



Gníomhaireacht Bainistíochta an Chisteáin Náisiúnta  
National Treasury Management Agency

An Ghníomhaireacht Stáit um Éilimh  
State Claims Agency



## *Work Placement Guidance*



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## 1.0 INTRODUCTION

Work placements provide students with valuable experience of the work environment and help students gain practical experience, assist their career choices and build their industry skills. Work placements are most often the first time that many students experience the work environment and good preparation and organisation of placements is essential if these opportunities are to be rewarding and safe. This guidance document will assist Community and Comprehensive Schools in preparing for work placement programmes and ensure the necessary risk management controls are in place.

### Benefits to students

Work placement programmes provide students with an opportunity to:

- Observe a variety of tasks being completed in the workplace
- Enhance their knowledge and understanding and prepare them for the world of work
- Undertake supervised work appropriate to their skill level
- Evaluate industries that are of interest to them
- Explore potential career paths
- Develop skills for future employment

### Benefits to host employers

Participating in work placement programmes provides employers with an opportunity to:

- Participate in the education and career development of young people in the community
- Assist young people in evaluating potential career paths
- Identify young people with potential for their industry and develop future recruitment channels
- Strengthen their links with the community and raise their business profile
- Increase the supervisory, training and mentoring skills of their staff

### Work placement programmes

- **Transition Year:** Students partake in work placement as part of Transition Year. Some schools complete the placements over two weeks while others perform the placement one day per week over the course of the school year.
- **Leaving Cert Vocational Programme (LCVP):** LCVP is an additional intervention within the Leaving Certificate. It aims to foster in students a spirit of enterprise and initiative and to develop their interpersonal, vocational and technological skills. Work placement is as an optional module of LCVP and lasts for one week.
- **Leaving Cert Applied (LCA):** Leaving Certificate Applied programme Students are required to complete two modules of work placement over the two-year programme. Some schools complete the placements over two weeks while others perform the placement one day per week over the course of the school year.
- **Post Leaving Certificate (PLC):** Students often engage in work placement programmes which are either blocked over a number of weeks or some students attend work placement one day per week.
- As part of the *'National Policy Statement on Entrepreneurship in Ireland 2014 – Action Plan for Jobs'*, there is a requirement to develop guidelines to promote entrepreneurship in schools. There is also an acknowledgement that there are many excellent practices in schools but there is a need to develop guidelines based on existing best practice. These guidelines are developed to meet that need for this particular aspect of entrepreneurial education.

## 2.0 ROLES AND RESPONSIBILITIES

### School roles and responsibilities

- Assess the suitability of students to partake in each placement.
- Ensure the work placement is suitable for the student in question and be satisfied that the student will not be exposed to foreseeable risks of injury or harm.
- Name a person who acts as the school's contact in supervising and coordinating the work placements.
- In advance of the work placement, brief students on:
  - the aims of the work placement
  - his/her responsibilities while on work placement
  - acceptable standards of behaviour
  - the types of activities he/she is not to partake in
  - the procedures to follow should he/she have any difficulties while on work placement
  - disciplinary procedures
- Define the learning outcomes of the placement in terms of knowledge, skills and competencies to be acquired and to give host employer information on objectives and requirements set for the placement.
- Ensure that action is taken immediately if a complaint has been made by the host employer or the student.
- Ensure that host employers have all necessary documentation in place e.g. Safety statement, risk assessments, insurance etc.
- Inform the host employer of any medical conditions which may affect the safety and health of the student while on work placement.
- Provide the host employer with emergency contact details.

