



Work experience information pack

Royal Holloway University of London
Department of Electronic Engineering
Shilling Building
Egham, Surrey
TW20 0EX

2025-26

Information for schools and parents/guardians when making an application for a 1-week work experience.

Useful information

Work Experience H & S Policy	Appendix 1
Health and Safety Induction:	Conducted on day 1 on arrival
Risk Assessments:	Appendix 2
Employer & Public Liability Insurance:	HDI Global SE Appendix 3
Policy number:	110-76577204-30021
Expiry date:	31/7/2026

The University follows the guidance supplied by the HSE relating to Young People at work: work experience <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

Department contacts:

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Dr Steve Alty – Academic Head of Department
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Medical matters

All labs are fitted with first aid kits which are accessible to all.

All our technical staff are first aid trained, and it would help us if parents/guardians disclose any medical conditions that the team should be aware of if this could impact the student's ability to perform normal laboratory tasks. Appropriate personal protective equipment (PPE) is supplied for tasks such as soldering that requires them e.g. safety glasses, fume extraction etc.

ROYAL HOLLOWAY, UNIVERSITY OF LONDON
WORK EXPERIENCE/EMPLOYMENT OF YOUNG PEOPLE

POLICY AND PROCEDURE

(Version 2)

The College is committed to the principle of introducing young people to the world of work and recognises this as an important part of their education. In providing a child or young person (definitions of these terms are given below) with a work experience placement, or employment, it has similar responsibilities for their health, safety and welfare as for any employee. However, for the reasons identified in this document it is required to apply these responsibilities to a greater degree than would normally be the case.

This Policy and Procedure identifies the issues to be taken into consideration before and during the engagement of children and young persons, including the need, in all cases, to conduct a risk assessment and to implement any control measures identified to be necessary from that process prior to their joining the College. For the purposes of this document a child is:

- anyone who has not yet reached the official age at which they may leave school, being just before, or just after, their 16th birthday (this is often referred to as the minimum school leaving age (MSLA) and who attends the College as a work experience trainee.

A young person is:

- anyone who is under 18 years of age but who is not in university employment e.g. a work experience trainee

or

- anyone who is under 18 years of age and is employed under a contract of employment with the university

Health and safety law places an obligation on the College to ensure that children and young persons are protected from undue risks to their health and safety. These may, for example, arise from their lack of experience, absence of awareness of existing or potential harm, or the fact that they may not yet have fully matured. No child or young person may, therefore, be engaged for work experience or employment which:

- a) is beyond his/her physical or psychological capacity
- b) involves harmful exposure to certain agents, particularly those which are toxic or cause cancer
- c) involves potentially harmful exposure to radiation
- d) involves a risk of accident particularly likely to affect the inexperienced
- e) presents a risk to health from extreme cold, heat, noise or vibration
- f) involves the sale or supply of alcohol.

The only exception to the above may be a young person (but not a child) for whom the work undertaken is necessary for his/her training e.g. where they are undertaking an apprenticeship. In such cases they must be supervised by a competent person and any risk(s) identified from the risk assessment process which have the potential to cause harm, must be reduced to the lowest level 'reasonably practicable'.

Section 1 – Assessing the Risks Associated with Work Experience Placements

The principles and practice of risk assessment are firmly established within the College and the methodology is defined in its formal document: *Guide to Conducting 'General' Risk Assessments*. Before a child or young person commences duties, a risk assessment must be undertaken to identify the potential hazards that may exist and the measures required for their control, together with the manner in which they are required to conduct themselves in order to ensure their safety. Risk assessments must, therefore, be undertaken before they commence duties and School Work Experience Organisers will ask for copies of these in advance of placements taking place.

In undertaking risk assessments, it will be necessary to take into account the issues identified in Section 1 a) – f) above and:

- a) the fact that children and young persons are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature
- b) put in place measures to control the risks which will either remove them altogether or reduce them to the lowest level reasonably practicable
- c) let the school representatives or parents/guardians of any children below minimum school leaving age know the key findings of the risk assessment and the control measures taken before work experience commences; and
- d) keep a record of the risk assessment.

