

**King's Mill Hospital**  
Mansfield Road  
Sutton in Ashfield  
Nottinghamshire  
NG17 4JL

Tel: 01623 622515  
Join today: [www.sfh-tr.nhs.uk](http://www.sfh-tr.nhs.uk)

# WORK EXPERIENCE PLACEMENTS



# INFORMATION FOR MANAGERS

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## Introduction

Sherwood Forest Hospitals NHS Foundation Trust is proud to host the Work Experience Hub for Nottinghamshire which provides a centralised process for those seeking work experience placements in the health and social care sectors.

In 2019 the Trust was awarded Silver accreditation by national charity, Fair Train not only for its own work experience programmes but also for the Hub's facilitation of work experience for the local health community.

As one of the largest employers in the area, the Trust is in a position to provide a wide range of work experience opportunities to young people within the local community.

Well planned and well organised work experience has an important role as part of education for work as it:

- helps to develop students' personal and social skills;
- helps to develop the attitudes and key skills that students need for the world of work, e.g. example communication, working with others and problem solving;
- gives students important opportunities to learn directly about working life and the working environment at first hand.

A Directory of Work Experience Placements at Sherwood Forest Hospitals NHS Foundation Trust is published on the Notts Work Experience Hub at [www.sfh-tr.nhs.uk/work-for-us/work-experience](http://www.sfh-tr.nhs.uk/work-for-us/work-experience).

## Our Aim

To encourage young people to consider future careers within the Health Service and in particular within the Sherwood Forest Hospitals Foundation Trust.

To assist the development of young people by providing them with the experience of spending time in a working environment.

## Documentation

The standard documentation available on the Work Experience section of the Trust's Intranet has been provided to assist you. The standard documentation should be regarded as the minimum that is used. If you feel it appropriate to do so, you may wish to include further details about your service area:

- suitable clothing, footwear, jewellery etc
- arrangements for coffee/lunch breaks
- health and safety
- nature of the work that will be undertaken etc.

## **Procedure**

The applicant should be directed to the Notts Work Experience Hub website at [www.sfh-tr.nhs.uk/work-for-us/work-experience](http://www.sfh-tr.nhs.uk/work-for-us/work-experience) where they will find information on how to apply. They should look at the SFHFT directory of placements.

