ensure that you request an emergency contact** from the school in advance of the placement.

Health and Safety

The School is responsible for the safety of work experience students during their time with us. If your work experience student does not arrive or does not arrive within 45 minutes of the agreed time you should contact the emergency contact you have been given at the school.

The member of staff hosting the work experience student is responsible for the student at all times. While on the premises the student remains the responsibility of the member of staff arranging the work experience. The staff member is also responsible for ensuring the students safety in the event of an emergency evacuation.

Most schools arranging work experience will ask that you complete a health and safety checklist about the School. Table 1 lists some of the types of questions that may be asked with the appropriate answers.

Risk Assessments for all procedures that the student will be carrying out **MUST** be completed with appropriate controls and necessary modification required specific to the age of the student. A standard laboratory RA will not suffice, it must specifically state the additional controls required, e.g., at this stage the student will be observing only.

Work experience students **MUST NOT** handle any live pathogens or radionuclides whatsoever.

Use of chemicals should be limited and in each case risk assessed.

Table 1:

POSSIBLE QUESTIONS	SUGGESTED ANSWERS	NOTES
Does the School have a written safety policy?	Yes	
Does the School have a policy regarding health and safety training for people working in your undertaking?	Yes	
Are risk assessments in place?	Yes	If no, write them!
Do risk assessments specifically address the additional controls needed for work experience students?	Yes	Your risk assessments must be adjusted for the student. It is most likely that your current risk assessments will not address the student s age so please do them before you take on the student!
Are risk assessments kept under regular review?	Yes	
Are the results and recommendations of a risk assessment implemented?	Yes	

STEMNET works to increase the amount of science, technology, engineering and mathematics (STEM) enrichment taking place in schools, and STEM Ambassadors are professionals with skills in these areas who volunteer to act as role models and encourage young people to

Appendix One: Working with Young People

BEHAVIOUR

WHILST IT IS IMPORTANT TO REASSURE A YOUNG PERSON WHO MAY BE NERVOUS IN A NEW PLACEMENT AND RELIANT ON YOUR GUIDANCE, YOU SHOULD AVOID BEING OVER FAMILIAR AND PHYSICAL CONTACT AND MAINTAIN A PROFESSIONAL PERSONA. NEVER PERMIT 'HORSEPLAY' WHICH MAY CAUSE EMBARRASSMENT OR FEAR.

ENVIRONMENT

WHERE POSSIBLE AVOID BEING ON YOUR OWN IN AN ISOLATED OR CLOSED ENVIRONMENT WITH A YOUNG PERSON, USE THE REFECTORY FOR BRIEFINGS AND MEETINGS.

TRAVEL

AVOID TRAVELLING ALONE WITH A YOUNG PERSON;

Empty rounded rectangular box with a red border.

Empty rounded rectangular box with a blue border.

Empty rounded rectangular box with a grey gradient background.