It may be possible to use or adapt a generic risk assessment for those undertaking the same activity or work experience project as previously undertaken. However, in all cases it will be necessary to:

- cover all relevant issues identified in this Policy
- keep the risk assessment up to date and review the hazards and their risks if there is reason to believe that the original risk assessment is no longer applicable
- bear in mind any information about the child or young person's needs which are passed on by the work experience organiser, the school or parents

General points to be considered in risk assessments

Managers must look at the workplace from the child or young person's perspective and consider what dangers they will tend to recognise and those it is likely they will not. They will need to look at:

- how the workplace in which they will work is fitted and laid out
- what type of equipment will be used and how it will be handled
- how the work is organised
- the need to assess and provide health and safety training (see Section 2 below)
- the nature of any physical, biological and chemical agents they may be exposed to, for how long and to what extent; and

- the risks from certain work hazards and any work they cannot undertake because of their age.

Note:

- (i) A child or young person must not undertake activities where it is found that a significant risk remains, even though all reasonable steps to control it have been taken.
- (ii) The consumption of alcohol on either College or Student Union premises is strictly prohibited and engagement is conditional upon the child or young person signing a copy of the College and Students' Union, *Under 18's Policy* and meeting with a licensed representative of each body.

Section 2 – Training and Supervision

Children and young persons need training most when they start employment or work experience. They need to be trained to do the work without putting themselves or others at risk.

It is important that checks are made to ensure they have understood their training including, for example:

- the hazards and risks in the workplace
- the control measures put in place to protect their health and safety
- a basic introduction to health and safety, for example first-aid, fire and evacuation procedures

Children and young people are unlikely to be familiar with the risks arising from the tasks they will undertake and from their surroundings and will, therefore, require more supervision than adults. Effective supervision will also help managers to gain a clear idea of their progress and to monitor the effectiveness of their training.

Employee or trade union health and safety representatives can play a valuable role early on, for example, by:

- introducing the child or young person to the workplace
- helping with their ongoing training and
- giving feedback about particular concerns, especially as the child or young person may not feel confident to speak to their line manager/supervisor directly

Section 3 – A Visit from the School Work Experience Organiser

When a work experience placement organiser visits, managers should be aware that they will be looking for confirmation that adequate attention has been paid to health, safety and welfare issues. The following should already have been taken into account in the risk assessment but are, nevertheless, an indication of the issues the Organiser will consider:

- housekeeping
- lighting
- seating
- machine guarding
- fire precautions
- electrical wiring and electrical safety

- toilets and washing facilities
- provision of personal protective equipment
- noise

The schoolwork experience organiser may ask the manager to sign a written agreement which can be especially helpful in clarifying the responsibilities of both sides. This may be combined with consent from the parent/guardian of the young person to undertake the placement and they may ask to see the risk assessment and control measures identified to be necessary. At the same time, managers may seek clarification on issues associated with the young person which may have an impact of their suitability for employment/work experience.

For this meeting, the manager should produce:

- a plan of work for the work/placement
- arrangements for instruction and training before the work/placement commences and
- how the child or young person will be supervised and who will be responsible for this supervision

Section 4 – The Role of the Health & Safety Adviser

Prior to any child or young person commencing duties at the College the manager must liaise with the Health & Safety Adviser or Deputy Health & Safety Adviser, agreeing the risk assessments and management controls identified to be necessary and which will be in place.

Section 5 – Monitoring compliance with the requirements of this Policy

Each department's compliance with the requirements of this Policy will be reviewed by a member of the College Health and Safety Office during the health and safety audit process.

This Policy forms part of the College's Health and Safety Policy.

The information contained in this document is drawn extensively from the Health and Safety Executive publication '*The Right Start – Work experience for young people: Health and safety basics for employers*', which can be found on the Health and Safety Office Webpages.

Dr Richard Fisk
Health & Safety
Adviser Version 2
20/06/2011

Signed by the Principal, Professor Paul Layzell on 23rd June 2011.

In accordance with the College's commitment to equality and diversity, this Policy has been written and screened to avoid discrimination and promote a positive approach to race, disability and gender issues. Comments on the content of this document should be directed to the College Health & Safety Adviser.



