

Date as Postmark

Dear Sir/Madam

LETTER OF UNDERSTANDING FOR WORK EXPERIENCE

To ensure that the implications of the work experience scheme and arrangements between the firm or organisation providing work experience and Educational Services are fully understood I would like to set out the following essential points.

1. To comply with the Management of Health & Safety at Work 1999 regulations, firms or organisations providing work experience are required to assess the risks associated with the activities carried out by the pupil.
2. **The firm or organisation providing work experience will ensure that the firm's or organisation's Public and Employers' Liability Insurances will provide cover for pupils for the period(s) of work experience. Could you please detail the name of the insurance company, the policy number, indemnity limit and date of expiry on the attached document. A copy of the insurance certificate should be attached.** Firms or organisations providing work experience must be prepared to accept pupils on this basis and should advise their insurers accordingly. This must take place prior to pupils taking part in work experience placements.
3. The pupils will be carrying out meaningful work during their period of work experience. The work will be carried out by a responsible person and the pupils will be given appropriate instruction before and supervision whilst participating in any activity. Under no circumstances should pupils operate prescribed and/or any prescribed machinery as defined by statute. The firm or organisation providing work experience will therefore ensure that the pupil is not required to operate any hazardous machine, to work in any hazardous environment, or to carry out work of an unsuitable or objectionable nature. The firm or organisation will take responsibility for ensuring the pupils welfare. The firm or organisation will supply any special or protective clothing required by the pupil whilst performing the task.
4. The firm or organisation will, at some time, be visited by Ayrshire Chamber's Health & Safety Consultant to ensure that standards of health, safety and welfare are adequate. **You will be asked to provide a copy of an up to date Employer's Liability Insurance Certificate.**
5. The pupil will not be allowed to work outside the hours stipulated in the job description. In addition, the pupil will not receive any payment for the work, but if the firm or organisation can, where possible, provide a midday meal this would be appreciated.
6. The pupil may be required to sign an agreement, copies of which will be available for inspection on request, stating that he or she will:
 - (a) Not disclose any information confidential to the firm or organisation without the firm's or organisation's approval.
 - (b) Obey all safety, security and other instructions given by the firm or organisation providing work experience.
7. In case of an accident, sickness or absence, the firm or organisation providing work experience will notify by telephone, and without, delay, the head teacher of the pupil's school, and the pupil's home if a telephone number is given. The pupil will be allowed to use whatever facilities the firm or organisation provides in these circumstances.
8. The identified occupation is based on due consideration of the nature of the anticipated work activities involved in this placement. You are asked to bring to our attention any other factors related to the actual activities to be carried out or the layout and/or the use made of your premises e.g. the presence of machinery or high volumes of traffic in or around the premises, which may require a re-assessment of this rating. If you do not agree with this assessment you are asked to provide details for information regarding the assessment.
9. The firm or organisation will comply with its legal obligations under the Data Protection Act at all times

I would be grateful if you would confirm that this letter of understanding is acceptable to you by completing and signing the enclosed form and returning it to the address given.

Yours sincerely

**Business Liaison Team
Ayrshire Chamber of Commerce & Industry**



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