### Host employer roles and responsibilities

- Provide a safe workplace environment and appropriate supervision for the student.
- Assign tasks and responsibilities to students to match their ability and learning objectives and ensure that appropriate equipment and support is available.
- Not to permit the student to partake in any task that requires additional skills or specialist training.
- Ensure that tasks the student is involved in are adequately risk assessed and the necessary controls implemented. This duty is no more onerous than the everyday requirement for employers to risk assess employee activities. While a school continues to have responsibility for students on work placement, the host employer has the same responsibilities for their safety and health whilst the student is on an employer's premises.
- Ensure that an induction is provided to the student.
- As some students undertaking work placement will be under the age of 18 years and in some cases, may be under 16 years, host employers should ensure that they are aware of their responsibilities under the '*Protection of Young Persons (Employment) Act 1996*'.
- Ensure that the work placement fulfils the needs of the student.
- Have an adequate safety statement and insurance cover in place.
- Immediately report any accidents involving the student to the school.
- Alert the school of any potential problems with the placement.
- Complete a work placement evaluation form at the end of the placement.

## **Student roles and responsibilities**

- Abide by the rules and regulations of the host employer, its normal working hours, code of conduct and rules of confidentiality, etc.
- Take care of your own safety and health, and that of others who may be affected by your actions.
- Ensure all relevant forms are completed in consultation with the school and the host employer.
- Not to partake in any activities that require specialist training.
- Following instruction, use any safety equipment that has been provided and take part in relevant training.
- Raise any safety and health concerns with the host employer and school contact person and inform them about any accidents or illness which you think may be work related.

## 3.0 STATE INDEMNITY AND INSURANCE

### State indemnity

Under the [National Treasury Management Agency \(Amendment\) Act, 2000](#) the management of personal injury and third party property damage risks and claims associated with Community and Comprehensive Schools was delegated to the National Treasury Management Agency (NTMA). When performing these functions, the NTMA is known as the [State Claims Agency \(SCA\)](#).

Therefore, Community and Comprehensive Schools do not purchase insurance for personal injury and third party property damage and as such do not have to bear associated premium costs. Indemnity works on a pay as you go basis so that all costs associated with personal injury and third party property damage claims will be paid directly from the Department of Education and Skills budget through a reimbursement system operated by the SCA. The key principles of State indemnity are set out below:

- The State indemnity is unlimited in amount.
- State indemnity only applies in instances where a Community and Comprehensive School are negligent.
- State indemnity is not like conventional insurance; it is enshrined in legislation and therefore will not have a policy number or an expiry date and there is no requirement to name indemnified parties.
- A State indemnity confirmation statement is issued as proof of State indemnity in lieu of an insurance policy. A copy of the State indemnity confirmation statement is contained in Appendix A.
- Please refer to the [‘State indemnity Overview’](#) guidance document for further information on State indemnity.

### Host employers’ insurance

While State indemnity indemnifies Community and Comprehensive Schools for claims associated with the school’s negligence, it does not extend to cover the negligence of host employers. It is recommended that host employers have adequate employer’s liability and public liability in place.

### Personal accident insurance

Personal accident insurance is a no fault compensation policy that is taken out by parents, usually through a scheme managed by the school, which for a small premium covers certain up front medical costs in the event of an injury sustained by their child. Personal accident policies are not based on negligence and pay when a certain event occurs provided it was not a deliberate act on the part of the claimant. The SCA recommends that all students avail of this cover. Community and Comprehensive Schools should ensure that the personal accident insurance cover extends to cover work placements.

### Jurisdiction and territorial limits

State indemnity jurisdiction limits are in accordance with Jurisdiction of Courts and Enforcements of Judgments Acts of the Republic of Ireland. There are no jurisdiction or territorial limits in respect of students/staff participating in a work placement abroad as part of your school’s work placement programme. However, each student should have their own travel and personal accident insurance cover in place for the country they are visiting.