GENERAL RISK ASSESSMENT FORM

Name of Person Undertaking Assessment		Date Conducted	Department / Area (including description of what is being assessed)					
Lisa Fell		19/3/19 25/3/24 updated 29/01/2025	Work experience Student undertaking work in the Department of Electronic Engineering. The work experience student will not be permitted to work alone at any point.					
Ref No	Hazard under review	No & Description of Staff/Students/ Others Involved	Existing Controls	Assessed Level of Risk			Further Action Required	By (Date) + Review Date
				L	M	H		
1	Electrocution/electric shock/burns from contact with faulty equipment	Work experience student	<ul style="list-style-type: none"> Student will be supervised at all times. Induction training will point out the hazards of electricity Training of staff in electrical safety. PAT testing for portable equipment according to an annual schedule All students will receive H & S induction on their first day of the placement. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Jan 2026
2	Lab equipment	Work experience	<ul style="list-style-type: none"> Student will only be permitted to work with any of the equipment under strict supervision Student will be referred to the Electronic Engineering Fab Lab Risk assessment. 					Jan 2026

			<ul style="list-style-type: none"> Student will be referred to the Electronic Engineering Lab bench general risk assessment. 					
3	Smoke inhalation or fatal injuries caused by Fire	Work experience student	<ul style="list-style-type: none"> All supervising staff complete Fire Awareness training Student induction will cover the evacuation and discovery of fire procedures. Student will be supervised at all times and the supervisor will be responsible for escorting them from the building in the event of a fire. Before working in a building the student will be advised of any specific procedures e.g. if and when there is a fire alarm test. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Jan 2026
4	<p>Ill health from smoking, or eating and drinking in an unsuitable environment</p> <p>(smoking increases risk of fire and eating and drinking is inappropriate in this environment)</p>	Work experience student	<ul style="list-style-type: none"> Smoking is prohibited in all University Buildings. Work experience students will not be permitted to smoke on site. Designated dining areas are provided for staff and work experience students away from contamination risks. Supervising staff will ensure student takes breaks in designated dining areas and that personal hygiene standards are maintained i.e. washing hands before eating and drinking. . All staff who are likely to interact with the student/s 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Jan 2026

			have been made aware of the requirements of the "Safeguarding Young People" code of conduct to ensure that children and adults are safe from misconduct or unfounded allegations of misconduct.					
5	Rotating Machinery presenting risk of entrapment of limbs and/or clothing	Work experience student	<ul style="list-style-type: none"> • Work experience students will only be allowed to operate machinery that they may be familiar with from the domestic setting without assisted drive. • Safety guards are fitted on all equipment • Training will be given on the specific equipment as required eg. Pillar drill • Only trained competent staff will supervise the use of the equipment • Students will be provided with appropriate personal protective equipment in line with the requirements of the equipment including safety shoes, personal hearing protection (earmuffs/ear plugs), safety glasses, and protective gloves. • Working alone with equipment will not be permitted. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Jan 2026

6	Manual handling injury e.g. muscle sprain or strain from moving or pushing loads	Work experience student	<ul style="list-style-type: none"> • Induction training on the first day will identify the hazards. • Work experience student will be given instruction on how to perform the specific activity safely. • Student will be supervised at all times by a trained member of staff. • The weight of the Loads will be restricted to meet ability of student, in accordance with the risk assessment for the task. . • Health of student assessed prior to activities. • Where possible loads will be split into smaller loads. • Mechanical aids are available for moving loads e.g. trolleys 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Jan 2026
7	Slips, trips and falls from uneven surfaces	Work experience student	<ul style="list-style-type: none"> • Induction training of student will identify safe practices as students may be required to work on areas of uneven ground. • Students will be checked by their supervisor to verify that they are wearing suitable and appropriate clothing for the tasks. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Jan 2026
8	Contact with Oils, Lubricants, Acids and greases E.g. allergic reactions to mineral oils , skin burns, dermatitis	Work experience student	<ul style="list-style-type: none"> • Induction will cover the importance of personal hygiene practices. • Students will be required to wear suitable clothing or coveralls to protect their skin 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Jan 2026

