

WORK EXPERIENCE AND NON-CLINICAL WORK PLACEMENTS POLICY

		POLICY	
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Summary of Changes from Previous Version	Transfer of SFHFT Work Experience portal with application form from CARE4Notts website to SFHFT website. Previous hub split into different organisations with only access to own trust information. Document Category, Lead Division/ Directorate and Sponsor amended.		
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Sponsor (Position)	Director of People		

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Lead Division/ Directorate	People Development
Lead Specialty/ Service/ Department	People Directorate
Position of Person able to provide Further Guidance/Information	Apprenticeships, Work Experience and Placements Lead – Carolyn Harris-Knowles Rachel McCubbin - People Development Operational Lead

Associated Documents/ Information	Date Associated Documents/ Information was reviewed
<p>1. Information for available on Work Experience intranet page Changes: Policy updated to reflect change from ICS to SFHFT.</p> <p>Appendix 1 Equality Impact Assessment</p> <p>Appendix 2 Environment Impact Assessment</p> <p>Appendix 3 SFHFT Work Experience Process</p> <p>Appendix 4 Independent/Locally arranged WEX Placements</p> <p>Appendix 5 Work Experience Confidentiality Code of Conduct</p> <p>Appendix 6 Work Experience User Agreement</p> <p>Appendix 7 Work Experience Medical & Safety Agreement 18+</p> <p>Appendix 8 Work Experience Medical & Safety Agreement <18</p> <p>Appendix 9 New Work Experience Placement Provider Form</p> <p>Appendix 10 Work Experience Induction Checklist</p> <p>Appendix 11 Work Experience Risk Assessment Template</p> <p>Appendix 12 Work Experience Evaluation Form</p> <p>Appendix 13 Non-Clinical Work Placement Process</p> <p>Appendix 14 Non-Clinical Work Placement Application Form</p> <p>Appendix 15 Non-Clinical Work Placement Confidentiality Code of Conduct Form</p> <p>Appendix 16 Non-Clinical Work Placement Signed Undertaking Form</p> <p>Appendix 17 Non-Clinical Work Placement Parent/Guardian Agreement Form for under 18's</p> <p>Appendix 18 Non-Clinical Work Placement Medical Form for over 18's</p> <p>Appendix 19 Non-Clinical Work Placement Induction Checklist</p>	6 th September 2024

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1.0 INTRODUCTION

Work experience (WEX) has long been recognised as a tool for attracting the wider community to the benefits of having a career in the NHS. Following changes at Nottinghamshire Integrated Care Board, CARE4Notts ceased to operate in April 2024 and the centralised work experience hub has now been redivided, again being managed by each individual trust.

As one of the largest employers in the area, Sherwood Forest Hospitals NHS Foundation Trust (SFHFT), is in a position to provide a wide range of work experience / non-clinical work placement opportunities and is committed to maintaining its corporate social responsibility by forming links with local schools and colleges.

The delivery of high-quality placements is essential for SFHFT to ensure individuals are attracted to the rich variety of career opportunities available and that we can attract our future workforce.

The Trust is committed to equal opportunities and this is reflected in all our policies and practices and is integral to the provision of our services. As employers, we welcome applications for work experience and non-clinical work placements from Nottinghamshire residents regardless of disability, gender, marital status, sexuality, race, colour, ethnic or national origin. Equal opportunities data will be collected.

This policy gives an overview of the work experience and non-clinical work placement processes from application to evaluation.

2.0 POLICY STATEMENT

2.1 This policy covers work experience and non-clinical work placements. It does not relate to medical, nursing or other pre-registration students including clinical placements, internships or university elective placements.

2.2 All staff involved in providing work experience / non-clinical work placements are obliged to follow the policy, as are the individuals undertaking the work experience / non-clinical work placements.

The policy aims to:

- Provide a framework to enable work experience / non-clinical work placements activities to be provided
- Provide guidance for managers involved in allocating placements
- Ensure that work experience / non-clinical work placements are conducted in a structured way to meet Health and Safety legislation and other requirements to safeguard the organisation, including patients, staff, visitors and the work experience participants.

- Develop consistency and reduce duplication across the Trust.
- Ensure that placement opportunities are available to all in the local community to promote equity and reduce nepotism.

3.0 DEFINITIONS/ ABBREVIATIONS

- 3.1 Work Experience:** is an unpaid placement on an employer's premises in which a student observes an employee carrying out particular tasks / duties, with the emphasis on the learning aspects of the experience. Work experience placements help people gain knowledge and/or experience in an area they are considering as a future career or for individuals considering a change of career. Work experience participants **must** be supervised at all times.
- 3.2 Non-Clinical Work placement:** is an unpaid placement on an employer's premises in which a student carries out particular tasks or duties; or observes an employee carrying out particular tasks or duties, with the emphasis on the learning aspects of the experience and where it is necessary to complete the hours required within a college/school course (for example, a BTEC Level 2 in Business Administration).
- 3.3 A young person:** A young person (16 - 18 years of age) is defined as any person who has not attained the age of 18 years.
- 3.4 A child:** A child is anyone who is not over compulsory school age i.e. 16. They have not yet reached the official age, at which they may leave school, also referred to as the minimum school leaving age (MSLA).
Note: The oldest pupils of compulsory school age, those born in September for example, may be as old as 16 years and 10 months, in year 11, before they leave school, on the last Friday in June).
- 3.5 The Work Experience Lead:** is the person who co-ordinates work experience and non-clinical work placements and processes for SFHFT.
- 3.6 The Placement Provider:** is the department / area providing the placement for the work experience / non-clinical work placement applicant.
- 3.7 The Placement Lead:** is the person who takes overall responsibility for the placement in their area.
- 3.8 Work Experience (WEX) Portal:** is an online platform to manage work experience applications and the checks and governance throughout this process.

4.0 ROLES AND RESPONSIBILITIES

4.1 The Chief Executive: has overall responsibility for this policy and to ensure that reasonably practicable control measures are implemented to reduce the personal safety risks to individuals on placements, patients and staff.

4.2 Managers / Placement Leads are responsible for:

- Determining whether or not a placement request can be accommodated and confirming via the WEX portal.
- Ensuring the work experience participant receives a local induction which explains the likely risks and the control measures in place to protect them from harm. Following this, a copy of the completed local induction checklist to be sent to the Work Experience Lead.
- If not supervising the participant themselves, allocating a supervisor/mentor who will ensure the work experience participant is adequately supervised and complies with the risk assessment controls, in addition to discussing identified aims and objectives.
- Ensuring the health and safety of any persons on placement within their team and that they are at no greater risk from work activities than those who are more experienced and that the findings from any health and safety assessments are understood by employees who will be working with and / or supervising the person whilst on placement. They should maintain a copy of the risk assessment on file.
- Providing the participant with the opportunity to observe a variety of skills, however, ensure that the participant does not have unsupervised access to patients or compromise the provision of safe and effective patient care. If relevant, ensure the tutor/teacher has progress updates as required
- Ensuring that provision for work experience is available within their area to support future workforce plans and recruitment requirements across a number of professions and roles.
- Ensuring the Work Experience Lead is aware of any independently arranged work experience placements in their department to ensure safeguarding and governance.

All students on work experience placements require direct supervision in line with the Disclosure and Barring Policy.

4.3 The Health and Safety Manager: is responsible for the day-to-day implementation and overall management of the Trust policy on the employment of young persons. They will provide advice, support and guidance to all staff on any health and safety issues affecting young persons at work.

4.4 The Work Experience Lead is responsible for:

- The administration and organisation of work experience placements and being the first point of contact for requests for work experience and ensuring all the relevant safeguarding and governance documentation and assurance is obtained and shared prior to the start of the placement.

- Maintaining the work experience portal and databases with administration support.
- Ensuring, via the WEX portal, that each participant signs a confidentiality and behaviour agreement, in addition to submitting a medical questionnaire (completed by themselves if 18 years and over or their parent/guardian if under 18 years old). The Work Experience Lead is responsible for sharing any relevant information with the placement lead.
- Ensuring the work experience participant accesses a work experience induction about working at SFHFT, including safeguarding, confidentiality and standards of behaviour, prior to the placement start date.
- Any additional forms that may be required from time to time to meet external requirements ensuring that the individual has a copy and signs the form if required.
- Sending online evaluations to successful work experience applicants and their supervisors, collating and analysing data for future improvements in the work experience provision as well as producing work experience monitoring and activity reports as required.

4.5 Students on work experience / non-clinical work placements must:

- Comply with the Confidentiality Code of Conduct to ensure patient and hospital information is protected.
- Dress appropriately according to the SFHFT Uniform policy as outlined in the induction.
- 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.
- Adhere to Trusts Values and Behaviours and ensure to speak up immediately if they see/hear/think something does not seem right.
- Adhere to guidelines set out by WEP manager in terms of mobile phone usage.
- Inform the Work Experience Lead / Placement Lead if unable to attend due to sickness. They should report to their manager / supervisor at the beginning of each day, not undertake any tasks which have not previously been agreed with the supervisor and ask for help and guidance in areas of uncertainty.

4.6 The People and Resourcing Cabinet is responsible for ensuring development activities in the Trust, including work experience / non-clinical work placements, reflect national and local priorities and support the achievement of the Trust's strategic objectives.

5.0 APPROVAL

The following groups/committees have been consulted:

People and Resourcing Cabinet
Joint Staff Partnership Forum
SFHFT Work Experience Placement Leads
SFHFT Health & Safety Manager

6.0 DOCUMENT REQUIREMENTS

Work experience and Non-Clinical Work Placements can be an important recruitment source for SFHFT as the experience helps to highlight the range of career opportunities within the health service and the Trust in particular and can support the organisation in raising its profile.

The principles of this policy apply to all sites and areas of SFHFT wishing to host a work experience placement or a non-clinical work placement, whether organised through the Work Experience Lead or independently in their own area.

6.1 Eligibility for work experience

Students who are 14-15 years old (Years 10 and 11) are eligible to apply for non-clinical work experience placements. Students who are 16+ are eligible to apply for clinical work experience placements. However, because of the nature of their work some departments may wish to set a higher minimum age. There is currently no upper age limit.

The Trust has a responsibility to serve the local community and will only accept requests for work experience from those people who are resident in Nottinghamshire or from the Nottinghamshire / Derbyshire / Lincolnshire border. If a department is contacted directly by an individual from outside Nottinghamshire and the department offers a placement this would be an independent placement.

6.1.2 Independent placements for work experience

An individual may contact a department which does not offer a work experience placement via the work experience portal.

