

The Mosslands School - Information for potential employers
Work Experience 2026
9th-20th March

Thank you for considering offering a work placement to our student.

Please see below some basic information.

If you have any questions, please email our Careers Leader:

annerycroft@mosslands.wirral.sch.uk

Explainer: What employers need to know about the placements forms

Forms on the Unifrog Placements tool

The placements tool is a series of forms that help schools and colleges manage the admin for work experience. There are seven forms in total:

- Student initial form
- Employer initial form
- Parent/guardian agreement
- Permission
- Check-in
- Employer review
- Student reflection

Once one person completes their form, the next person in the process is automatically notified by email.

How the process starts

The student begins by arranging their own placement with you. Once you agree to host them, they log the placement on Unifrog by filling in the Student initial form.

After this, you'll receive an email from Unifrog asking you to complete the Employer initial form. The email includes a direct link to the form.

The Employer initial form

The Employer initial form is based on Health and Safety Executive guidance and Keeping Children Safe in Education guidance. It helps make sure placements are safe and legally compliant.

You'll need to provide information about the placement and confirm details such as:

- whether your organisation has employers' liability insurance
- whether you have a risk assessment and health and safety policy

If you have employers' liability insurance, you'll need to upload a copy of the certificate. If it expires before the placement ends, the platform will ask you to upload the new one. If your organisation is exempt (for example, the NHS), you can confirm this instead. If the student has shared that they have special needs, or if you've said your workplace has higher risks, or if you've never hosted a placement before, you'll also need to upload your health and safety policy and risk assessment. If your organisation has fewer than five employees, you don't usually need written versions of these documents. However, you should still think about risks in your workplace and confirm that you have a policy in place. If you have problems uploading documents, you can use the 'Problem uploading' option to explain why.

Legal information

- The placement provider (i.e. the employer) has primary responsibility for the health and safety of the student;
- The school's/college's role is solely to take reasonable steps to satisfy themselves that the employer is acting responsibly;
- Young people on placements are considered like normal employees of the host, so a company's normal Risk Assessment (RA), Health & Safety (HS) and insurance policies are sufficient. The employer just needs to make sure that what they have in place is appropriate for the age of the people hosted on the placement. For example, the RA and H&S policies need to take into account young people who might not be familiar with workplaces.
- Parents / guardians of students under 18 need to agree to the student going on a placement.

Safeguarding

We will give the employer information about how safeguarding concerns should be dealt with during the period of the placement, including sharing with the employer the contact details of the designated safeguarding person.

Here's some more safeguarding best practice during placements:

- The Employer placement lead (and whoever else is directly interacting with the young person on the placement) should be mature in their attitudes and able to establish good professional relationships with young people;

- Physical contact should be avoided where possible, with the understanding that sometimes it is unavoidable, for example when it is necessary to show someone how to operate machinery;
- If a student doesn't show up to their placement, or they have an accident during the placement, or the student commits a significant act of indiscipline, you must let the School placement coordinator know right away;
- If a young person confides to an adult personal information that gives rise to concern for the young person's safety or the safety of others, the adult should:
 - Be open to listening and be non-judgemental;
 - Not promise to keep anything secret;
 - Write down what the young person said in as much detail as they can, and as soon as possible pass on the information to the School placement coordinator.

Insurance

- What type of insurance is needed?

When people talk about the insurance that is required for placements, they are (or should be!) talking about Employers' Liability Insurance (ELI). This financially safeguards an employer against allegations of injury or illness to employees arising out of their employment, and in so doing it also safeguards employees, because it means that there will be money available should the employee make a successful claim. With a few edge-case exceptions (detailed below), it is a legal requirement for any employer.

In the UK and in many other countries, students on a placement are treated as employees of the employer for the purposes of insurance - so it's important that the employer has ELI in place.

Separately, the employer **may** have a **Public Liability** insurance policy, which (regardless of what people might tell you) is not a legal requirement to host work placements, and it will not cover students themselves when they are at the placement. Nonetheless, most Public Liability policies will cover any accidental injury or damage to third party property arising from the actions of a student on work experience, and many employers want to make sure that they are insured in this way. If this is the case they should check their Public Liability insurance policy document, and if they are in doubt, they should contact their insurer or the broker who arranged the policy.

- Does all Employers' Liability Insurance cover students on placements?

If the student will be working for the employer for longer than 2 weeks, normally employers need to notify their insurer about the placement.

The employer should also check whether the Employers' Liability Insurance covers young people who are less familiar with workplaces:

- In the UK, a normal Employers' Liability Insurance policy will cover work placements provided the insurer is a member of the Association of British Insurers (ABI), or Lloyds, so there is no need for additional Employers' Liability Insurance
 - The employer should check their policy documentation to ensure that they are adequately covered; when in doubt, they should contact their insurer or the broker who arranged the policy.
- When might a placement host be exempt from needing Employers' Liability Insurance?