			<p>from accidental contact during activities</p> <ul style="list-style-type: none"> • Spare protective clothing e.g. gloves and aprons are available for specific tasks and hazards. • Skin protection products are available in the laboratories e.g. chemically resistant gloves must be worn when handling items removed from the caustic baths used in 3D printing and cut resistant gloves worn when touching sharp surfaces e.g. removing swarf from Pillar drill. 					
9	Falling from height	Work experience student	<ul style="list-style-type: none"> • Students will not be permitted to work at height e.g. above 2 meters 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Jan 2026
10	Flying Objects or Splashing causing an impact or contact injury	Work experience student	<ul style="list-style-type: none"> • Training and information given in avoidance of activity that may create this hazard. • Personal safety equipment such as goggles will be supplied as required by the task risk assessment. • Students to wear suitable clothing for carrying out manual tasks • Protective Foot wear with toe and midsole protection to be worn at all times. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Jan 2026
11	Inhalation of dust (e.g. wood or acrylic dust)	Work experience student	<ul style="list-style-type: none"> • Induction will assess a student's vulnerability to dusts e.g. asthmatic 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Jan 2026

			<ul style="list-style-type: none"> Controlled access to workshop under the supervision of a member of staff. LEV is provided to all fixed and handheld equipment. Students will only be permitted to complete tasks that generate low levels of non-hazardous dust for which disposable masks are the recommended respiratory protection, and the student advised to change this on a daily basis. 					
12	Confined Spaces	Work experience student	<ul style="list-style-type: none"> No confined space working is permitted without specific task risk assessment and method statement 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Jan 2026
13	Noise related injuries	Work experience student	<ul style="list-style-type: none"> Induction training will cover noise hazards in the workplace. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electronic Engineering currently has no equipment that requires the use of ear defenders. This will be reviewed regularly.	Jan 2026
14	Injury caused by inexperience or poor behaviour	Work experience student	<ul style="list-style-type: none"> Induction training on appropriate behaviour. Student to be accompanied at all times of work by a member of RHUL staff. Students are not permitted to work alone as groups of students. Students to be accompanied during their breaks. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Jan 2026
15	Cuts and abrasions from the use of hand tools	Work experience student	<ul style="list-style-type: none"> Training will be given to the student on the proper use of any hand tools. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Jan 2026

			<ul style="list-style-type: none"> • Use of hand tools will be supervised by a qualified member of staff. • Use of hand tools will be governed by the supervising member of staff's assessment of the maturity of the student. • Protective gloves will be made available in line with the task risk assessment, and a suitable stock of replacement items made available. 					
16	Covid	All Staff, students	<p>Hands to be washed before entry to lab and must be washed after.</p> <p>PPE to be worn as advised. Each student to be issued their own safety glasses.</p> <p>Benches assigned to single students to reduce contamination.</p> <p>Masks to be worn if working in close proximity and no vaccinations have been received.</p> <p>Rules are a bit more relaxed than it was during the main outbreak of covid but the controls above apply shall someone be ill / have covid.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Currently in 2025 there is little risk of Covid being contracted but the rules have been retained. Students with colds/flu like symptoms are encouraged to wear masks still.	Jan 2026



Insurance | Risk Management | Consulting

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One Gloucester Street
Swindon
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TO WHOM IT MAY CONCERN

14th August 2025

Dear Sirs

We are the Risk and Insurance Managers for the client below and have pleasure in confirming details of their insurance arrangements as follows: -

Insured Details:

Name(s) **Royal Holloway, University of London**

Postal Address **Egham Hill, Egham, Surrey, TW20 0EX, United Kingdom**

Our Ref **5069846**

Business Description **University**

Employers' Liability

Insurer	: HDI Global SE
Policy No.	: 110-76577204-30021
Expiry Date	: 31 st July 2026
Limit of Indemnity	: £25,000,000

Public and Products Liability

Insurer	: HDI Global SE
Policy No.	: 110-76577204-30021
Expiry Date	: 31 st July 2026
Limit of Indemnity	: £25,000,000
Excess	: £500 in respect of third party property damage £1,000 or 10% (whichever is higher) in respect of financial loss

Cover is subject to the full terms, conditions and exclusions of the policy.

This document is issued to you as a matter of information only and the issuance of this document does not: -

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Should the insurance cover be cancelled assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

Yours sincerely,



Malcolm Blann
Email: lupc@aig.com