It is at the discretion of the manager of the department whether the individual is offered an independent placement, however **SFHFT is striving to reduce the number of independent placements to ensure equity in placement opportunity and to remove nepotism.**

If a placement is offered independently, the manager will then be expected to offer regular work experience placements through the work experience portal.

The manager **must** notify the Work Experience Lead of any independent placements and include the following information to enable the student to be added to the work experience portal so confidentiality and governance checks can be conducted:

- Name and email address of work experience participant
- Age at time of the placement
- Start and end date of placement
- Area and site of placement
- Name and email of supervisor during placement.

It is the supervisor's responsibility to ensure that a local induction is provided at the area of the placement and that the student wears their school / college ID badge during the placement. If the applicant is not in full time education and does not possess an ID badge it is the supervisor's responsibility to provide a temporary ID badge.

The Work Experience Lead can be contacted at sfh-tr.sfhworkexperience@nhs.net

6.2 Length of placement

- Work experience: The length of the placement is determined by the department providing the placement. Placements currently range from 1 to 5 days.
- Non-Clinical work placement: students will attend the hospital on a part time basis (e.g. one day per week) for a longer period. A Third-Party Confidentiality Agreement will be required for these longer-term work placements.

6.3 Employer's liability

It is vital that every precaution and practical measure is taken to ensure that individuals undertaking work experience / non-clinical work placements will neither harm themselves or patients and staff in the Trust while on placement.

Should an accident occur involving an individual undertaking work experience / non-clinical work placement, the person will be treated as part of the normal employer / employee relationship. An incident form (e.g., Datix) will be completed by the individual and the Placement Lead. In addition, the Work Experience Lead will be notified who will inform the next-of-kin and the school / college.

6.4 Management of health and safety at work regulations

The Trust has statutory obligations under the Management of Health and Safety at Work Regulations to ensure any workplace hazards are risk assessed particularly for young persons at work and that these risks are removed or reduced as far as is reasonably practicable.

Young persons may be exposed to additional risks at work due to their lack of knowledge, experience and possible immaturity. The following arrangements should be implemented to ensure their safety:

- a) Risk assessments undertaken on any process or procedure, when performed by experienced adults, should be reassessed in the light of the lack of experience of the young person.
- b) Additional training, instruction and supervision should be provided, until the young person has demonstrated a satisfactory degree of competence.
- c) Careful attention should be paid, by both the young person and supervisor, to any restrictions placed on the type of work, which may be undertaken.

Placement Leads will be responsible for the health and safety of individuals undertaking work experience / work placements / traineeships. The checklist includes:

- Accident /incident reporting
- Health & Safety Policy with emphasis on personal responsibility
- Health & Safety literature
- Key safety people
- Prohibited areas, machinery, dangerous substances
- Workplace hazards
- Emergency procedures
- Hygiene, special clothing
- Housekeeping, safe storage
- Moving and Handling - individuals undertaking work experience will only receive awareness training and not practical training to show their competence in this area. Therefore, they **must not** be allowed to undertake procedures related to these skills.

6.4.1 Risk assessments

In line with the Management of Health and Safety at Work Regulations the employing organisation is required to assess the workplace risks that may affect the health, safety and welfare of all employees including any young persons. This risk assessment will outline the existing control measures designed to safeguard that person as well as detail what further action needs to be taken to remove or reduce this risk from occurring. The risk assessment must be conducted before the placement begins.

The assessment should consider the vulnerability of the young person due to his/her possible immaturity, lack of experience or knowledge. In particular it should consider:

- How the workplace is laid out, including housekeeping and welfare facilities
- What type of work equipment will be used and how it will be handled
- How the work is organised within the team
- The need to provide health and safety instruction
- The nature of any physical, biological or chemical agents they may be exposed to
- The availability of personal protective equipment for the young person to use.

Managers are responsible for conducting the risk assessment; however, it will need to be reviewed and adjusted to reflect any changes in the work activity / tasks. The Work Experience Lead should be informed well in advance about students who may be at greater risk, for example because of health conditions or any learning difficulties (the risk assessment will need to be revised to reflect this).

If a significant risk cannot be removed or reduced by implementing additional control measures, then the young person must not be allowed to do the work experience / non-clinical work placement. This will be the case if the work:

- Cannot be adapted to meet their physical or psychological capabilities
- Involves harmful exposure to substances which are toxic or cause cancer
- Involves harmful exposure to radiation
- Involves harmful exposure to infective agents.

A young person below the minimum school leaving age (i.e. a child) must never undertake any activities involving these risks. A young person who is over the minimum school leaving age, may undertake work experience or a non-clinical placement where these risks are present, provided:

- The work is necessary for their clinical training
- The work is properly supervised by a competent person, and
- The risks are reduced to the lowest level possible.

The findings from any risk assessment may be requested by the school / college or the young person so that the legal guardian can be informed.

6.4.2 Working hours

Students on work experience or a non-clinical work placement should not:

- Work more than eight hours per day, with a maximum of 37.5 hours per week
- Normally work weekends
- Start work before 7 am or finish after 7 pm
- Work more than five days in seven.

Students on placement should:

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

6.4.3 Visits to the workplace

Although not a legal requirement under health and safety law a teacher / tutor may wish to visit a student during the placement in order to be reasonably satisfied that the placement provider is competent to manage health and safety in relation to the placement. The school / college has a general duty of care towards its students on placements to ensure that students are placed in a healthy and safe environment. Placements outside of normal school term time are covered by the Trust's insurance.

6.4.4 Disclosure Barring Service (DBS)

The Disclosure and Barring Service, or DBS check is not compulsory for staff supervising young people aged 16–17.

In the case of work experience / non-clinical work placement, a DBS check may be required for a person who supervises a student under the age of sixteen. This will be required where the person providing the training or supervision to the child is unsupervised and is providing the training or supervision frequently (at least once a week or on more than three days in a 30-day period). In these circumstances, the work is likely to be a regulated activity and the school / college can request a DBS check for that supervisor. However, Placement Leads have the right to refuse these requests.

DBS checks are not required for work experience / non-clinical work placement individuals under eighteen who will be under supervision throughout their placement, as long as the placement is no longer than two weeks in duration.

6.5.1 Placement suitability

Individuals on work experience should be supervised at all times and, if observing in clinical areas, the verbal consent of any patients must be obtained. Individuals on non-clinical work placement should also be supervised but may be supported to take on suitable tasks during their placements.

Participants must be at least Year 10 (14 years old) for non-clinical placements and a minimum of 16 years old for clinical areas (some areas such as Paediatric Nursing and Operating Theatres the minimum aged must be 18+). Considerations must also be given to patients' ability to consent to being observed.

Due to the need to protect individuals from potentially upsetting situations, the need to safeguard patient confidentiality and health and safety concerns, the following areas will not allow access to individuals undertaking work experience:

- Emergency Department
- Emergency Assessment Unit
- Intensive Care Units
- Mortuary Department.

6.6 The work experience application process

The flow chart in Appendix 3 outlines the application for a work experience placement via the centralised work experience from the initial enquiry to completion of placement.

6.6.1 Work experience documentation

All applicants must complete an application form on the Work Experience portal via the work experience pages on the SFHFT internet page www.SFHFT-tr.nhs.uk/work-for-us/work-experience .

All applicants must ensure that the reference section is completed by a tutor or employer to support their application.

During the application process, all students must complete a Confidentiality Code of Conduct form (Appendix 5) and Signed Undertaking (Appendix 6) stating that they will not under any circumstances divulge any confidential information to any unauthorised person.

All students aged 18 or over complete a medical form which should highlight any potential health issues with individual students. Placement supervisors are informed of any health issues. (Appendix 7).

All students under the age of 18 years must ensure that a parent or guardian has completed a parent / guardian consent form giving them permission to undertake their work experience / work placement and indicating any health issues. Placement supervisors are informed of any health issues. (Appendix 8).

6.7 Work placement application process

The flow chart in Appendix 13 outlines the application for a work placement from the initial enquiry to completion of placement.

6.7.1 Non-clinical work placement documentation

All applicants must complete an application form (Appendix 14). All applicants must ensure that the reference section is completed by a tutor to support their application.

Applicants must complete a Confidentiality Code of Conduct form and Signed Undertaking form stating that they will not under any circumstances divulge any confidential information to any unauthorised person. (Appendix 15 & 16)

All students under the age of 18 years must ensure that a parent or guardian has completed a parent / guardian consent form giving them permission to undertake their work placement and indicating any health issues. Supervisors are informed of any health issues (Appendix 17).

All students aged 18 or over complete a medical form which should highlight any potential health issues with individual students. Supervisors are informed of any health issues (Appendix 18)

6.8 New work experience placements

If a manager decides to offer a work experience, via the centralised process they should consider the following:

- Dates and duration
- Location and hours of work
- Duties and responsibilities of the post
- Dress and conduct
- Position regarding Employer's Liability and Public Liability Policies

- Risk assessments and control measures.

The placement supervisor should ensure that all health and safety requirements covered in the Trust's policy are met and then complete the new Placement Provider Form (Appendix 9) and forward this to the Work Experience Lead who will publish it on the work experience portal website. If there is not a risk assessment for young persons in the workplace already in place for that area then a risk assessment should be carried out. (Appendix 11).

6.8.1 Approval

The supervisor / department manager has the discretion to accept or decline any person requesting a work experience / work placement. The decision should take the following factors into account:

- The current workload of the department
- The supervisory responsibilities already being undertaken by trained / professional staff
- The case mix of the department e.g. high dependency patients
- Clinical Governance issues for example infection risk
- The patient's rights to refuse access to learners
- The individual has personal knowledge of patients, or their next-of-kin or patients do not wish to be known in hospital
- Any reason that may lead the manager to suspect that the student is not able, for any reason of fitness, to begin or carry on with a work experience / work placement / traineeship
- Numbers of pre-registration healthcare professions students currently in the department.

6.8.2 Unsuccessful applicants

The Work Experience portal will notify unsuccessful applicants accordingly and advise them of the rationale behind the decision via the placement lead's comments.

6.8.3 Successful applicants

Successful applicants will then progress through the work experience process (Appendix 3)

6.8.4 Non completed placements

When an individual does not attend a placement or does not complete the full placement, the placement supervisor / manager in the hosting department must inform the Work Experience Lead who will inform the school / college if applicable.

6.8.5 Concerns

Placement supervisors should raise any concerns with the individual and the Work Experience Lead.

Where the concern persists, the individual may be asked to leave the placement.

