



House of Commons

WORK EXPERIENCE – GUIDANCE NOTE

Introduction

Many Members of both Houses of Parliament offer work experience placements to school/college students less than 18 years of age. Due to their youth, students will have less maturity, experience and awareness of risks and therefore will be more vulnerable to accidents or injury when put into unfamiliar working environments, so it is important that you are aware of the responsibilities you have with regard to their health and safety, induction and protection.

House of Commons Management Guidance on Working with Young People

Here is a link to the [House of Commons Management Guidance – Working with Young People](#) which covers in detail what a Member's responsibilities are with regard to working with young people.

Volunteer Arrangement Agreement

Here is a link to the [IPSA webpage](#) that contains a Volunteer Arrangement agreement. This form must be signed and sent to IPSA prior to any expenses being claimed by the volunteer.

It is your responsibility to inform the volunteer as to how much they may claim for incidental expenses, what those incidental expenses are and how they claim those expenses.

In the event the volunteer does not have a UK bank account, then you should claim the expenses on behalf of the volunteer and then make sure the volunteer receives payment from you.

FURTHER INFORMATION

Useful links

[Health and Safety Policy summary](#)

[Combined Health and Safety Policy](#)

[House of Commons Management Guidance – Working with Young People](#)

[Details of Members' insurance](#)

[Diversity and Inclusion intranet page](#)

ACAS produce the following [guidance on work experience](#).

The Health and Safety Executive also produce guidance for [Work Experience](#)

Once the volunteer leaves, you should remove the individual from your IPSA account.

Confidentiality Agreement

It is recommended that all volunteers and work experience students sign a confidentiality agreement which can be found under 'C' in the A-Z of forms, factsheets and checklists on the [Members' HR intranet page](#).

Security

Work experience students aged 17 and under do not need to be security cleared in advance of their first day as they bring along the appropriate completed forms and identification documents. Those aged 18 and over do need to be security cleared in advance, but the pass office will, where possible, expedite applications. The table below summarises what action should be taken.

Age	Form required	Identification documents required	Extra Note
Under 16	Members staff renewal form (SQ6 - available on the intranet) A letter from the parent/guardian authorising a police officer check to be carried out. The form and letter can be bought with the applicant on the first day.	Valid photo id passport with a photo resembling the applicant. If the applicant does not have a passport we will accept a long birth certificate Original proof of address dated within the last 6 months	A paper photo pass will be issued as long as the correct id documents have been presented
16-17	Security and Verification Questionnaire (SVQ- available on the intranet) The completed form can be bought with the applicant on the first day.	Valid photo id e.g. a passport with photo resembling the applicant or a provisional driving licence Original proof of address dated within the last 6 months	A paper photo pass will be issued as long as the correct id documents have been presented
18 and over	Security and Verification Questionnaire SVQ form (available on the intranet) The completed form needs to be submitted to the pass office in advance. Security clearance must have been granted before the work experience student can start	Valid photo id e.g. a passport with photo resembling the applicant or a provisional driving licence Original proof of address dated within the last 6 months	A paper photo pass cannot be issued until security clearance has been granted and the Member has been notified of this. The correct id documents must also have been presented

Diversity, Inclusion, Equality and Accessibility

It is important to provide a positive, inclusive working environment for anyone undertaking a work experience placement. Advice and guidance can be found on the [Diversity and Inclusion Intranet page](#).

Insurance for Work Experience Placements / Risk Assessments / Health and Safety Policy

The House acts as its own insurer and any young people on the estate are covered under this policy. If you are unsure whether an activity or task is suitable for a young person please contact the House's Safety Manager.

Employers Liability Insurance is provided centrally for Members and means you are insured against any claim arising from the death or physical and mental injury of employees during and arising out of, or in the course of, their employment. This cover extends to students, temporary staff, interns and volunteers as well as direct employees.

The requirements of the law relating to compulsory Employers' Liability Insurance in Great Britain are satisfied by the policy.

You will be supplied with a copy of the Certificate of Insurance which must be clearly displayed in all workplaces. A copy of the certificate [can also be found here](#).

A risk assessment is often required by the student's school. A [template risk assessment](#) is available from the 'Risk Assessment' section of the Members' HR A-Z.

[Here is the link to the health and safety policy](#).

If you have any questions about insurances or risk assessments, etc. for work experience students, please contact HR Advice Services.

Incident Reporting

All incidents resulting in injury, ill health, damage to property, or any other loss must be recorded on an incident report form and investigated in accordance with House procedure. Additionally, any incidents (near misses) that did not, but had potential to result in injury, ill health, etc. should be treated similarly. Student placements should be instructed to immediately inform their line manager if they are involved in or witness an incident.

Where a student is injured or affected by an incident their school/parents should be informed as soon as possible. You must investigate any incident involving a student. Outcomes of such investigations should identify root causes of the incident and, where possible preventive measures should be put in place to avoid a recurrence. This will involve a review of the risk assessment.

If you have any queries relating to Health and Safety please discuss them with the Attendant in your building, they will also have the reporting books.

First Aid

Managers should inform students of the following:

- location of nearest first aid kit
- location of first aid room (if applicable)
- location of nearest first aid notice
- first aid procedure

Fire/Emergency Procedure

Emergency evacuation situations usually relate to fire, but within our work environment they may also be relate to bomb/explosion threats or security alerts. You must ensure that students are given information and instruction on the procedures in place in the event of a fire or bomb/explosion threat and the alternative routes of escape from their normal place of work.

Any questions?

Contact HR Advice Services

x2080 or membershr@parliament.uk