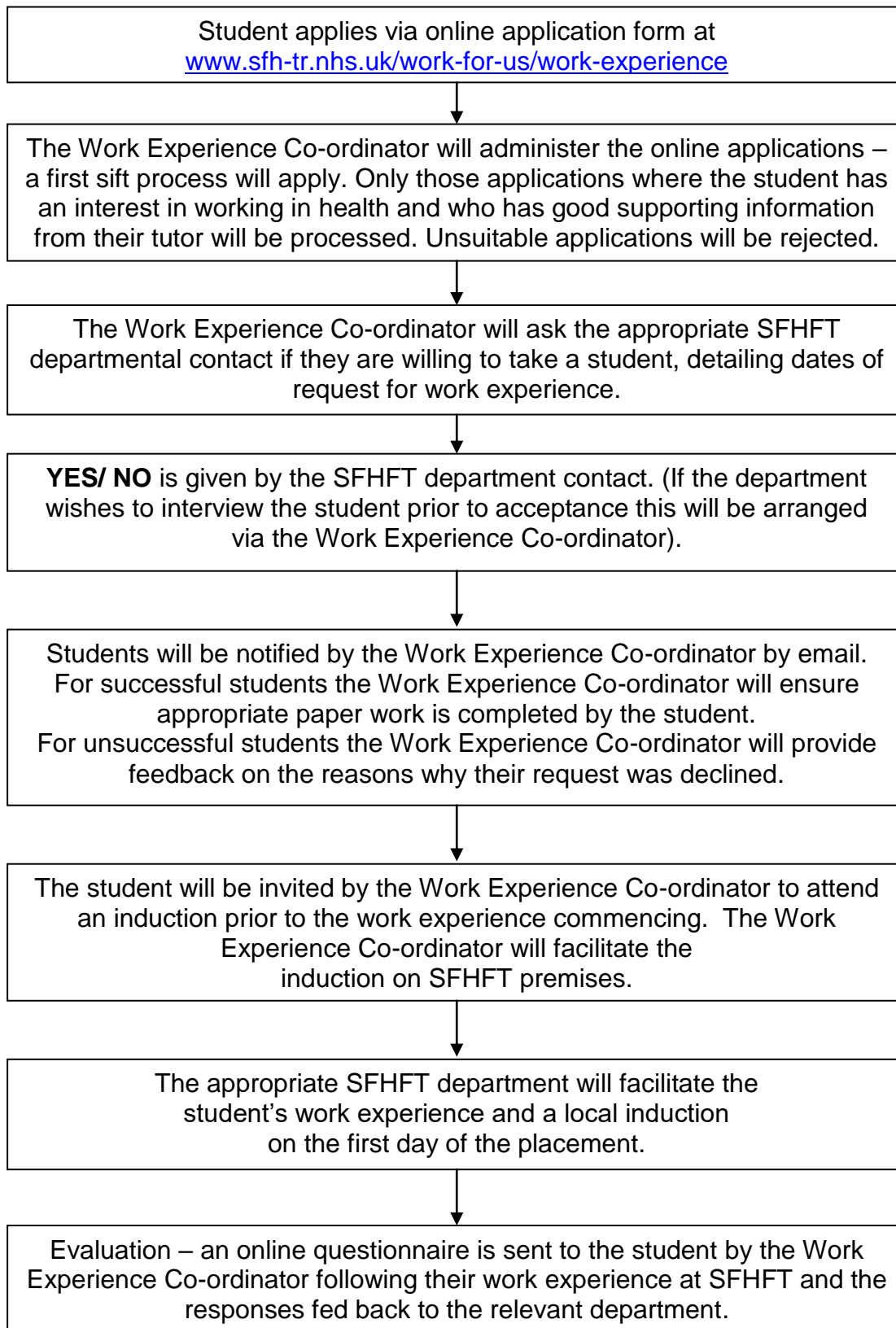
The applicant chooses a placement and then completes and sends in the application form.

If the department accepts the student they will be invited to a mandatory induction.

Evaluations are undertaken after the placement.

The process on the following page will be adhered to by the Work Experience Coordinator:

## Work Experience Process



## **Health and Safety**

Under the Management of Health and Safety Regulations 1999, students participating in work experience are regarded as employees of the Sherwood Forest Hospitals Foundation Trust. Therefore the Trust must ensure, so far as is reasonably practicable, the health, safety and welfare of the students whilst they are on a work experience placement.

Providers of work experience placements have particular duties to:

- Assess the risks to which work experience students are exposed within the workplace before they start work.
- Ensure that the risk assessment takes into account specific factors such as the immaturity, inexperience and lack of awareness.
- Introduce and maintain control measures to eliminate or minimise the risks.
- Before the student takes up the placement, let the parents/guardians of any students below the minimum school leaving age know the key findings of the risk assessment and the control measures.
- Always give the student advice on potential risks and provide adequate training and supervision.

## **Duties of Students**

Students participating in work experience have the same duties as other employees in the workplace i.e. Students have a duty to:

- Take reasonable care of their own health and safety and that of other people who may be affected by their actions.
- Co-operate with the placement provider in complying with the provider's legal duties.

## **Working Hours for Students under 18 years of age**

Young people should not:

- Work more than eight hours per day, with maximum of 37.5 hours per week.
- Work weekends normally.
- Start work before 7 am and not finish after 7 pm.
- Work overtime.
- Work more than five days in seven.

And should:

- Have a 30-minute rest break for every 4.5 hours worked.
- Have a 12 hour rest break between each working day.

### **Disclosure Barring Service (DBS) Checks**

Providing young people are supervised at all times then Disclosure Barring Service (DBS) checks are not required for one or two week placements only.