6.8.6 Work experience general induction

Successful work experience applicants must attend a general 30 minutes' induction before they go on a placement, delivered by the Work Experience Lead.

The induction includes:

- Dress code
- Infection control
- Confidentiality and consequences of disclosure
- Health and safety
- Equality and diversity.

Participants are requested to wear their school / college photo ID badge when they are on placement. Those applicants who are not in full time education e.g. unemployed or adults looking for a career change and who do not have a school / college ID badge will be provided with a temporary ID badge by the Work Experience Lead.

6.5 First day of work experience / non-clinical work placement

On the first day of the placement individuals will report to their placement areas as arranged and the supervisor will:

- Undertake the local induction and complete and sign the Induction Checklist
- Discuss workplace hazards and potential risks of harm and the control measures in place to protect their health and safety
- Discuss welfare facilities, first aid arrangements and fire evacuation procedures
- Check that the applicant has his / her school / college ID badge
- Discuss the timetable for the placement
- Discuss any objectives and learning outcomes for the programme.

An induction checklist is provided (Appendix 10).

It is important that the individual receives suitable supervision and that any other colleagues provide care and support in protecting this person while they are in the working environment.

7.0 MONITORING COMPLIANCE AND EFFECTIVENESS

Minimum Requirement to be Monitored (WHAT – element of compliance or effectiveness within the document will be monitored)	Responsible Individual (WHO – is going to monitor this element)	Process for Monitoring e.g. Audit (HOW – will this element be monitored (method used))	Frequency of Monitoring (WHEN – will this element be monitored (frequency/ how often))	Responsible Individual or Committee / Group for Review of Results (WHERE – Which individual/ committee or group will this be reported to, in what format (eg verbal, formal report etc) and by who)
Evaluation of work experience including number of applications, placements and diversity	Work Experience Lead	Survey	Quarterly	People & Resourcing Sub Cabinet - Head of People Development, report by Work Experience Lead
Report on activity by Division/Department	Work Experience Lead	Review	Quarterly	People & Resourcing Sub Cabinet - Head of People Development, report by Work Experience Lead
Evaluation of non-clinical work placement individuals	Work Experience Lead	Survey	Quarterly	People & Resourcing Sub Cabinet - Head of People Development, report by Work Experience Lead
Report on activity by Division/Department	Work Experience Lead	Review	Quarterly	People & Resourcing Sub Cabinet - Head of People Development, report by Work Experience Lead

8.0 TRAINING & IMPLEMENTATION

8.1 Work experience applicants booked through the Work Experience portal will attend a compulsory induction, provided by the Work experience Co-ordinator prior to their placement.

Non-Clinical work placement applicants will attend the Trust's Orientation Day prior to their placement start date

All applicants will receive a local induction by the placement supervisor on the first day of the placement. If the placement includes a visit to Theatres (18+ applicants) the placement supervisor should contact Theatres on Ext. 3717 to arrange a Theatres induction before the start of the work experience placement.

The Trust runs a programme of mandatory training for staff which includes health and safety. Advice on the application of this policy is available from the Head of People Development.

Managers and staff should make themselves aware of the Work Experience Policy. Advice on work experience and non-clinical work placements is available from the Work Experience Lead at sfh-tr.sfhworkexperience@nhs.net

Templates for new work experience placement providers and risk assessments can be found on the Trust's intranet under Work Experience.

8.2 Monitoring of Work Experience / Work Placements

The placement will be monitored closely during the time the individual is at the Trust mainly by the Placement Supervisor who will raise any concerns with the individual and the Work experience lead.

A teacher / tutor may wish to attend the Trust towards the end of the placement and will have the opportunity to interview the student and supervisor to ensure that the placement is progressing as planned.

8.3 Employer Agreement Form

The Work Experience Lead will complete any other documentation required by the student / school / academy / college such as the employer agreement form/Unifrog with the approval of the placement provider.

8.4 Last Day of Placement

On the last day of the placement the work experience / work placement supervisor will complete any documentation, if required, by the school / academy / college.

8.5 Evaluation of Placements

Following the placement the Work Experience Lead will send the individual an online questionnaire where the participants reflect on the tasks that they enjoyed and if the whole experience could have been improved. Placement supervisors are also sent a similar questionnaire which asks about attendance, punctuality and attitude.

- 8.5.1** The results of these will be collated by the Work Experience Lead and assessed to help to improve levels of support towards departments and individuals. This gives useful feedback which can be used to measure the overall value of the programme.
- 8.5.2** Evaluations results are fed back to the department and improvements made where practical. Feedback from schools / colleges / academies and parents is also considered during this time.
- 8.5.3** For individuals on an independent / local work experience placement, the supervisor may wish to give the individual an evaluation form for immediate feedback with a copy sent to the Work Experience Co-ordinator.

8.6 Activity Reports

The Work Experience lead produces data relating to the number of work experience placements and placement areas and reports these on a quarterly basis. This data is used to aid a year on year comparison of work experience/ non-clinical work placement placements.

8.7 People and Culture Board (LWAB)

The Work Experience lead collects data relating to work experience placements and any other work experience activities. This is reported to the National Talent for Care and Widening Participation Business Intelligence Team on a quarterly basis.

8.8 General Induction

The Work Experience Lead keeps a record of all students attending the Trust for work experience/ non-clinical work placements. This enables the Work Experience Lead to ensure that all students have been booked onto an induction before the start of their placement. A register of all attendees will be maintained at all work experience / work placement inductions, to enable attendance to be monitored. If an individual does not attend an induction, the department is informed, and depending on the reason for the non-attendance, an alternative date is arranged for the placement. If no justifiable reason for this non-attendance is given such as ill health then the offer of a placement may be withdrawn by the department.

8.9 Trust Induction

Work experience / non-clinical work placement supervisors are required to complete a induction checklist (Appendix 10) on the first day of all work experience / work placement placements.

9.0 IMPACT ASSESSMENTS

- This document has been subject to an Equality Impact Assessment, see completed form at Appendix 1
- This document has been subject to an Environmental Impact Assessment, see completed form at Appendix 2

10.0 EVIDENCE BASE (Relevant Legislation/ National Guidance) AND RELATED SFHFT DOCUMENTS

Evidence Base:

Legislation

- [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](#)

National Guidance

- [Work experience – A toolkit for secondary care providers, Health Education England, published 2022](#)
- [Not just making tea – reinventing work experience/ work placement, Department for Education and Skills, published 2014](#)

Related SFHFT Documents:

- SFHFT Equality and Diversity Policy
- SFHFT Dress Code and Uniform Policy
- SFHFT Young Persons at Work Guidance H&S/LW-06
- SFHFT Disclosure and Barring Service (DBS) Checks - Policy and Procedure
- SFHFT Safeguarding Children and Young People Policy.

11.0 KEYWORDS

Application; process; health and safety; risk assessment; suitability of activities; young people at work; placement.

12.0 APPENDICES

- Appendix 1 Equality Impact Assessment
- Appendix 2 Environmental Impact Assessment
- Appendix 3 SFHFT Work Experience Process
- Appendix 4 Independent / Locally Arranged Work Experience Placements
- Appendix 5 Work Experience Confidentiality Code of Conduct
- Appendix 6 Work Experience Applicant User Agreement
- Appendix 7 Work Experience Medical and Safety Agreement 18+
- Appendix 8 Work Experience Medical and Safety Agreement Under 18s
- Appendix 9 New Work Experience Placement Provider Form
- Appendix 10 Work Experience Induction Checklist
- Appendix 11 Work Experience Risk Assessment Template
- Appendix 12 Work Experience Evaluation Form
- Appendix 13 Non-Clinical Work Placement Process
- Appendix 14 Non-Clinical Work Placement Application Form
- Appendix 15 Non-Clinical Work Placement Confidentiality Code of Conduct Form
- Appendix 16 Non-Clinical Work Placement Signed Undertaking Form
- Appendix 17 Non-Clinical Work Placement Parent/Guardian Agreement Form for under 18's
- Appendix 18 Non-Clinical Work Placement Medical Form for over 18's
- Appendix 19 Non-Clinical Work Placement Induction Checklist

APPENDIX 1 - EQUALITY IMPACT ASSESSMENT FORM (EQIA)

Name of service/policy/procedure being reviewed: Work Experience Policy			
New or existing service/policy/procedure:			
Date of Assessment:			
For the service/policy/procedure and its implementation answer the questions a – c below against each characteristic (if relevant consider breaking the policy or implementation down into areas)			
Protected Characteristic	a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups' experience? For example, are there any known health inequality or access issues to consider?	b) What is already in place in the policy or its implementation to address any inequalities or barriers to access including under representation at clinics, screening?	c) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality
The area of policy or its implementation being assessed:			
Race and Ethnicity	None	Not applicable	None
Gender	None	Not applicable	None
Age	None	Not applicable	None
Religion / Belief	None	Not applicable	None
Disability	None	Not applicable	None
Sexuality	None	Not applicable	None
Pregnancy and Maternity	None	Not applicable	None
Gender Reassignment	None	Not applicable	None
Marriage and Civil Partnership	None	Not applicable	None
Socio-Economic Factors (i.e. living in a poorer neighbourhood / social deprivation)	No access by work experience/ work placement applicant to a computer/internet	Hard copies of the application form available on request	None

What consultation with protected characteristic groups including patient groups have you carried out?

The Work experience/ work placement Lead liaises with all managers and students for work experience/ non-clinical work placements. Students are sent an evaluation questionnaire following their placement which gives the students an opportunity to raise any issues.

What data or information did you use in support of this EqIA?

The centrally organised work experience/ work placement programme meets two of the ten strategic aims of Health Education England's Talent for Care Strategic Framework by:

- Broadening the ways into training and employment in the NHS, especially to attract more young people and improve diversity in the workforce
- Increasing the chances for people to try new experiences of working in the NHS.

Work experience placements are published on the Health Education England website which enables a wide participation from the community, not just schools and colleges. There is no upper age limit. The Monitoring Report for placements attended in 2023 - 2024 at the Trust show that the majority of placements (95%) were attended by young people between the ages of 14 to 24. Monitoring of applicants shows that there is significant interest from Black and Ethnic Minorities (BME) which compares favourably with local population data. BME groups attended 29.23% of placements. As most Trusts are underrepresented by ethnic diversity in the workforce this shows that the programme is working well in attracting minorities into this sector.

As far as you are aware are there any Human Rights issues be taken into account such as arising from surveys, questionnaires, comments, concerns, complaints or compliments?

