

Work Experience Form

Instructions

This form must be completed in full.

Part 1, 2, 3, 4 and 5 must be completed by the applicant, who also needs to sign on part 6 and 8.

Part 6 must be completed by the school.

Part 7 and 8 must be completed by the supervisor at Queen Mary University of London.

The form must be kept by the supervisor.

1. Personal Details (complete all sections)

Surname			
First name(s)			
Age group	18 or over <input type="checkbox"/>		
	14 - 17 <input type="checkbox"/>		

2. Contact Details (complete at least line 1 and 2 and the post code)

Home address	Line 1		
	Line 2		
	Line 3		
	Line 4	Post code	
Home phone		Mobile	

3. Emergency Contact

Name		Relationship		
Address (if different from above)			Post code	
Telephone	Home:	Work:	Mobile:	

Work Experience Form

4. Placement details			
Dates	From (date):		To (date):
Supervisor name	Centre Managers (Blizard Institute) contact: Maria Caballero-Blaya, PA to Director's office Tel 0207 882 2333 or m.caballero-blaya@qmul.ac.uk		
Department	Blizard Institute Faculty of Medicine and Dentistry Queen Mary University of London 4 Newark Street London E1 2AT		
(Please note that the student's supervisor needs to carry out a risk assessment – refer to page 4).			

5. School/College details			
Name of the School/ College			
Address of the School	Line 1		
	Line 2		
	Line 3		
	Line 4		Post code
Name of contact at the School/College:			
Telephone number of contact:			
Hours when available:			

6. Conditions of Acceptance (to be completed by the student and the school)

The College may be able to offer work experience placements but only on the following conditions: -

- (1) On arrival for work experience, the student will be instructed in the procedures to be followed in the event of a fire alarm or accident and undertakes to follow these instructions.
- (2) The student undertakes not to divulge to a third party any information on persons or procedures whether written, or on a VDU screen, which s/he acquires in the course of their time at the College.
- (3) The student undertakes not to interfere with, or experiment with, any equipment, machinery, or apparatus, and may only use it under the supervision of a member of staff.
- (4) The student undertakes not to enter any area displaying a radiation, biohazard, or laser light warning except under supervision of a member of staff.
- (5) The student's school or college undertakes to inform Queen Mary if s/he suffers from any allergies, disability, or any other medical condition, which may need to be taken into consideration in finding suitable placement with the College.
- (6) Queen Mary is covered for both Employer's Liability and Public Liability under which the student will be covered during the placement. The student will not be covered against personal loss.

I agree to the above conditions:

Student's signature:		Date:	
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School/College Authorisation (relevant only if applicant is under the age of 18)

Name (please print):			
Status/Position:			
Signature:		Date:	

School/College Stamp:

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7. Risk Assessment (to be completed by the student's supervisor)

This must consider the child or young person's inexperience, lack of awareness of existing or potential risks and limitations of their maturity. It should cover matters such as: -

- The nature and layout of the workplace
- The extent of exposure to physical, chemical, or biological agents
- The use of any equipment at work
- The organisation of the work and work processes
- The provision of appropriate training and supervision

Please use the space below to consider each of the points above.

General:

The Blizzard Building at Whitechapel is a working research laboratory and as such houses activities that are potentially hazardous to health owing to the nature of the chemicals, biological agents and radioactive substances that are handled there. It is however recognized that students, such as those doing Work Experience, need to experience what life is like in a real working laboratory but without being exposed to any of the potential risks that are inevitably 'part and parcel' of laboratory life. All staff and students working in the Blizzard laboratories must have completed a Risk Assessment and relevant COSHH (Control of Substances Hazardous to Health) documents prior to commencing any laboratory work. This ensures that they are fully aware of any potential risks involved in their project before they start and can minimize these risks as far as possible by modifying procedures and/or ensuring that they are wearing the appropriate personal protective equipment (PPE) such as gloves, safety spectacles etc.

To reduce the potential risks to Work Experience students, they will be restricted to the open plan area of the Blizzard laboratory floor, as a further precaution, the student will be OBSERVING ONLY, therefore the level of risk to them while in this area is extremely low.

Building Induction:

A full building induction will be provided when the student arrives. This will cover access to the building, fire safety procedures, first aid and regulations for working in laboratory areas. A complete tour of the building is carried out during the induction process and the inductee is given ample opportunity to ask questions.

Health and Safety Rules:

The student will be asked to read (and keep) and sign a copy of the Health and Safety Rules for the building. The Health and Safety rules covers all aspects of work within the Blizzard Building and provides information on contact details for key staff including Fire Marshals, First Aiders and Laboratory Managers, as well as numbers to call in an emergency,

Supervision:

The student will always be supervised, either by the person responsible for them on the day, or a person specifically delegated by them to look after the student. Supervisors will be informed that they must ensure that the student is not exposed to any unnecessary risk and that they should ideally be permitted only in the open plan laboratory areas. However, if a supervisor would like the student to observe a microscopic preparation or something else of particular interest, this will be allowed if the supervisor considers that there is negligible risk to the student in the proposed area.

Personal Protective Equipment:

Following the building induction, the student will be provided with a laboratory coat and a pair of safety spectacles.

Work Experience Form

8. Work experience checklist (to be completed by the student's supervisor and signed by the student)

Checklist:

1. Is there a written Health and Safety Policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Has a current risk assessment been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Will the student be provided with proper supervision?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Will the student be provided with information on Health and Safety?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Will the student be provided with Fire Evacuation Information	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Are there procedures in place to deal with any accidents or emergencies that may arise?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. Is first aid equipment available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. Are all accidents reported including those involving students?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Student's name and signature:	
Supervisor's name and signature:	Maria Caballero-Blaya (PA to Director's office) <i>on behalf of Dr Natalie McCloskey (Blizard Institute Manager)</i>

PERSONAL STATEMENT

Please specify your interest in Science/Medicine, reason to apply for work experience in the Blizard Institute and your career aspirations for the future.