

Safety Essentials: **Work Experience at Parliament**

1. Responsibilities

- 1.1. General responsibilities are detailed in the [combined health and safety policy](#)¹. Work experience students have the same responsibilities as staff whilst working at parliament.
- 1.2. **Managers** who provide work experience places at Parliament have the primary responsibility for ensuring the health and safety of the student, whilst they are on the Estate.

2. Management Actions

Before the student starts

- 2.1. Using [HSE's guidance for placement providers](#)², work with your local risk assessor to identify the risks and control measures that are required for the work that the student will be doing. Pay particular attention to the [considerations for young people in the workplace](#)³.
- 2.2. Contact details for local risk assessors are available from your [Department or Office Safety Co-ordinator](#)⁴. For placements in **higher risk environments** (see HSE's guidance) also contact the [Parliamentary Safety Team](#)⁵ for advice.
- 2.3. If as a result of your risk assessment you have any doubts about the suitability of a particular task for the student(s), discuss the matter in advance with the school, college or work experience organizer and agree a way forward.
- 2.4. Ensure all required risk controls are in place prior to the student starting.
- 2.5. Provide the student's college/school or parent/careers with information they request about the specific health and safety risks and what has been done to control them.
- 2.6. Schools or colleges might also ask you for the following:
 - A copy of the current health and safety policy. This is publically available on Parliament's [transparency web page](#)⁶ for health and safety.

The policy and the other health and safety documents on this page are all bicameral.

- Details of the accident reporting procedure, which are contained in the accident reporting policy supplement on the [transparency web pages](#)⁶.
- Insurance details, which are as follows:

The House is exempt from the Employer's Liability (Compulsory Insurance) Act 1969. This means that the House self-insures, i.e. provides its own cover for employer's liability, like most public sector organisations. There is no insurance company or policy. The same applies for public liability.

During the placement

2.7. As part of the student's induction explain:

- a) The risks to their health and safety and how they are controlled, checking that they understand what they have been told and what precautions they must follow.
- b) How to raise any health and safety concerns and the importance of doing so.
- c) Their health and safety responsibilities along with the importance of acting responsibly in the workplace.

2.8. Check the risk control measures you identified in your risk assessment are in place and are working in practice.

2.9. Take any corrective action needed to ensure the student's health and safety.

2.10. Update your risk assessments to reflect any changes made.

2.11. Ensure any work-related injuries to the student are reported immediately using the internal reporting system and notify the external work experience organizer (e.g. school or college).

At the end of the placement

2.12. Review the effectiveness of your health and safety arrangements during the placement; note any lessons learnt for future reference and share any key points with the [Parliamentary Safety Team](#)⁵ for wider communication.

3. Web and Internet references

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- 1) <http://intranet.parliament.uk/> [REDACTED]
[REDACTED]
- 2) <http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm>
- 3) <http://www.hse.gov.uk/youngpeople/law/index.htm>
- 4) <http://intranet.parliament.uk/> [REDACTED]
[REDACTED]
- 5) Mail to: safety@parliament.uk
- 6) <http://www.parliament.uk/site-information/foi/transparency-publications/human-resources/health-and-safety/>

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