None identified

Level of impact

From the information provided above and following EQIA guidance document Guidance on how to complete an EIA ([click here](#)), please indicate the perceived level of impact:

Low Level of Impact

For high or medium levels of impact, please forward a copy of this form to the HR Secretaries for inclusion at the next Diversity and Inclusivity meeting.

Name of Responsible Person undertaking this assessment: Carolyn Harris-Knowles

Signature:



Date: 02/09/2024

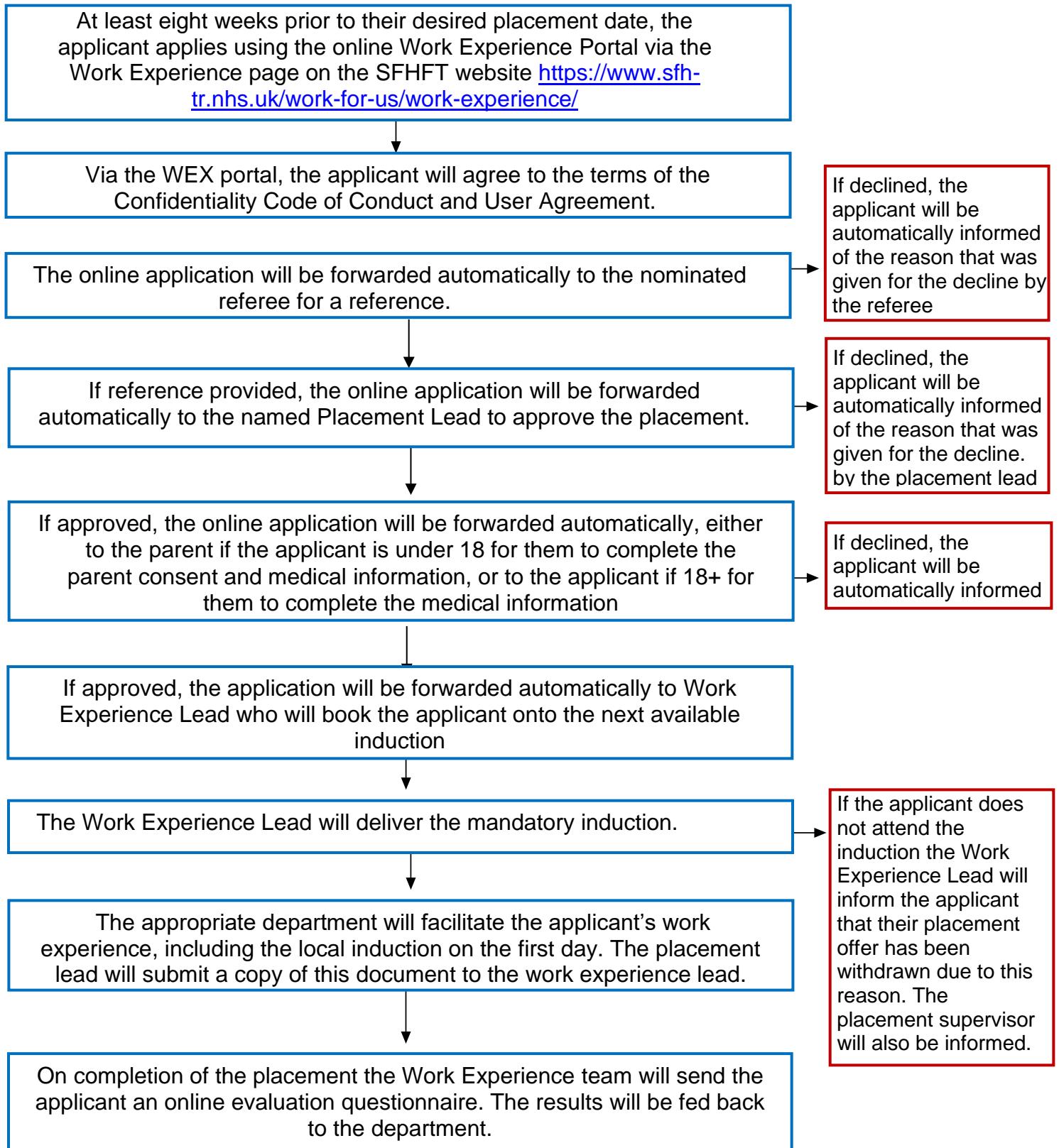
APPENDIX 2 – ENVIRONMENTAL IMPACT ASSESSMENT

The purpose of an environmental impact assessment is to identify the environmental impact, assess the significance of the consequences and, if required, reduce and mitigate the effect by either, a) amend the policy b) implement mitigating actions.

Area of impact	Environmental Risk/Impacts to consider	Yes/No	Action Taken (where necessary)
Waste and materials	Is the policy encouraging using more materials/supplies? Is the policy likely to increase the waste produced? Does the policy fail to utilise opportunities for introduction/replacement of materials that can be recycled?	No	
Soil/Land	Is the policy likely to promote the use of substances dangerous to the land if released? (e.g. lubricants, liquid chemicals) Does the policy fail to consider the need to provide adequate containment for these substances? (For example, bunded containers, etc.)	No	
Water	Is the policy likely to result in an increase of water usage? (estimate quantities) Is the policy likely to result in water being polluted? (e.g. dangerous chemicals being introduced in the water) Does the policy fail to include a mitigating procedure? (e.g. modify procedure to prevent water from being polluted; polluted water containment for adequate disposal)	No	
Air	Is the policy likely to result in the introduction of procedures and equipment with resulting emissions to air? (For example, use of a furnaces; combustion of fuels, emission or particles to the atmosphere, etc.) Does the policy fail to include a procedure to mitigate the effects? Does the policy fail to require compliance with the limits of emission imposed by the relevant regulations?	No	
Energy	Does the policy result in an increase in energy consumption levels in the Trust? (estimate quantities)	No	
Nuisances	Would the policy result in the creation of nuisances such as noise or odour (for staff, patients, visitors, neighbours and other relevant stakeholders)?	No	

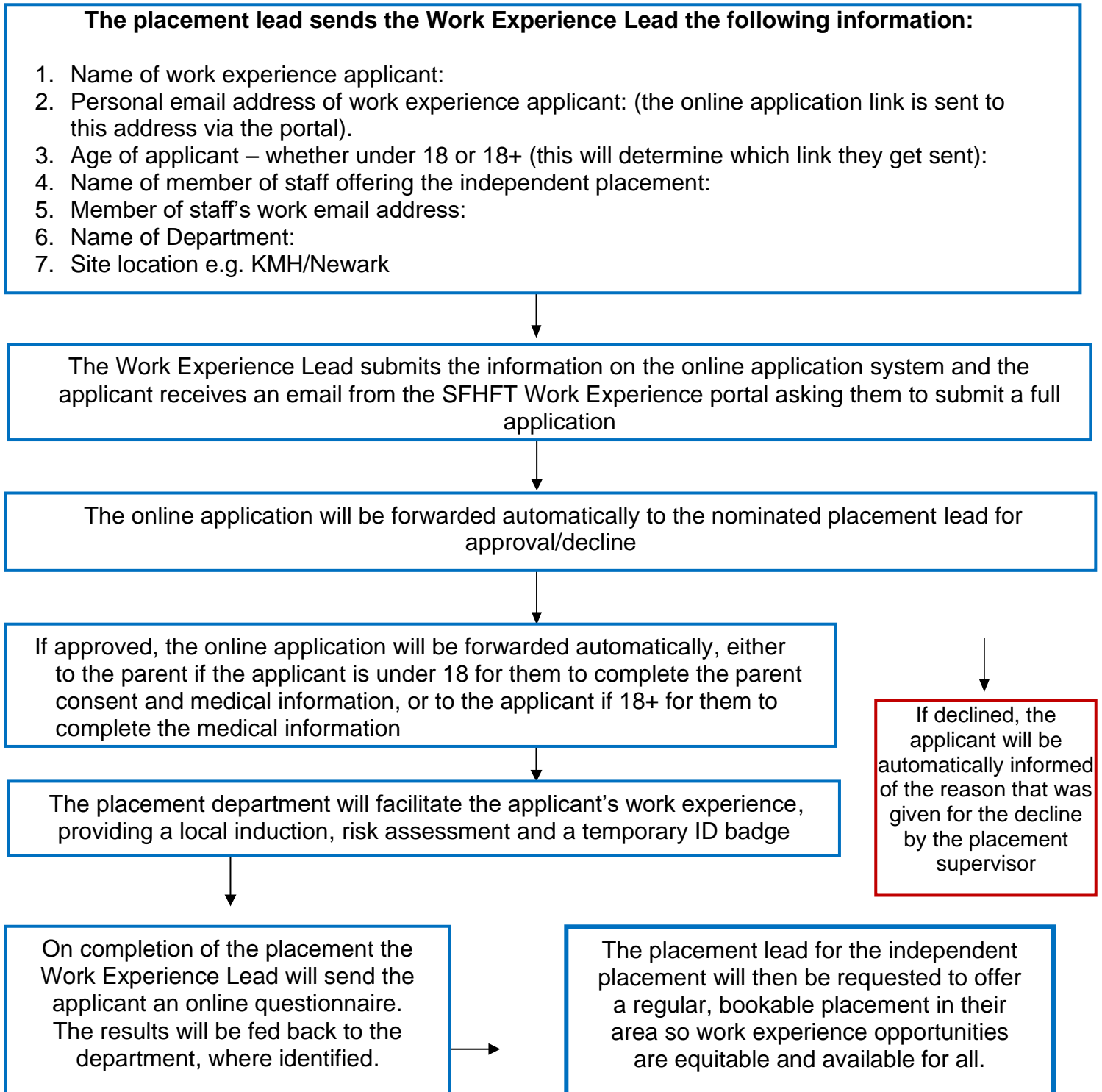
APPENDIX 3

SFHFT WORK EXPERIENCE PROCESS



APPENDIX 4

INDEPENDENT/LOCALLY ARRANGED WORK EXPERIENCE PLACEMENTS



APPENDIX 5 –

Work Experience Confidentiality Code of Conduct – via Work Experience Portal

During your work experience placement:

- You **must not** attempt to read any information which is not relevant to the work experience that you are undertaking.
- You **must not** tell others (e.g. friends, relatives, press etc) anything you see or hear that can be regarded as confidential.
- You **must not** pass on any information to anyone, without the permission of the person in charge.
- You **must not** remove from the workplace any documents, which you handle, without permission of the person in charge of the department. This is particularly important if it identifies a patient.
- You **must not** pass on any documentation to another person without the consent of the person in charge of the department.
- You **must not** pass on any personal information which would identify someone, when answering a telephone, without the consent of the person in charge of the department.
- You **must** be aware that careless talk leads to a breach of confidentiality.
- You **must** continue to maintain confidentiality even when you are no longer on work experience at the hospital.
- You **must** treat all people in the same way that you would wish to be treated.
- You **must** respect other people's personal information in the way that you would wish your personal and confidential details to be respected.