### Risk management services provided by the SCA

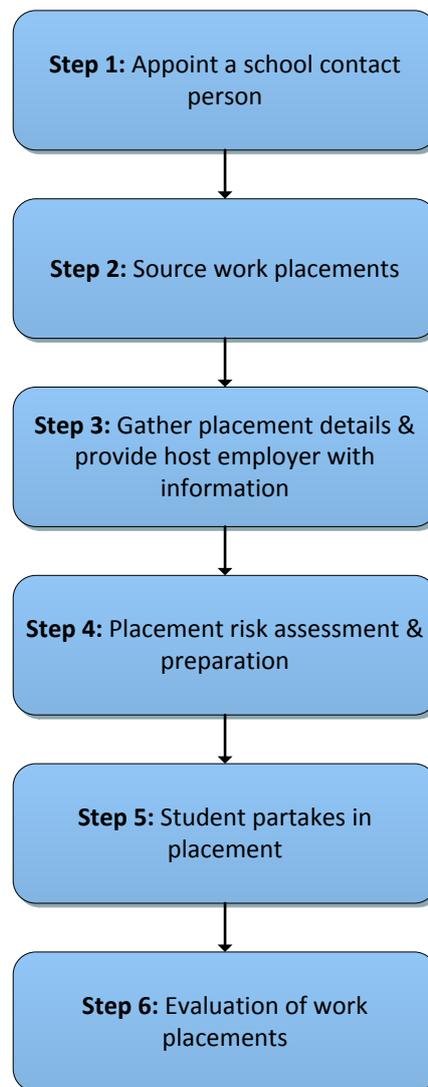
The SCA provide a risk management service to Community and Comprehensive Schools. If a Community and Comprehensive School is uncertain as to whether State indemnity applies or risk management guidance is required, please contact the Enterprise Risk Management Section at the details below:

**Email:** [stateclaims@ntma.ie](mailto:stateclaims@ntma.ie)

**Phone:** 01 2384900

## 4.0 MANAGING WORK PLACEMENT PROGRAMMES

Work placements are most often the first time that many students experience the work environment and good preparation and organisation of placements is essential if these opportunities are to be rewarding and safe. The general duty of care which schools owe to their students extends to the arranging of work placements and schools therefore have a responsibility to ensure that reasonable steps are taken to ensure the safety and health of its students. Schools are responsible for deciding if work placements are suitable, preparing students for workplace learning, monitoring the student's progress and welfare during the placement and following up with them afterwards. The steps outlined below ensure that the necessary risk management controls are implemented when organising work placement programmes.



### STEP 1: APPOINT A WORK PLACEMENT CONTACT PERSON

Schools should appoint a contact person for each work placement programme. The contact person is responsible for ensuring each work placement is planned and organised appropriately. It may be necessary to appoint more than one contact person, depending on the number of students participating in a work placement programme.

### STEP 2: SOURCE WORK PLACEMENTS

Each School will have procedures in place for sourcing work placements. Some schools encourage students to source their own work placement while other schools have developed partnerships with employers in the community.

### STEP 3: GATHER PLACEMENT DETAILS & PROVIDE HOST EMPLOYER WITH INFORMATION

It is recommended that a 'Work Placement Summary Sheet' contained in Appendix B is completed for each student placement. This ensures that all relevant information relating to a work placement is collected. The 'Work Placement Summary Sheet' records:

- A. Student details
- B. Parent/Guardian details
- C. School details
- D. Host employer details
- E. Placement specific details including the duration of the placement, hours of work, type of placement, tasks to be performed etc.

Sections A, B and C should be completed by the school, in consultation with the student, and signed off. The student/school contact person should then forward the sheet to the host employer who should complete sections D and E and sign it off. At this stage, the host employer should be provided with a copy of the 'Host Employers Guidance Leaflet' (Appendix A) and a copy of the 'State indemnity Confirmation Statement'.

The host employer completes sections D and E of the 'Work Placement Summary Sheet', signs it and returns it to the school contact person directly or via the student. The host employer should keep a copy for their records. **A placement should not proceed until the form has been returned to the school contact person.**

### STEP 4: PLACEMENT RISK ASSESSMENT AND PREPARATION

Prior to a work placement commencing, the 'Pre-Work Placement Risk Assessment Checklist' contained in Appendix C should be completed which assists schools in ensuring all relevant procedures have been implemented.

#### **Assess the suitability of each work placement:**

Schools have a duty of care to ensure that each work placement is suitable for the student in question. Based on the details provided in the 'Work Placement Summary Sheet', the school must assess if the tasks outlined are suitable for the student and must be satisfied that:

- the work placement will fulfil the learning needs of the student.
- the student will not be exposed to foreseeable risks of injury or harm.

