

Work Experience in Foundation and Key Stage 1 & 2 Schools as Classroom Assistant - Guidelines

General

The following document outlines the duties and tasks to be undertaken whilst a student is undergoing work experience at a Primary or Junior School which is controlled by Derbyshire County Council.

It will also cover a Young Persons Risk Assessment and details of the provision of Health and Safety Requirement of the council.

Work Experience Duties to be Undertaken by Young Person as a Classroom Assistant

- *Working with small groups of children under the direct supervision of a teacher*
- *Listening to children read.*
- *Assisting with writing skills.*
- *Assisting with structured play activities.*
- *Assisting with creative work.*
- *Organising small displays.*
- *Preparation of resources for lessons.*
- *Tidying up at end of lessons.*
- *Assisting with Physical Education classes.*
- *Using computer equipment.*
- *Accompanying staff on trips and visits*

Specific Requirements of School Offering Placement

Details of dress code, working hours including breaks, travel to and from the school, to be communicated by the school to the Young Person. In general, the working hours will be between 8.45 and 15.45 hours.

If any Young Person has any special requirements, then they will be outlined by the school seeking the placement and the School providing the work experience will confirm that they are satisfied that they accept that the Young Person can safely complete his/her work experience with these requirements.

Prohibited Practices

When considering prohibited practices the following factors will be taken into account:-

- The young person's age, inexperience, immaturity and lack of awareness of risks.
- Any learning difficulties, disabilities or medical / health conditions.
- The young person's aptitude, ability and attitude initially and on an ongoing basis.
- The need for adequate supervision and, where necessary, the suitability of checks for child protection purposes.
- Adequate control measures that are explained to the young person and their supervisor.
- The need for any personal protective equipment.
- The provision of adequate information, instruction and training for the young person.
- Any necessary prohibitions or restrictions relating to tasks, areas and work equipment.



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In general the Young Person will not:-

- Enter areas designated as off limits or use/interfere with equipment also considered as off limits
- Misuse/interfere with anything provided in the interests of health and safety
- Have access to unsuitable material on the internet
- Disclose confidential information to third parties
- Take children to the toilet
- Take any photos while on placement without prior authorisation of staff and parents.
- Use their own mobile phone in working hours except for emergencies

Young Persons Risk Assessment

<i>Hazard</i>	<i>Risk</i>	<i>Control Measures</i>
Use of general office/IT equipment	<ul style="list-style-type: none"> ○ Electrocution ○ General fatigue ○ Physical Injury 	<ul style="list-style-type: none"> ○ Equipment PAT tested ○ Regular breaks ○ Regular inspection ○ Faulty equipment removed immediately and labelled as such
Slips, trips and falls due to: - <ul style="list-style-type: none"> ○ <i>Spillages</i> ○ <i>Trailing cables</i> ○ <i>Traffic route obstructions</i> ○ <i>Uneven ground/floor</i> ○ <i>Adverse weather</i> ○ <i>Stairs, ramps and steps</i> 	<ul style="list-style-type: none"> ○ Strains, pulls ○ General harm, physical injury, etc 	<ul style="list-style-type: none"> ○ Adequate lighting ○ Employer to maintain a safe and tidy working environment ○ Spillages cleared appropriately ○ Suitable footwear to be worn ○ Young Person(s) informed of danger areas
Manual handling <ul style="list-style-type: none"> ○ <i>lifting, pulling, moving etc</i> 	<ul style="list-style-type: none"> ○ Strains, pulls, Physical injury, etc 	<ul style="list-style-type: none"> ○ Appropriate lifting and handling training given ○ Good handling technique used ○ Moving and Handling Assessments in place where required ○ Working environment/route free from obstructions ○ Young Person(s) only to undertake manual handling tasks that are within their own acceptable capabilities ○ Provision of Personal Protective Equipment