☐ I agree to the terms of the Confidentiality Code of Conduct

APPENDIX 6 –

Work Experience Applicant User Agreement – via Work Experience Portal

- I am a Nottinghamshire resident and eligible to apply for a work experience placement unless the placement has been arranged independently
- I confirm I have attained the specified age criteria set by the department to which I wish to apply
- I understand the application process can take up to eight weeks and have therefore allowed sufficient time for my application to be processed
- I accept that I can only submit one application at a time to be processed
- I will ensure the application form is filled in correctly, providing sufficient information as well as clearly identifying which department I wish to apply for and the dates that I wish to undertake work experience
- I understand that if the request is declined, I am eligible to reapply at a later date or for an alternative department immediately
- If this application is successful and a work experience placement is arranged, I will be expected to attend a mandatory induction unless the placement has been arranged independently
- I have provided a valid email address that is regularly accessed and I will provide timely responses when required
- I understand that failure to comply with set conditions or to provide adequate information may result in my application being declined or an arranged placement being withdrawn.
- I agree to my personal data being safely stored by Sherwood Forest Hospitals NHS Foundation Trust and its partner organisations and being used only in relation to my work experience placement and related projects.

☐

I agree to the terms of the User Agreement

Work Experience Medical and Safety Agreement 18+ – via Work Experience Portal

- Personal Doctor's Name and contact details
- Please List Any Allergies/Medical Condition(s) including pregnancy
- Details of Medication(s)
- Emergency Contact - Full Name, Relationship, Telephone/Mobile Number
- COVID-19 Vaccination Status
- Has the Applicant Been Identified as Being at High Risk from COVID-19?

Medical and Safety Agreement

- I will ensure that any absence is notified to the college/school/university and placement provider as soon as possible
- I consent to relevant information about me being exchanged between the school/college/university and the placement provider
- I am aware that I may not be supervised during lunch and break times and appreciate the placement is an open access public area and I should notify my supervisor if I leave the site during placement hours.
- I give permission for photographs or other images of me to be produced for student ID cards and trust promotional activities.
- I am aware that if I cause damage to placement property, I could be asked to contribute towards the costs of repair.
- I agree that if I test positive for Covid-19 or have any symptoms of a stomach upset, I will inform the Placement Lead/Work Experience Lead and not attend placement.
- I confirm that the information given is true and complete to the best of my knowledge and belief. I understand that any false information could put patients at risk and result in the placement being cancelled.

☐

I agree to the terms of the Medical and Safety Agreement.

APPENDIX 8 –

Work Experience Medical and Safety Agreement Under 18s – via Work Experience Portal

For parents:

- Applicant's Personal Doctor's Name and contact details
- Please List Any Allergies/Medical Condition(s) including pregnancy
- Details of Medication(s)
- Emergency Contact - Full Name, relationship and contact details
- How will your son/daughter travel to the placement?
- COVID-19 Vaccination Status
- Has the Applicant Been Identified as Being at High Risk from COVID-19?

Medical and Safety Agreement (Parent/Guardian)

- I consent to my son/daughter undertaking part of his/her learning at the above named placement.
- I have informed my son/daughter's school that my son/daughter is attending the above placement.
- I will ensure that my son/daughter attends regularly, on time and properly equipped.
- I will ensure that any absence is notified to the school and placement as soon as possible.
- I consent to relevant information about my son/daughter being exchanged between the school and SFHFT.
- I give permission for my son/daughter to travel to the placement by the above means of transport.
- I will contact the school coordinator if I become concerned about anything connected with my son/daughter's learning.
- I am aware that my son/daughter may not be supervised during lunch and break times and appreciate the placement is an open access public area and as such rely on my son/daughter remaining on site during placement hours.
- I give permission for photographs or other images of my son/daughter to be produced for student ID cards and trust promotional activities.
- I am aware that if my son/daughter causes damage to placement property, I could be asked to contribute towards the costs of repair.
- I consent to my son/daughter receiving medical assistance if required.
- I agree that if my son/daughter tests positive for Covid-19 they must inform the Placement Supervisor/Work Experience Co-ordinator and not attend the placement.
- I confirm that the information given is true and complete to the best of my knowledge and belief. I understand that any false information could put patients at risk and result in the placement being cancelled.

☐ I agree to the terms of the Medical and Safety Agreement

APPENDIX 9

NEW WORK EXPERIENCE PLACEMENT PROVIDER FORM

New Placement Provider Details:

We are delighted that you have expressed an interest in facilitating work experience placements within your department. Your support is greatly appreciated and provides an excellent mechanism for attracting potential workforce succession personnel into your chosen profession.

It is our aim to minimise any impact or disruption to your department so it would be really helpful if you would provide an indication of what the placement may entail. This would then enable us to provide the students with a clear understanding of what they are likely to experience during the placement and also what kind of scenarios they are likely to observe. Please advise us of your department's specific details, as per the example below. We will then add this to the existing Directory of Work experience/ work placement Placements as appropriate.

Example:

Area / Type of Work	Department	Nature of work experience/ work placement	Age	Restrictions	Length	Qty.
Example: KMH Outpatients	Clinic 4	Students will observe in various clinics	16+	This placement is on a Tuesday only	2 days	6

Please advise the name of the nominated contact person who will take responsibility for facilitating the work experience/ work placement placements.

Nominated Contact Person: _____

Tel. No. _____ Email: _____

APPENDIX 10

WORK EXPERIENCE INDUCTION CHECKLIST

Work Experience Student's Name: _____

Start / Finish Date: _____

Placement: _____

Placement Lead/Supervisor: _____

As a manager, you have a particular responsibility for the young people who work for you. Always remember that they are more vulnerable than experienced members of staff. In particular, early on, you need to discuss the following items with them:

1.0 CONTACT ARRANGEMENTS

No	Item	Date Completed	Manager's Signature
1.1	Routine Contacts		
1.2	Emergency contact details Name: Telephone Number: Address:		
1.3	Name and role of placement lead		
1.4	Name of safety representative (if other)		

2.0 GENERAL INFORMATION

No	Item	Date Completed	Manager's Signature
2.1	School/college/academy or temporary ID badge checked (for independent placements the paper temporary ID badge is provided by the WEX Lead)		
2.2	Hours of Work		
2.3	Breaks / Rest Rooms / Staff Rooms		
2.4	Department tour and introduction to team		
2.5	Confidentiality		
2.6	Dress code		
2.7	Local Guidelines and Policies including Whistle Blowing Policy and raising concerns about patient safety		
2.8	IT Systems used (if relevant)		
2.9	Discussion of what the directorate does		
2.10	Sickness reporting procedure		

2.11	Discussion of placement programme / timetable including learning outcomes / objectives		
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3.0 SPECIFIC RESTRICTIONS

No	Item	Date Completed	Manager's Signature
3.1	Prohibition of the use of specific equipment		
3.2	Prohibition of specified processes etc		
3.3	Activities only to be undertaken with supervision		
3.4	Restricted Areas		

4.0 PERSONAL PROTECTIVE EQUIPMENT (where applicable)

No	Item	Date Completed	Manager's Signature
4.1	Infection Control		
4.2	Personal Protective Equipment and importance of its safe use		

5.0 EMERGENCY EVACUATION PROCEDURES

No	Item	Date Completed	Manager's Signature
5.1	Location of Fire Exits		
5.2	Location of Fire Extinguishers and Break Glass Points		
5.3	Name and Location of the Fire Warden		
5.4	Action on discovering a fire		
5.5	Information about the test regime		
5.6	Action on hearing the fire alarm		
5.7	Location of the department assembly point		
5.8	Emphasise that it is an offence to block fire doors		

6.0 FIRST AID AND ACCIDENT REPORTING

No	Item	Date Completed	Manager's Signature
6.1	Location of first aid box (if applicable)		
6.2	How to contact a First Aider		
6.3	How to call an ambulance (if applicable)		
6.4	How to report an accident		

7.0 JOB SAFETY

No	Item	Date Completed	Manager's Signature
7.1	Hazards and Precautions (where applicable)		
Type	Hazards Present in Job	Safety Overview Given	Specific Training Required
Chemical Substances			
Electrical			
Lifting and Handling			
Machinery and Equipment including phone/photocopying			
Display Screen Equipment			
Housekeeping			
Site Transport			
Other (please specify)			

No	Item	Date Completed	Manager's Signature
7.2	Hazards Reporting		

8.0 VDU USERS

No	Item	Date Completed	Manager's Signature
8.1	Risks and Precautions outlined		

9.0 TRAINING

No	Item	Date Completed	Manager's Signature
9.1	Extra Training Required		
9.2	If the placement includes a visit to Theatres (18+ applicants) advise Theatres to arrange a Theatres induction before attending Theatres on Ext. 3717. Advise Theatres of the date of the visit and the name of the surgeon		

10.0 END OF PLACEMENT

No	Item	Date Completed	Manager's Signature
10.1	If applicable, temporary ID badge collected		

I CONFIRM THAT THE CHECKLIST HAS BEEN COMPLETED AND I HAVE READ ALL THE INFORMATION THAT I HAVE BEEN GIVEN TO UNDERTAKE MY ROLE AND MY DUTIES SAFELY.