Child protection risks should also be considered in accordance with the school's child protection policy. There is no legal obligation for any person employing a child, whether for paid or unpaid work to be Garda Vetted. Work placements where the nature of the placement means that a child will be working alone with an adult for long periods should be avoided.

High risk activities such as those listed below should be avoided or prior approval sought from the State Claims Agency:

- Work in Atomic or nuclear energy installations or plants
- Aviation work or airport risks but not in respect of ground operational duties which do not involve work airside
- Work in mines, collieries or quarries
- Work in Ship breaking or ship repairing yards
- Tunnelling or work in sewers
- Stevedoring or dock side risks
- Any work in connection with explosives
- Work in Gas works or filling of any gas into cylinder
- Tree felling or lopping
- Excavations below 3 metres in depth; Height work in excess of 5 metres

- Work in reservoirs
- Work on boats or trawlers
- Work in equestrian centres and/or participation in show jumping/horse riding activities but not excluding grooming horses under supervision, cleaning out empty stables once horses have been removed, cleaning tack and clerical duties in connection with the stables.

**Student briefings:**

In advance of the work placement, the school should brief students on:

- the aims of the work placement
- his/her responsibilities while on work placement
- the types of activities he/she is not to partake in
- the procedures to follow should he/she have any difficulties while on work placement

Each student should be provided with a copy of the completed *'Work Placement Summary Sheet'*.

**Insurance:**

It is recommended that host employers have adequate employer's liability and public liability insurance in place. If a host employer requests proof of the school's insurance, a State indemnity Confirmation Statement can be provided as proof of State indemnity upon request. A copy of the State indemnity Confirmation Statement is contained in Appendix A.

**STEP 5: STUDENT PARTAKES IN PLACEMENT**

The main responsibility for the safety and health of the student whilst on work placement rests with the host employer. Host employers must ensure that the activities a student is partaking in are risk assessed and the appropriate controls implemented. The requirement to risk assess student tasks is no more onerous than the everyday requirement for employers to risk assess employee activities. Students should only be instructed to partake in activities which match their abilities and learning objectives. Students while on placement should always be classified as students and should not at any time be considered as an additional staff member. Host employers should provide students with a safety induction which includes at a minimum (not an exhaustive list):

- Briefing on risks associated with work activities and the associated controls
- Emergency procedures
- Accident reporting procedures
- Restricted areas
- Tasks they are not permitted to do

**STEP 6: EVALUATION OF WORK PLACEMENTS**

Work placements should be evaluated in accordance with the work placement programme the student is participating in.

## 5.0 ACCIDENT REPORTING

- Host employers must notify the school immediately of any accidents which occur during work placements.
- The school should ensure that the normal accident reporting procedures are followed and ensure that the student's parents are made aware of the incident.
- Under the National Treasury Management Agency (Amendment) Act, 2000, Community and Comprehensive Schools have a statutory duty to report all accidents relating to school activities to the SCA within a reasonable period of time. This statutory requirement extends to work placements. Accident details should be recorded on an accident report form. The '*Guidelines on Managing Safety and Health in Post-Primary Schools*' contain an accident report form template. All completed accident report forms and related correspondence (e.g. witness statements, photographs) should be forwarded to the Enterprise Risk Management Section of the SCA at the details below:  
**Enterprise Risk Management Section,  
State Claims Agency,  
Treasury Building,  
Grand Canal Street,  
Dublin 2.**
- In instances where the student requires medical treatment by a registered medical practitioner, the accident must be reported to the Health and Safety Authority (HSA) by the host employer. Accidents can be reported to the HSA online on their website [www.hsa.ie](http://www.hsa.ie)

**APPENDIX A:  
HOST EMPLOYERS  
GUIDANCE LEAFLET**



## HOST EMPLOYERS GUIDANCE LEAFLET

Dear Host Employer,

Thank you for considering facilitating a work placement for our student which will take place from \_\_\_\_\_ to \_\_\_\_\_. The work placement will provide the student with valuable experience of the work environment and help him/her gain practical experience, assist their career choices and build their industry skills. The school community is deeply appreciative of the opportunities provided.