<p>Working away from base</p> <ul style="list-style-type: none"> ○ <i>Trips and visits</i> 	<ul style="list-style-type: none"> ○ Becoming: <ul style="list-style-type: none"> a) separated b) lost ○ General harm, physical injury, etc 	<ul style="list-style-type: none"> ○ All rules and site regulations are explained ○ Hazards to be pointed out ○ Mobile phone carried ○ Procedure in case of separation identified <p>Provision of Personal Protective Equipment</p>
<p>Use of hand tools</p> <ul style="list-style-type: none"> ○ <i>Knives</i> ○ <i>Scissors</i> ○ <i>Classroom Equipment</i> 	<ul style="list-style-type: none"> ○ Cuts, abrasions & bruises, physical injury, etc ○ <i>lifting, pulling, moving etc</i> 	<ul style="list-style-type: none"> ○ Employer to assess and approve Young Person(s) competence through provision of training ○ Tools inspected prior to use ○ Provision of Personal Protective Equipment
<p>Hazardous substances and chemicals</p> <ul style="list-style-type: none"> ○ <i>Cleaning materials</i> ○ <i>Classroom materials</i> 	<ul style="list-style-type: none"> ○ Burns, ingestion, inhalation, absorption, irritation etc 	<ul style="list-style-type: none"> ○ Substances to be suitably stored ○ Used under controlled conditions ○ Restricted access ○ Provision of Personal Protective Equipment ○ Appropriate COSHH assessments in place and followed
<p>Making and transporting hot drinks/food</p> <p>Hot equipment, materials & liquids</p> <ul style="list-style-type: none"> ○ <i>Ovens, glue guns</i> 	<ul style="list-style-type: none"> ○ Burns ○ Scalds 	<ul style="list-style-type: none"> ○ Employer to assess and approve Young Person(s) competence through provision of training ○ Dangerous areas identified and school policy on hot drinks followed ○ Young Person(s) to wear as much body cover as is practicable ○ Provision of Personal Protective Equipment ○ Heat insulated gloves or material to be used where practicable
<p>Working at height</p> <ul style="list-style-type: none"> ○ <i>To access display areas</i> 	<ul style="list-style-type: none"> ○ Physical injury, etc ○ Slips, trips and falls 	<ul style="list-style-type: none"> ○ Appropriate Work at Height Risk Assessment in place and followed ○ Training given for use of kick stools or step ladders ○ Only undertaken under direct close supervision
<p>Biological</p> <ul style="list-style-type: none"> ○ General contamination ○ Contact with: <ul style="list-style-type: none"> a) body fluids b) animal droppings c) soil and organisms found in soil 	<ul style="list-style-type: none"> ○ Biological invasion ○ Disease/sickness /illness ○ Projectile Vomit 	<ul style="list-style-type: none"> ○ Good occupational hygiene procedures are followed. ○ Provision of Personal Protective Equipment ○ Young person not to be involved in personal care or cleaning bodily fluids



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Fire	<ul style="list-style-type: none"> ○ Burns, physical injury, etc ○ Asphyxiation 	<ul style="list-style-type: none"> ○ Danger areas identified ○ Fire exit and egress routes free from obstruction ○ Fire risk assessment in place ○ Visible signage ○ Fire fighting mediums regularly maintained and in good working order <ul style="list-style-type: none"> ○ Fire extinguishers ○ Fire blanket ○ Water reel
Exposure to the sun	<ul style="list-style-type: none"> ○ Sunburn ○ Illness 	<ul style="list-style-type: none"> ○ Young Person(s) to wear as much body cover as practicable ○ Provision of Personal Protective Equipment ○ Sun block cream

Health and Safety

The school offering the placement will:-

- Display all relevant Health and Safety advisory and statutory posters
- Make available a suitable first aid facilities including first aid boxes and at least Approved Persons
- Report all accidents to the Young Person's school, the Work Experience Organisation (DCC) and to the Health and Safety Executive where required under the RIDDOR requirements
- Provide all Personal Protective Equipment necessary to do any task required of the Young Person
- Ensure that the young person is supervised by a suitably qualified nominated person at all times
- Ensure that all fire fighting facilities are regularly serviced and maintained in accordance with appropriate British Standards. Fire extinguishers should be serviced annually.
- Ensure that a suitable number of fire drills / evacuation procedures are carried out and that an appropriate number of staff is trained to operate fire fighting equipment.
- Give the Young Person a safety induction on the first day which will cover fire procedures, location of First Aid staff, details of restricted or prohibited areas and workplace hazards.

Health, Safety and Wellbeing Children's Services Department

Derbyshire County Council, County Hall, 88 Smedley Street, Matlock, Derbyshire. DE4 3AG
CS.WorkExperience@derbyshire.gov.uk

School Declaration (School Copy)

I confirm that I have received a copy of the document entitled 'Work Experience in Foundation and Key Stage 1 & 2 Schools as Classroom Assistant – Guidelines'

I agree that the school named below will abide by its contents when Work Experience Students are placed within the school.

I agree to inform DCC Children's Services Department Health and Safety Section if there are any changes or amendments which I wish to introduce and accept that, in the absence of these schools will adhere to the guidelines which will remain in force until further notice.

Name of School _____

Address of School _____

Post Code _____

Email _____

**Signed on behalf
of above School** _____

Job Title _____

Date _____

Please note that copies of this document can be found under the new Services for Schools (S4S) within the H&S page which is for Work Experience. Please do not hesitate to download copies should you wish



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