SIGNED WORK EXPERIENCE STUDENT: _____

SIGNED MANAGER: _____

Please send completed forms to sfh-tr.sfhworkexperience@nhs.net

APPENDIX 11

RISK ASSESSMENT TEMPLATE

SHERWOOD FOREST HOSPITALS NHS TRUST

- HEALTH AND SAFETY RISK ASSESSMENT

Division		Department/Ward		Date	
Work Activity	Work experience/ non-clinical work placement: general activities including young persons on work experience/ work				

No.	Identified Hazard			Initial Risk Rating			Current and Future Controls	Target Risk Rating		
	Hazard (the potential to cause harm)	How harm can occur and who could be harmed	Control Measures or Safeguards in place	Consequence (C)	Likelihood (L)	Risk Rating (C x L)		Consequence (C)	Likelihood (L)	Risk Rating (C x L)
1.	Slip or Slips, Trips and falls	Trip over cables, boxes, slip on wet surfaces The work environment can have slip or trip hazards present for example boxes of notes stored temporarily on the floor, trailing cables, water spillages from drinks, water from cleaning operations.	The person is made aware of the risks through induction Housekeeping is regularly reviewed Signs are displayed warning of wet surfaces after cleaning e.g. kitchen floors. All employees are expected to keep the environment tidy and free from trip hazards Any identified hazards such, as loose tiles or ripped carpets should be reported for action via the helpdesk.	3	2	6	The person will be reminded of the need to clean up any spillages and report any tripping hazards present. The person will be warned to be vigilant and supervised to ensure they remain aware of the risks and do not become complacent.	3	1	3

2.	Fire	Due to the inexperience of a person and the higher probability they may panic or react in an uncontrolled manner the person is at higher risk to injury if a fire breaks out or if an alarm is activated. Potential for injury from burns, smoke inhalation, physical injury from the evacuation process or as a result of not following the correct procedure.	Fire Compartmentalisation of the building. Automatic warning systems. Hospital site is non-smoking and it is illegal to smoke within the hospital buildings. First aid means of fighting fire. Documented emergency response. Evacuation points identified. Person to be informed on first day of the procedure to be adopted in the event of a fire and of the need to keep fire doors closed.	4	2	8	Person to remain in the supervision of an experienced member of staff at all times and they will instruct in the event of a fire	4	1	4
3.	Welfare arrangements	The person may be at risk if they do not understand the Trust welfare arrangements in place	The person will be fully inducted and be provided with information on the first day regarding arrangements for first aid, breaks, toilet facilities, incident reporting	3	2	6	Person to remain in the supervision of an experienced member of staff at all times	3	1	3
4.	Manual handling	In some tasks, workers may be more at risk than adult workers as their muscle strength may not be fully developed and they may be less skilled in handling techniques or in pacing the item according to capability. Injuries could range from fractures and sprains to lacerations and bruising.	Use of other means, including mechanical means where available, use of trolleys or other carrying devices. No specific identified manual handling activities to take place until the person has received appropriate training. HSE Guidance of maximum of 20kgs not to be exceeded by the person.	3	2	6	Person to remain in the supervision of an experienced member of staff at all times who will assess the ability of the person to carry out the activity and restrict them accordingly	3	1	3

5.	Contact with electricity	The use of portable electrical appliances carries a risk of contact with electricity if the appliance is broken, worn or damaged or if the appliance is used inappropriately. The primary risk is that of electric shock and associated injuries from this. Secondary risks include the risk of fire and explosion.	All portable appliances are tested for safety and suitability on an annual basis. If anybody identifies any problems with an item of electrical equipment it should be taken out of use, quarantined and reported to estates or MEMD. There are policies and procedures in place for safe operations of electrical appliances and these must be strictly adhered to.	4	2	8	Person to remain in the supervision of an experienced member of staff at all times and ensure they are restricted to only using equipment that is intrinsically safe and not complex or dangerous	4	1	4
6.	Distressing situations, images and encounters	Young people can lack the psychological maturity to cope with the distressing situations, images and emotions encountered in healthcare. This can lead to the person becoming stressed in the workplace and side effects such as headaches, feeling ill, physical illness	The nature of healthcare is such that the person may witness events that others in society may regard as distressing. Every attempt will be made to support the person in the clinical environment. The person will not be placed in an environment where they will witness anything beyond their psychological maturity. The person will not be allowed in working theatres, mortuaries or other sensitive clinical areas, due to there being an age limit of 18 and also the fact that they may not be able to cope with the exposure due to their lack of maturity	3	2	6	Person to remain in the supervision of an experienced member of staff at all times who will ensure the young person is not exposed to situation beyond their ability to cope with the potential physiological affects of exposure.	3	1	3

7.	Exposure to chemical agents – alcohol gels and soaps for hand washing and the presence of Latex in the work environment.	Good infection control requires frequent hand washing. This can cause skin irritation and dermatitis. Latex is present in the healthcare environment from gloves and medical devices.	COSHH assessment completed. Hand moisturisers available. Person will be asked about Latex allergies on the first day and will be told to report any skin problems to their supervisor immediately. Non-Latex gloves are available.	4	2	8	Person to remain in the supervision of an experienced member of staff at all times and they will monitor them with regard to exposure	4	1	4
8.	Use of work equipment	All work equipment can pose a risk if it is not used properly or prohibitions are ignored. The person may be exposed to potential risks from various types of equipment, including office equipment such as photocopiers and shredders.	Guards are in place on equipment with potential hazards that can cause harm; the person is to be made aware it is illegal to remove these guards. Training will be provided on the safe operation of any equipment they are required to use. Any jams or breakdowns with the equipment should be reported to their supervisor and they are not to attempt to deal with it themselves.	3	2	6	Person to remain in the supervision of an experienced member of staff at all times and they are responsible for ensuring the person does not use complex or potentially dangerous equipment.	3	1	3
9.	Person may have relevant learning /behavioural difficulties, medical health conditions that may be restrictive or require special consideration prior to the person starting their work or work placement.	Work may pose a risk to the person depending on the nature of the individual's difficulty.	Enquiries made with person and parents/guardians prior to work or work experience/ work placement starting. Once difficulty has been establish a specific risk assessment should take place.	3	2	6	Person to remain in the supervision of an experienced member of staff at all times	3	1	3

10.	Violence and harassment	<p>The work may pose a risk to the student placement if they are in the vicinity of any aggression that takes place. One of the main learning opportunities of work experience/ work placement is the interaction between doctor and patient. However, any human interaction has the potential for conflict and on rare occasion's physical aggression. Patients recovering from operations may also react in unpredictable ways on regaining consciousness. The person could experience stress through witnessing violence or aggression and or physical injury through violence or aggression.</p>	<p>Persons will be made aware of this possible eventuality as part of their induction and be instructed as to what to do and how to react. Staff members have access to assistance from security and the police if required. Any instance of verbal or physical aggression will be recorded on the Trust's incident reporting system for further investigation and follow up. If a member of the public says anything inappropriate to the person then this must be reported to the person's supervisor.</p>	4	2	8	<p>The person will be supervised by and work closely with experienced staff that will ensure the student's safety at all times.</p>	4	1	4
11.	Working hours	<p>Excessive working hours can cause fatigue and stress for inexperienced workers. This can lead to the person becoming stressed in the workplace and side effects such as headaches, feeling ill, physical illness.</p>	<p>The person will not be allowed to work nights. The person will get a minimum 12-hour rest period between each day. As a minimum a 30-minute rest break will be available during each day shift. Young people will not normally be allowed to work shift patterns that are considered unsociable and out of normal hours.</p>	3	2	6	<p>It is the responsibility of the person's supervisor to ensure that they do not work excessive or unreasonable hours.</p>	3	1	3

12	Exposure to ionising and non-ionising radiation sources	Serious risks associated with exposure to radiation at various location including X ray, radiology etc. people are more susceptible to the exposure to radiation and there is a slight increased risk of getting cancer and hereditary defects.	The young person will not be allowed to work in areas where they might be exposed to radiation unless they are required to do so as part of their training and this would be under the direct supervision of a competent supervisor and only where the Radiation Protection Advisor has assessed the risk and advised on safe participation.	5	1	5	It is the responsibility of the person's supervisor to ensure that they do not work with or are exposed to radiation in the workplace	5	1	5
13	Breach of confidentiality or data protection legislation	Individual may have access to patient information eg clinic lists, addresses, medical records. Patient confidentiality could be breached.	Participants required to read and sign declaration of confidentiality at induction. Importance of confidentiality covered at general and Trust's induction. Participants not given access to patient files and databases unless supervised.	3	2	6	It is the responsibility of the supervisor to ensure that individuals understand the consequences of a breach of patient confidentiality.	3	2	6
14	Clinical waste and sharps	There is a risk of needlestick injuries and infection.	Sharps are disposed of according to the Sharps, Needlestick & Post-Exposure Prophylaxis (PEP) Policy. Participants will not be directly handling clinical medical devices including sharps. Waste segregation and identification. Participants always supervised by staff. This risk is discussed at the general induction.	3	2	6	Risk of needle stick injuries discussed at Trust' induction. Participants always supervised by staff.	3	2	6

15	Infection Control	<p>Spread of infection in the workplace including staff, visitors and patients.</p> <p>Individuals who may be more vulnerable to severe illness if they contract an infection may include:</p> <ul style="list-style-type: none"> • Asthma • Diabetes • Chronic Cardiovascular disease • Chronic respiratory disease • Chronic kidney disease • Non-haematological cancer • Haematological malignancy • Liver disease • Chronic neurological disease • Organ transplant • Spleen diseases • Other immunosuppressive conditions or classed as clinically vulnerable • Pregnancy 	<p>Hand washing facilities with soap and water is available. Hand sanitiser is available at all sites. Guidance given regarding use of Personal Protective Equipment (PPE) where required. Use of emollient cream to protect skin.</p> <p>Disinfectant wipes available for all desk stations in all sites.</p> <p>If the work experience applicant becomes unwell in the workplace they will be sent home and placement rescheduled.</p> <p>Mental health and wellbeing support is available through the placement supervisor and range of online resources.</p>	3	2	6	<p>The individual will be supervised by and work closely with experienced staff that will ensure the student's safety at all times. Individuals will be reminded to wash their hands for 20 seconds with soap and water and of the importance of properly drying them with disposable paper towels.</p> <p>Reminders to catch coughs and sneezes in a tissue and follow the "Catch it, Kill it, Bin it" campaign.</p>	3	2	6
16	Other Infectious diseases	Risk of illness following exposure to infectious diseases.	Follow infection control procedures with regard to hand washing and changing of clothes as outlined at induction.	3	2	6	The individual will be supervised by and work closely with experienced staff that will ensure the student's safety at all times	3	2	6
17	Hot liquids	There is a risk of scalding following a spillage of hot liquids.	Trust induction to include instruction to carry hot liquids on a tray and avoid overfilling of cups.	3	2	6	The individual will be supervised by and work closely with experienced staff that will ensure the student's safety at all times	3	2	6