Please see a 'Work Placement Summary Sheet' attached which contains key details relating to the placement including:

- A. Student details;
- B. Parent/Guardian details;
- C. School contact details.

**Can you please complete sections 'D. Host Employer Details' and 'E. Placement Details' of the 'Work Placement Summary Sheet' and return a signed copy to the school directly or via the student.**

Please find some guidance on the work placement programme below. Please do not hesitate to contact the school if you have any queries in relation to the programme.

### **What is work experience?**

Work experience in post-primary schools is a short-term placement of students with local employers during the school year. Placements are organised by the school authorities in association with the student and are an integral part of the student's educational programme.

### **What are the benefits to host employers?**

Participating in work placement programmes provide host employers with an opportunity to:

- Participate in the education and career development of young people in the community;
- Assist young people in evaluating potential career paths and develop future recruitment channels;
- Strengthen your links with the community and raise your business profile.

### **What are the benefits to students?**

Work experience programmes provide students with an opportunity to:

- Observe a variety of tasks being completed in the workplace;
- Enhance their knowledge and understanding and prepare them for the world of work;
- Undertake supervised work appropriate to their abilities;

- Evaluate industries that are of interest to them and explore potential career paths.

### **What are my roles and responsibilities as the host employer?**

- Provide a safe workplace environment and appropriate supervision for the student;
- Assign tasks and responsibilities to students to match their ability and learning objectives;
- Ensure that tasks the student is involved in are adequately risk assessed and the necessary controls implemented. This duty is no more onerous than the everyday requirement for employers to risk assess employee activities;
- Ensure that an induction is provided to the student including instruction and details on the appropriate tasks, emergency procedures, special arrangements e.g. uniform, protective clothing etc.
- Report any accidents involving the student to the school contact person immediately.

### **What activities should students not partake in?**

Students should not partake in the activities which:

- Are beyond their physical or psychological capacity;
- Involve the use of specialist machinery or equipment;
- Require specialised training.

### **Are students covered by insurance while on work placement?**

Community and Comprehensive Schools are State indemnified which extends to cover work placements. This means the school will be indemnified by the State in respect of all claims for personal injury and third party property damage, arising from the negligence of the school. Please see a State indemnity Confirmation Statement attached which operates in lieu of an insurance policy. As State indemnity is enshrined in legislation, the State indemnity Confirmation Statement does not stipulate a period of cover as it is effective from the date issued. Employers who provide placements for students should confirm that it is appropriate with your insurer. Most students have personal accident insurance which provides cover for medical costs in the event of an accidental injury.

Yours sincerely,

**School Principal**

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## STATE INDEMNITY CONFIRMATION STATEMENT

<b>Delegated State Authority</b>	The State Claims Agency (SCA) confirms that the named Community and Comprehensive Schools (see reverse) are delegated under the National Treasury Management Agency (Amendment) Act, 2000 and subsequent orders.
<b>Limit of indemnity</b>	Unlimited in amount
<b>Territorial Limits</b>	Does not apply to claims which are within the scope of State Indemnity
<b>Jurisdiction limits</b>	In accordance with Jurisdiction of Courts and Enforcements of Judgments Acts
<b>Scope</b>	<p>Community and Comprehensive Schools, their servants and/or agents, will be indemnified by the State in respect of any claims for personal injury and/or third party property damage, arising from the negligence of the Community and Comprehensive Schools, their servants and/or agents.</p> <p>This indemnity extends to cover only the negligence of the Community and Comprehensive Schools, their servants and/or agents, and does not extend to indemnify any third party, its servants and/or agents concerning any negligent act or omission by the latter.</p>
<b>Exclusions</b>	<p>The following classes of claim are expressly excluded from the SCA's remit under the enacting legislation:</p> <ul style="list-style-type: none"><li>• claims involving a question as to the validity of any law having regard to the provisions of the Constitution;</li><li>• claims made in respect of infection, directly or indirectly, with Hepatitis C or the human immunodeficiency virus (HIV), or both, through the administration of blood or blood products or in respect of related matters;</li><li>• claims in which certain torts other than negligence are pleaded.</li></ul>
<b>Indemnity to third parties</b>	<p>State indemnity, as outlined above, applies to personal injury and third party property damage claims which are the result of a Community and Comprehensive Schools' negligence, including those which may arise in connection to a specific agreement/contract. There is no requirement to name third parties in the confirmation statement as this indemnity is set out in legislation.</p> <p>A Community and Comprehensive School does not have the authority to extend State indemnity in respect of a third parties' negligence.</p>