### **Risk Assessment for Individual Work Areas**

A risk assessment must be undertaken for the area where young people will gain work experience.

Where this has not been undertaken Managers should contact either the Work Experience Co-ordinator on extension 4423 or the Trust's Health and Safety Manager, Rob Dabbs, on extension 4172.

**A copy of the documented risk assessment will be sent to the appropriate school/college prior to the work experience placement being undertaken, if requested.**

## TRUST INSURANCE INFORMATION

Schools and Colleges usually require providers of work experience placements to provide certain information relating to the Trust's insurance policies and policy on Equal Opportunities.

The following information is provided to assist you:

- Does the Trust have Public Liability Insurance? - **YES**
- Does the Trust have Employer's Liability Insurance? - **YES**
- Who is the Trust's insurance company?

Insurance is provided through the **National Health Service's Liabilities to Third Parties Scheme (LTPS)**.

We do not have a policy number as such but our **Membership Number is T578** and the policy is renewed annually on 1 April.

- **The insurance scheme is aware that the Trust takes students on work experience placements**
- The Trust is committed to Equal Opportunities for all people
- **A copy of the insurance certificate can be accessed on the Training, Education and Development intranet site.**



## Suitability of Activities Undertaken on Work Experience

Students/individuals on work experience placements should always be supervised. In undertaking duties which involve providing direct assistance to patients, staff should ensure that the individual on work experience receives proper instruction as to the duties they will be undertaking and is supervised appropriately.

For non-clinical placements young people in education must be a minimum of 14 years old.

For clinical placements, young people in education must be a minimum of 16 years old (except Paediatric Nursing 18+).

Observations in Theatres need placement individuals to be at least 18. Consideration needs to be given also to the patient's ability to consent and the type of operation being performed.

The following guidance relates to suitability of activities undertaken on work experience.

Age related A/S level/A level 16+ years
<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Have conversations with patients</li> <li>• Observation of consumption of medicines with a registered professional</li> <li>• If requested read and write</li> <li>• Register with patient line</li> <li>• Assistance with washing (excluding personal areas)</li> <li>• Escorting patients under the supervision of a member of staff (not to theatres)</li> <li>• Delivering/collecting items from other departments.</li> </ul>
<p><b>General Clerical duties (NB: these may differ in a clinical environment)</b> i.e. (with the appropriate training)</p> <ul style="list-style-type: none"> <li>• Filing</li> <li>• Taking telephone calls (excluding clinical areas)</li> <li>• Photocopying.</li> </ul>
<p><b>Ward equipment</b> (with appropriate training) May practise on appropriate equipment under the supervision of a member of staff but any readings should not be recorded on documentation.</p>

### **House Keeping**

i.e. (with appropriate training)

- Assist patients to complete menus
- Assist patients to eat i.e. cut up food to feed patients after assessment by registered nurse. (**not** patients with swallowing difficulties)
- Make drinks and toast, cuppa soups and similar after training
- Assist in patient transfers throughout hospital i.e. carry notes and bags if not heavy or putting self at risk
- General tidying up of department
- Mop up non-hazardous spillages – with training.

**At the discretion of a registered professional and with the patient's consent, may be allowed to observe**

- Aseptic dressing procedures
- Minor surgical procedures
- Routine procedures and investigations i.e. X-rays, biopsy, endoscopy
- Other professionals within the hospital e.g. physiotherapists, occupational therapists, dietician.

For further information please see:

[SFHFT Work Experience Policy](#)

[Young people and work experience/ work placement a brief guide to health and safety for employers, Health & Safety Executive, published 2013](#)

[Working hours for young people, Gov.UK](#)

[More than photocopying - Work experience/ work placement - a toolkit for the NHS, Health Education England, published 2018](#) (please scroll down to Toolkits)

[Not just making tea – reinventing work experience/ work placement, Department for Education and Skills, published 2014](#)

Contact:

For further information please contact the Work Experience Co-ordinator, Louise Storry on 01623 622515 extension 4423 or [louise.storry@nhs.net](mailto:louise.storry@nhs.net).