1	Attending non-trust premises e.g. patients' homes, nursing homes	Heightened likelihood of some risks covered above, especially slips, trips, falls; aggression/abuse; breach of confidentiality.	<p>The member of staff being satisfied the person displays an appropriate level of maturity i.e. a home visit would not be the first activity timetabled with a new person.</p> <p>Even where a visit is considered low risk, supervisors should carefully consider the patient and their treatment before planning to bring a student.</p> <p>The environmental conditions outside and within the property do not present significant risks.</p>	4	2	8	<p>The individual will be supervised by and work closely with experienced staff that will ensure the student's safety at all times.</p> <p>Patient consent is given on each occasion.</p>	4	1	4
---	--	---	---	---	---	---	---	---	---	---

Confirmation that the following employees have read and understood the contents of this risk assessment and will fully comply with its requirements including: implementation of all control measures and safeguards, use of suitable appliance or equipment and the use of recommended personal protective equipment where applicable

Job Title	Name	Signature	Date

Action Plan

Areas	Action Required	By Whom	Completion Date
All areas	Attend induction	Work experience Lead	Prior to placement
All areas	Receive orientation/induction to local clinical area for placement	Placement Lead	First day of placement
All areas	Supervisor allocated throughout placement	Ward Manager	First day of placement

Consequence Scoring Table

Level	Descriptor	Impact (actual or potential)
1.	Insignificant	<ul style="list-style-type: none"> Adverse event requiring no/minimal intervention or treatment Impact prevented – any patient safety incident that had the potential to cause harm but was prevented, resulting in no harm Impact not prevented – any patient safety incident that ran to completion but no harm occurred.
2.	Minor	<ul style="list-style-type: none"> Minor injury or illness – first aid treatment needed. Health associated infection which may/did result in semi-permanent harm Affects 1-2 people Any patient safety incident that required extra observation or minor treatment and caused minimal harm to one or more persons
3.	Moderate	<ul style="list-style-type: none"> Moderate injury or illness requiring professional intervention No staff attending mandatory/key training RIDDOR/Agency reportable incident (7 plus days lost) Adverse event which impacts on a small number of patients Affects 3-15 people Any patient safety incident that resulted in a moderate increase in treatment and which caused significant but not permanent harm to one or more persons
4.	Major	<ul style="list-style-type: none"> Major injury / long term incapacity / disability (e.g. loss of limb) >14 days off work Affects 16 – 50 people Any patient safety incident that appears to have resulted in permanent harm to one or more persons
5.	Catastrophic	<ul style="list-style-type: none"> Fatalities Multiple permanent injuries or irreversible health effects An event affecting >50 people Any patient safety incident that directly resulted in the death of one or more persons

Probability Scoring Table					
	1	2	3	4	5
Descriptor	Rare	Unlikely	Possible	Likely	Almost Certain
Frequency	Not expected to occur for years	Expected to occur at least annually	Expected to occur at least monthly	Expected to occur at least weekly	Expected to occur at least daily
	<1%	1-5%	6-20%	21-50%	>50%
Likelihood	Will only occur in exceptional circumstances	Unlikely to occur	Reasonable chance of occurring	Likely to occur	More likely to occur than not

Risk Scoring Matrix					
	Rare 1	Unlikely 2	Possible 3	Likely 4	Almost Certain 5
Insignificant - 1	1	2	3	4	5
Minor – 2	2	4	6	8	10
Moderate – 3	3	6	9	12	15
Major – 4	4	8	12	16	20
Catastrophic – 5	5	10	15	20	25

KEY:	Insignificant / Minor 1-6	Moderate Risk 8-12	Major 15 - 20	Catastrophic 25
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APPENDIX 12

Work Experience - Student Evaluation Questionnaire


To enable us to assess the effectiveness of the work experience process and applicants' experience it would greatly help if you could complete this questionnaire. This information may be shared with your placement provider to enable them to make improvements in how placements are delivered.

1.	Which hospital was your work experience placement at?	Kings Mill	Newark Hospital	Mansfield Community	Other	
2.	Which department was your placement at?					
3.	When did your placement start?					
4.	Was the placement accessed through the SFH Work Experience Portal or was it arranged independently? If independently, please specify how					
5.	Was this your first placement choice? If no, what was your first choice?					
6.	The SFH Work Experience Portal was informative and easy to navigate	Strongly agree	Agree	Disagree	Strongly disagree	N/A
7.	The response from the Work Experience Co-ordinator regarding my application was timely and helpful	Strongly agree	Agree	Disagree	Strongly disagree	N/A
8.	The whole application process was well organised and efficient	Strongly agree	Agree	Disagree	Strongly disagree	N/A
9.	I received the information I needed to be fully prepared to undertake my placement	Strongly agree	Agree	Disagree	Strongly disagree	N/A
10.	Please add any comments to support the answers you have given above and any additional comments you wish to make about the application process. What worked well or what could be improved?					

11.	The Work Experience induction provided me with the information I needed for my placement	Strongly agree	Agree	Disagree	Strongly disagree	N/A
12.	Was there any additional information that you needed from your induction but didn't get?					
13.	My work experience objectives/outcomes were met	Strongly agree	Agree	Disagree	Strongly disagree	
14.	The work experience placement has given me a better understanding of the work that Sherwood Forest Hospitals does in the NHS/healthcare sector.	Strongly agree	Agree	Disagree	Strongly disagree	
15.	The placement was well organised and provided a good insight into the workings of that area	Strongly agree	Agree	Disagree	Strongly disagree	
16.	The placement supervisor and other team members were supportive	Strongly agree	Agree	Disagree	Strongly disagree	
17.	I would recommend this placement to another student	Strongly agree	Agree	Disagree	Strongly disagree	
18.	What was your favourite part of the placement?					
19.	What was your least favourite part of the placement?					
20.	As a result of the placement, I am more likely to apply for a future position with the healthcare sector	Strongly agree	Agree	Disagree	Strongly disagree	
21.	Please add any comments to support the answers you have given above and any additional comments you wish to make about the placement					

APPENDIX 13

NON-CLINICAL WORK PLACEMENT PROCESS



West Notts College lead to identify students for non-clinical work placements and supply information about the course being undertaken and aims/objectives

Work Experience Lead will contact the appropriate department leads to ask if they are willing to accommodate a student, detailing dates of request

YES/ NO is given by the department lead, West Notts College will be notified of the outcome and number of placements available. Work Experience Lead will send successful students the documentation to complete and ask them to return the forms electronically to sfh-tr.sfhworkexperience@nhs.net

Students complete the Third Party Confidentiality Document and Work Experience Lead will submit this to recruitment team. PC login, nhs.net account, ID badge, Swipe Card and Parking Permit arranged.

Successful students to attend the Trust's Orientation Day and complete relevant new starter eLearning package prior to the work placement start date. ID, Swipe and Parking Permit will be given to students.

The appropriate department will facilitate the student's work experience and will set the student up on any local systems/platforms that are required. Monthly catch ups with WNC Lead, WEX Lead and placement Leads to ensure students making good progress and to identify any problems so support can be provided.

On completion of the placement, students and Placement Leads will complete a feedback questionnaire. The results are fed back to the department for so improvements can be made.

NON-CLINICAL WORK PLACEMENT APPLICATION FORM

Student Details: Please ensure all sections are fully completed

First / given name			
Last Name (Surname)			
Date of Birth		Age at start of Placement	
Address (including postcode)			
Email address (*NB)			
<p>* NB the email address that you supply should be one that you access regularly as we will communicate with you via this method. Please ensure it is clear and legible.</p>			
Next of Kin		Telephone	
Course being studied			
College/School			
Please state what area you would like a placement in (if known)			
Start date of placement			
Last date of placement			
Plans for your future career:			
What are your expectations/intended learning outcomes from undertaking the placement?			

Tutor Details:	
Tutor Name	
Phone number:	
Email address:	
Give reasons why this student is suitable for this placement.	
State curricular and character strengths of the student to support this application.	
Any issues or additional needs the placement provider needs to be aware of?	
The student has been Vaccinated for Covid-19 Yes No (Delete as Applicable)	

Please carefully read the below criteria **with** the student and both to agree/tick and sign below:

- I will ensure the application form is fully and correctly completed, providing all information as required. Failure to do so may result in the application form being returned and delay any offer of placement. ☐
- I understand the placement may be subject to successful interview. ☐
- If a work placement is arranged, attendance at a SFHFT induction is mandatory. ☐
- I have provided a valid email address that is regularly accessed, and timely responses will be provided when required. ☐
- I understand that failure to comply with set conditions laid down by Sherwood Forest Hospitals NHS Foundation Trust, including behaviour, punctuality and attendance, or to provide adequate information as requested, may result in the placement being withdrawn. ☐
- I understand that any placements offered cannot be changed unless in extreme circumstances. ☐
- I agree to personal data in the application being safely stored by the People Development Team, SFHFT, and being used only in relation to my work placement. ☐

Student Signature:

Date:

Tutor Signature:

Date:

Monitoring Information
(This information will be kept strictly confidential)

Please tick as appropriate (student)

Are you							
Female	<input type="checkbox"/>	Male	<input type="checkbox"/>				
How would you describe your ethnic origin?							
British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Other background	white	<input type="checkbox"/>	
African	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Other background	black	<input type="checkbox"/>	
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other background	Asian <input type="checkbox"/>
White/Black African	<input type="checkbox"/>	White/Caribbean	<input type="checkbox"/>	White/Asian	<input type="checkbox"/>	Other background	mixed <input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other ethnic group	<input type="checkbox"/>				
Do you have a disability?							
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
If yes, how would you describe your disability?							
Learning	<input type="checkbox"/>	Physical	<input type="checkbox"/>	Sensory Impairment	<input type="checkbox"/>	Mental health	<input type="checkbox"/>
Are you in receipt of free school meals?							
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Have you ever been convicted of an offence by a civil or criminal court?							
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				

Once fully completed please return by email to sfh-tr.sfhworkexperience@nhs.net

CONFIDENTIALITY CODE OF CONDUCT WHEN UNDERTAKING A WORK PLACEMENT

In the course of your work placement, you will see and hear information concerning the medical or personal affairs of patients and staff or other Trust business.

Such records and information are **strictly confidential** and, unless acting on the instructions of an authorised officer, on no account must such information concerning staff, patients or Trust business be divulged or discussed.

What is confidentiality?

The Trust has a responsibility to hold in confidence any aspect of a patient's visit to the hospital. Everyone who works in the National Health Service has a legal responsibility to maintain in confidence anything they know about patients. **This is very important to patients.** If they felt that any aspect of their attendance or care at the hospital was passed on to someone else then they would lose confidence in SFHFT.

The Trust also has a responsibility to ensure that people who are on a work placement experience understand the need for confidentiality and you are required to sign an undertaking that you understand and will abide by the rules.