Ciarán Breen  
Director  
State Claims Agency



**Delegated State Authorities as named in Schedule 1 & 2 of SI 237: NTMA (Delegation of Claims Management Functions) Order 2015**

County	School	County	School		
<b>Carlow</b>	Tullow Community School	<b>Kildare</b>	Celbridge Community School Colaiste Chiarain Kildare Town Community School Scoil Mhuire Community School St. Wolstan's Community School		
<b>Cavan</b>	Bailieborough Community School				
<b>Clare</b>	Kilrush Community School St. Caimin's Community School				
<b>Cork</b>	Ballincollig Community School Beara Community School Bishopstown Community School Carrigaline Community School Douglas Community School Kinsale Community School Mayfield Community School Millstreet Community School Pobalscoil na Tríonóide St. Peter's Community School	<b>Kilkenny</b>	Castlecomer Community School		
		<b>Laois</b>	Heywood Community School Mountmellick Community School Mountrath Community School		
		<b>Leitrim</b>	Ballinamore Community School Carrick-on-Shannon Community School		
		<b>Limerick</b>	John The Baptist Community School		
		<b>Longford</b>	Moyne Community School		
		<b>Louth</b>	Ardee Community School Ballymakenny College		
		<b>Donegal</b>	Carndonagh Community School Choláiste Cholmcille Loreto Community School Pobalscoil Chloich Cheannfhaola Pobalscoil Ghaoth Dobhair Pobalscoil na Rosann	<b>Mayo</b>	Ballinrobe Community School Ballyhaunis Community School St. Louis Community School
<b>Meath</b>	Ashbourne Community School Athboy Community School Boyne Community School Pobalscoil Chiarain				
<b>Offaly</b>	Gallen Community School St. Brendan's Community School				
<b>Dublin</b>	Ballinteer Community School Blakestown Community School Cabinteely Community School Coolmine Community School Donahies Community School Hartstown Community School Holy Child Community School, Sallynoggin Holy Family Community School, Rathcoole Killinarden Community School Old Bawn Community School Phobailscoil Iosolde Pobalscoil Iosa Pobalscoil Neasain Pobalscoil Rosmini Portmarnock Community School St. Aidan's Community School St. Colmcille's Community School St. Mark's Community School St. Tiernan's Community School Tallaght Community School	<b>Roscommon</b>	Castlerea Community School		
		<b>Sligo</b>	St. Attracta's Community School		
		<b>Tipperary</b>	Cashel Community School		
		<b>Waterford</b>	Blackwater Community School		
		<b>Westmeath</b>	Moate Community School (Moate Business College)		
		<b>Wexford</b>	Gorey Community School Ramsgrange Community School		
		<b>Wicklow</b>	St. Kilian's Community School		
		<b>Comprehensive Schools</b>			
		<b>Cavan</b>	St. Aidan's Comprehensive School		
		<b>Clare</b>	St. Patrick's Comprehensive School		
		<b>Cork</b>	An Scoil Chuimsitheach Ashton Comprehensive School		
		<b>Donegal</b>	The Royal and Prior Comprehensive School St. Columba's Comprehensive School		
		<b>Galway</b>	Clifden Community School Dunmore Community School Glenamaddy Community School Gort Community School Portumna Community School Scoil Phobail Mhic Dara	<b>Dublin</b>	Mount Temple Comprehensive School Newpark Comprehensive School Trinity Comprehensive School
				<b>Galway</b>	Scoil Chuimsitheach Chiaráin
<b>Kerry</b>	Tarbert Comprehensive School				
<b>Kerry</b>	Pobalscoil Inbhear Sceine Scoil Phobail Sliabh Luachra Pobalscoil Chorca Dhuibhne	<b>Leitrim</b>	St. Clare's Comprehensive		
		<b>Limerick</b>	Crescent College Comprehensive School		
		<b>Wicklow</b>	East Glendalough School		