In the UK these sorts of employers are **exempt** from needing Employers' Liability Insurance:

- Sole traders, and companies employing only their owner where that employee also owns 50% or more of the issued share capital in the company;
 - Most public organisations including government departments and agencies, local authorities, police authorities and nationalised industries;
 - Health service bodies, including National Health Service trusts, health authorities, primary care trusts and Scottish health boards;
 - Some other organisations which are financed through public funds, such as passenger transport executives and magistrates' courts committees;
 - Family businesses, i.e. if all of your employees are closely related to you (as husband, wife, civil partner, father, mother, grandfather, grandmother, stepfather, stepmother, son, daughter, grandson, granddaughter, stepson, stepdaughter, brother, sister, half-brother or half-sister). However, this exemption does not apply to family businesses which are incorporated as limited companies.
- More detail on sole traders and Employers' Liability Insurance:
 - A sole trader does not have a legal obligation to have ELI, including when they host someone on work experience.
 - Despite the fact that it's not a legal obligation, the ABI and individual insurers tend to advise sole traders to take out ELI when they host a

student on work experience - obviously the ABI and insurers have a vested interest in advising people to take out insurance!

- Schools / colleges *could* decide that a sole trader must have ELI to host work experience, but they need to balance this against putting up unnecessary hurdles to students going on work experience, and they should also remember that the risk in not having this insurance actually lies with the sole trader rather than with them.
- A limited company that only employs one person - which is different to the legal status of a sole trader - *does* legally need to have ELI.

Risk Assessment

In a Risk Assessment an employer must:

- Identify what in the business could cause injury or illness (the hazards);
- Decide how likely it is that someone could be harmed and how seriously (the risk);
- Explain how the employer minimises the hazards, and how they control the risks.

In the UK companies with fewer than 5 employees don't legally need to have a **written** Risk Assessment, though we think it's good practice to have one. And even though it doesn't legally need to be written down, an employer should still have gone through the process of assessing risks, and considering what steps to take to mitigate the risks you identify.

It is wholly up to the employer to create a suitable Risk Assessment - they are the ones who are responsible for the wellbeing of their employees (including students on placements), and they are the ones who understand the risks encountered at their workplace. It's not the role of the school, parent / guardian or student to 'approve' or 'sign off' on the Risk Assessment.

When an employer is hosting a young person on a placement, they should check that their Risk Assessment sufficiently takes into account having a young person on site, who might be less familiar with workplaces. This doesn't mean that the Risk Assessment needs to specifically mention young people, but there might be additional risks or actions that you need to take to ensure that everyone at the workplace remains safe - and if so, you should update your organisation's Risk Assessment.

How often should an employer review their Risk Assessment? There is no official rule on this, it's up to each employer to decide what they think is sensible, for example they might have a policy of reviewing it once a year, or when relevant circumstances change (e.g. moving into a new workplace).

Students are able to provide a template from the bank of resources they have access to.

Health & Safety policy

A Health & Safety policy explains how the employer manages health and safety in their business. It should lay out who does what, when and how.

Just to get the two things straight in your head: a Risk Assessment forms part of a Health & Safety Policy, but the H&S policy should cover other things as well, for example it should make clear who has overall responsibility for health and safety, and who has day-to-day responsibility for different things (this will be clearer if you look at our downloadable template below).

The employer **might** want to explicitly detail how health and safety will be managed on work experience placements, for example laying down the rules of what a student can do during a placement, explaining who will be responsible for them from a health and safety perspective, and covering logistics like the policy of doing a health and safety briefing with students on their first day.

Just like with Risk Assessments, it is wholly up to the employer to write a suitable Health & Safety policy - they are the ones who are responsible for the wellbeing of their employees (including students on placements), and they are the ones who understand the risks encountered at their workplace. It's not the role of the school, parent / guardian or student to 'approve' or 'sign off' on the policy.

In the UK companies with fewer than 5 employees don't legally need to have a written Health & Safety policy, but we think it's good practice to have one. And even though it doesn't legally need to be written down, an employer should still have gone through the process of creating a Health & Safety policy, including making clear who does what, when, and how when it comes to health and safety.

What happens next

Once you submit the Employer initial form, the parent/guardian and school or college will complete their sections. When all forms are finished, you'll receive an email confirming that the placement can go ahead.

After the placement ends, you'll receive another email asking you to complete the Employer review form. This lets you share feedback about the placement and confirm if you'd like to host another student.

You'll also be asked if you'd like to join the Placements contacts database so that teachers can get in touch with you in the future about work experience and other opportunities.