If you do not abide by the rules you may be asked to leave your placement immediately and this may also jeopardise the ability of your college to send further students on a work placement experience.

You must:

- ☐ Be aware that careless talk leads to a breach of confidentiality.
- ☐ Continue to maintain confidentiality even when you are no longer on work placement experience at the hospital.
- ☐ Treat all people in the same way that you would wish to be treated.
- ☐ Respect other people's personal information in the way that you would wish your personal and confidential details to be respected

CONFIDENTIALITY CODE OF CONDUCT

During your work placement:

- ☐ You **must not** attempt to read any information which is not relevant to the work experience that you are undertaking. Examples: Patient records, Information contained on computer screens, Names of patients on lists e.g. computer print outs, whiteboards
- ☐ You **must not** tell others (including family, friends, media etc) anything you see or hear that can be regarded as confidential. Example: You must not inform someone else about someone you know attending a hospital appointment or the fact that the person is a patient at the hospital. To do so would be regarded as a breach of confidentiality.
- ☐ You **must not** pass on any information to **anyone**, without the permission of the person in charge. Example: This includes being asked for information from relatives or Police Officers.
- ☐ You **must not** remove any documents from the hospital, this is particularly important if it identifies a patient.
- ☐ You **must not** pass on any documentation to any other person without the consent of the person in charge of the department.
- ☐ If answering a telephone, you **must not** pass on any personal information which could identify someone without the consent of the person in charge of the department.

Confidentiality Statement for individuals on Work Experience / Non-Clinical Work Placement

During your placement, you are likely to see and hear confidential and sensitive information, particularly in relation to patients and staff. Such information is strictly confidential and unless action on the instructions of an authorised officer, on no account must such information concerning staff, patients or Trust business be disclosed, or used for any other purpose other than the proper performance of your placement.

Any unauthorised use or disclosure of information would be viewed very seriously and would result in the instant cancellation of the placement. This may jeopardise the ability of your college to send further students on a work placement.

I certify that I have read the Confidentiality Code of Conduct and the above statement and fully understand the need for confidentiality whilst undertaking my placement.

Signed: Date:

Name: College

Before you can commence your placement this statement must be signed and returned to:
sfh-tr.sfhworkexperience@nhs.net

NON-CLINICAL WORK PLACEMENT SIGNED UNDERTAKING FORM

We are pleased that you have chosen to undertake work placement at our hospital but we must ensure that you understand the need to maintain confidentiality and professionalism at all times. If you breach any aspect of confidentiality you will be asked to leave the hospital immediately and may jeopardise your school's/college's ability to send future students on work placement. Therefore:

1. You are required to carefully read the attached document 'Confidentiality for People Undertaking Work Placement' and ensure that you comply with this Code of Conduct whilst on Trust premises. If there are any points, which are not clear, please discuss them with the supervisor or the person in charge of the department in which you are working.
2. You have been advised of the Trust Dress and Uniform Policy and how this applies to you, and you will comply with this at all times when on Trust premises.
3. You have been advised of the acceptable use of mobile phones whilst on Trust premises and will comply with this.
4. You have been advised of the Trust CARE Values and will behave in a professional and respectful way to all patients, families, carers and staff whilst on placement.
5. You have been advised how to report any absences and will comply with these requirements.

Please sign the form below to show that you have read and fully understand all above points and the consequences of any breach of confidentiality.

Name (Block capitals) _____

Dates of work placement:

I have read the Code of Conduct and fully understand the need for confidentiality whilst undertaking work placement.

Signature of student _____ Date _____

Name of College _____

Prior to commencing your work experience placement this form must be signed and returned to:

sfh-tr.sfhworkexperience@nhs.net

APPENDIX 17

NON-CLINICAL WORK PLACEMENT PARENT/GUARDIAN AGREEMENT FORM FOR UNDER 18'S

Parent/Carer Agreement: Non-Clinical Work Placement with the NHS

This form will be given to the student before the work placement begins and should be returned via email, or in person at the Day 1 Clinical Induction Session.

Learner's name: _____ College: _____

Placement (eg Department): _____ Course: _____

Day(s) and times: _____ Location: _____

Contact at placement: _____

As the parent/guardian of the above learner:

1. I consent to my son/daughter undertaking part of his/her learning at the above named placement.
2. I will ensure that my son/daughter attends regularly, on time and properly equipped.
3. I will ensure that any absence is notified to the school and placement as soon as possible.
4. I consent to relevant information about my son/daughter being exchanged between the school and the placement.
5. I give permission for my son/daughter to travel to the placement by _____
(insert means of transport).
6. I will contact the college coordinator _____ (name) if I become concerned about anything connected with my son/daughter's learning.
7. I am aware that my son/daughter may not be supervised during lunch and break times and appreciate the placement is an open access public area and as such rely on my son/daughter remaining on site during placement hours.
8. I give permission for photographs or other images of my son/daughter to be produced for student ID cards and trust promotional activities.
9. I am aware that if my son/daughter causes damage to placement property, I could be asked to contribute towards the costs of repair.
10. I consent to my son/daughter receiving medical assistance if required.

Doctor's name: _____ Doctor's telephone: _____

Allergies/medical condition(s):

Details of medication(s):

Details of any disabilities

If any disabilities are disclosed the organisation will explore what reasonable adjustments can be made to aid the work placement. The organisation may contact the parent/guardian/school to obtain further information when exploring the reasonable adjustments.

Any other information:

In case of emergency please contact:

Name of emergency contact		Relationship to student	
Contact number		Mobile number	

Covid-19 Vaccination – please circle Yes No

I sign this consent form to express my agreement with the above.

Signature: _____ Date: _____

Name: _____ Delete as applicable: parent / carer

Tutor: _____ Tutor's Signature: _____

APPENDIX 18

NON-CLINICAL WORK PLACEMENT MEDICAL FORM FOR OVER 18'S

Outstanding Care,
Compassionate People,
Healthier Communities


Sherwood Forest Hospitals
NHS Foundation Trust

Medical and safety Information: Work Placement with the NHS

This form will be given to the learner before the work placement begins and should be returned before the first day of the placement

Learner's name: _____ School/College: _____

Placement (eg Department): _____ Course: _____

Day(s) and times: _____ Location: _____

Contact at placement: _____

1. I will ensure that any absence is notified to the college/school and placement as soon as possible.
2. I consent to relevant information about me being exchanged between the school and the placement.
3. I am aware that I may not be supervised during lunch and break times and appreciate the placement is an open access public area and I should notify my supervisor if I leave the site during placement hours.
4. I give permission for photographs or other images of me to be produced for student ID cards and trust promotional activities.
5. I am aware that if I cause damage to placement property, I could be asked to contribute towards the costs of repair.

Doctor's name: _____ Doctor's telephone: _____

If any disabilities are disclosed the organisation will explore what reasonable adjustments can be made to aid the work placement. The organisation may contact the learner/ college/school to obtain further information when exploring the reasonable adjustments.

Name of emergency contact		Relationship to learner	
Contact number		Mobile number	

No

Name: _____

APPENDIX 19

WORK PLACEMENT INDUCTION CHECKLIST

Work Placement Student's Name: _____

Start / Finish Date: _____

Placement: _____

Manager: _____

As a manager, you have a particular responsibility for the young people who work for you. Always remember that they are more vulnerable than experienced members of staff. In particular, early on, you need to discuss the following items with them:

1.0 CONTACT ARRANGEMENTS

No	Item	Date Completed	Manager's Signature
1.1	Routine Contacts		
1.2	Emergency contact details Name: Telephone Number: Address:		
1.3	Name and role of line manager		
1.4	Name of safety representative		

2.0 GENERAL INFORMATION

No	Item	Date Completed	Manager's Signature
2.1	Hours of Work		
2.2	Breaks / Rest Rooms / Staff Rooms		
2.3	Tour of building and introduction to colleagues / team		
2.4	Confidentiality		
2.5	Dress code		
2.6	Local Guidelines and Policies including Whistle Blowing Policy and raising concerns about patient safety		
2.7	IT Systems including IT Use Procedure		
2.8	Discussion of what the directorate does		
2.9	Sickness reporting procedure		
2.10	Discussion of placement programme / timetable including learning outcomes / objectives		

3.0 SPECIFIC RESTRICTIONS

No	Item	Date Completed	Manager's Signature
3.1	Prohibition of the use of specific equipment		
3.2	Prohibition of specified processes etc		
3.3	Activities only to be undertaken with supervision		
3.4	Restricted Areas		

4.0 PERSONAL PROTECTIVE EQUIPMENT (where applicable)

No	Item	Date Completed	Manager's Signature
4.1	Infection Control		
4.2	Personal Protective Equipment and importance of its use		
4.3	Types Available		

5.0 EMERGENCY EVACUATION PROCEDURES

No	Item	Date Completed	Manager's Signature
5.1	Location of Fire Exits		
5.2	Location of Fire Extinguishers and Break Glass Points		
5.3	Name and Location of the Fire Warden		
5.4	Action on discovering a fire		
5.5	Information about the test regime		
5.6	Action on hearing the fire alarm		
5.7	Location of the department's assembly point		
5.8	Emphasise that it is an offence to block fire doors		

6.0 FIRST AID AND ACCIDENT REPORTING

No	Item	Date Completed	Manager's Signature
6.1	Location of first aid box		
6.2	How to contact a First Aider		
6.3	How to call an ambulance		
6.4	How to report an accident		

7.0 JOB SAFETY

No	Item	Date Completed	Manager's Signature
7.1	Hazards and Precautions (where applicable)		

Type	Hazards Present in Job	Safety Overview Given	Specific Training Required
Chemical Substances			
Electrical			
Lifting and Handling			
Machinery and Equipment including telephone / faxes / photocopying			
Display Screen Equipment			
Housekeeping			
Site Transport			
Other (please specify			

No	Item	Date Completed	Manager's Signature
7.2	Hazards Reporting		

8.0 VDU USERS

No	Item	Date Completed	Manager's Signature
8.1	Risks and Precautions outlined		

9.0 TRAINING

No	Item	Date Completed	Manager's Signature
9.1	Extra Training Required (not specified in Section 6) e.g. IT Systems		

I CONFIRM THAT THE CHECKLIST HAS BEEN COMPLETED AND I HAVE READ ALL THE INFORMATION THAT I HAVE BEEN GIVEN TO UNDERTAKE MY ROLE AND MY DUTIES SAFELY.

SIGNED WORK PLACEMENT STUDENT: _____

SIGNED MANAGER: _____