**APPENDIX B:  
WORK PLACEMENT  
SUMMARY SHEET**

## WORK PLACEMENT SUMMARY SHEET

- Sections A, B and C to be completed by the school, in consultation with the student and a signed version forwarded to the host employer.
- Sections D and E are then to be completed by the host employer signed and returned to the school contact person directly or via the student. The host employer should retain a completed version for their records.

A. Student Details	B. Parent/Guardian Details
Student name:	Parent/Guardian name:
Student address:	Parent/Guardian address:
	Parent/Guardian mobile number:
Student has personal accident cover: <input type="checkbox"/> Yes <input type="checkbox"/> No	Parent/Guardian work number:
Relevant student medical conditions:	

C. School Details	
School name:	School phone number:
School address:	School email:
	Contact person name:
	Contact person work phone number:
	Contact person work email:
School insurance details:	State indemnified.

D. Host Employer Details (to be completed by Host Employer)	
Host employer:	Host employer phone number:
Host employer address:	Contact person name:
	Contact person role:
	Contact person phone number:
	Contact person email:
Host employer insurance details:	The host employer has employers liability and public liability cover in place: <input type="checkbox"/> Yes <input type="checkbox"/> No The school may request copies of such insurance documentation.

E. Placement Details (to be completed by Host Employer)	
Placement programme:	
Type of work placement:	Hours of work
Description of tasks to be performed:	

Please confirm that the following documents have been provided to the host employer:

- Host Employers Guidance Leaflet  State indemnity Confirmation Statement

Signed: _____	Date: _____
Student	

Signed: _____	Date: _____
Parent/Guardian	

Signed: _____	Date: _____
School contact person	

Signed: _____	Date: _____
On behalf of the Host Employer	

**APPENDIX C:  
PRE-WORK PLACEMENT  
RISK ASSESSMENT CHECKLIST**

## PRE-WORK PLACEMENT RISK ASSESSMENT CHECKLIST

The checklist below should be completed by the school contact person for each placement. The checklist assists in ensuring that all relevant procedures are in place before a placement proceeds. A placement should not proceed until the school contact person is satisfied that all requirements are in place.

Requirement	Y	N
- A work placement summary sheet (Appendix B) outlining details of the student, parent/guardian, school, host employer and placement has been completed and signed off.		
- Based on the tasks outlined on the placement summary sheet, the work placement is suitable for the student in question.		
- The host employer has been informed of any relevant medical conditions which may affect the safety and health of the student while on work placement.		
- The student has been briefed on the following: <ul style="list-style-type: none"> <li>o the aims of the work placement;</li> <li>o his/her responsibilities while on work placement;</li> <li>o the types of activities he/she is not to partake in;</li> <li>o the procedures to follow should he/she have any difficulties while on work placement.</li> </ul>		
- The host employer has been provided with: <ul style="list-style-type: none"> <li>o the work placement summary sheet;</li> <li>o 'Host Employers Guidance Leaflet';</li> <li>o 'State indemnity Confirmation Statement'.</li> </ul>		
- The host employer has adequate employer's liability and public liability insurance in place.		

All of the above requirements set out are in place and the placement can proceed:  Yes  No

Signed: \_\_\_\_\_

On behalf of the School

Date



**Gníomhaireacht Bainistíochta an Chisteáin Náisiúnta**  
**National Treasury Management Agency**

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An Ghníomhaireacht Stáit um Éilimh  
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