

This form **MUST BE** returned to school no later than: **Tuesday 31<sup>st</sup> October 2017**

Please complete **all** sections / Please write **very neatly** or in **capitals** / Please use **blue** or **black ink** only

Student Details					
First Name			Surname		
Date of Birth			Gender	F	M
School	Levenshulme High School		Form Group		
Dates of placement	12 – 16 March 2018 (1 Week)				
What, if any is your connection to the organisation? :					

Company Details – To be completed by the Employer					
Company Name					
Nature of Business				No of Employees:	
Company Address: Where the placement is taking place					
				Post Code	
Contact Details					
Main Contact	Mr / Mrs / Ms				
Position					
Email Address **					
	<i>** Where possible this will be our main form of communication, please monitor your junk / clutter mail for an email from '@ourfutures.co.uk'</i>				
Phone Number	Landline			Mobile	
Student Supervisor	Mr / Mrs / Ms				
Position					
Email Address**					
Phone Number	Landline			Mobile	

Work Experience Job Details – To be completed by the Employer					
Job Title			Department		
Days of Work e.g. Mon to Fri			Hours of Work e.g. 9:00 – 17:00	Lunch / break times (duration)	
	Young people should not work longer than 40 hours over a 5-day period on a 7-8 hour day				
Dress Code / Appearance					
Specific requirements					
Tasks to be undertaken whilst on placement					

Under health and safety law, every employer must ensure, so far as reasonably practicable, the health and safety of all their employees, irrespective of age. As part of this, there are certain considerations that need to be made for young people.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

**Lack of experience / being unaware of existing or potential risks and/or / lack of maturity.**

Further details of this can be found on the Health and Safety Executive Website:

**<http://www.hse.gov.uk/youngpeople/law>**

Taking into account the tasks the student will be undertaking please list any significant Risks / Hazards the student should be aware of, any prohibitions and the Control Measures in place:

Risks / Hazards e.g. Slips and trips		Control Measures e.g. Induction, good housekeeping

**Prohibitions for the student (Areas / Tasks / Equipment / Machinery):**

### Employers Liability Insurance

**Please attach a current copy of your Employers Liability Insurance Certificate – this form can't be processed without a copy,** if it is due to expire before the student starts we will contact you for the new details.

Unfortunately **only those** employers with Employers Liability Insurance may be used for work experience, with the exception of Crown Indemnity.

We recommend that you inform your insurer that you will be taking a student on work experience.

### Employers Signature

Please sign to confirm you have agreed to this placement, that the student will receive an induction on the 1<sup>st</sup> morning and that you are happy for a member of Our Futures Ltd to contact you to undertake a Health & Safety Appraisal on behalf of the school where necessary.

<b>Print Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	

**Please make a note of the dates you have offered the placement in a diary / calendar.**

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