



<b>G&amp;P 4.3.6.2 Personnel &amp; Young Persons</b>	
Title	<b>Work Experience Agreement form for Young Persons</b>
<b>SMS</b>	This Issue      Sept '17      Owner      General manager

<b>Young member (or group) details</b>		<b>A. Parent or Guardian details</b>	
Surname		Surname	
Forename		Forename	
Date of birth	Age:	NVR member no	
NVR member no		Mobile	
Address		email	
Postcode		<b>Or B. School or College details</b>	
Telephone		Title	Oundle School - Community Action
Mobile		Address	Blackpot Lane
email			Oundle
			Peterborough, PE8 4GH
<b>In case of Emergency</b>		Staff contact: Liz Turnbull	
Telephone No: 01832 277125 (main)		Telephone: 01832 277267	
Other contact person:			
Any medical or special needs of the YP, for NVR to be aware of:			
<b>NVR Placement</b>			
Department: <a href="#">Overton station</a>		Safeguarding advisor – Ambie Bradish	
Manager: <a href="#">Phil Marshall</a>		H&S advisor - Peter How	
		<a href="mailto:Safety@nvr.org.uk">Safety@nvr.org.uk</a>	
Supervisor: <a href="#">Joel Fletcher-Hawkins</a>		NVR Office - 01780 784444	
Ratio: <a href="#">TBA</a>		NVR closes at 4pm – Young persons must LEAVE	
<b>Nature of Work Experience skills</b>			
<a href="#">Restoration &amp; maintenance of heritage railway vehicles using hand &amp; powered tools</a>			
<a href="#">Experience of operating roles on railway vehicles. (not safety related)</a>			
<a href="#">Primarily at Overton station site, may be any arranged NVR location.</a>			
<b>N V R</b>		<b>Parent or guardian (or student over 16)</b>	
1. We agree to this Work Experience placement, which may be terminated at any time, and is subject to <b>A:</b> the attached terms and <b>B:</b> the relevant Risk Assessment.			
2. The young person agrees to follow all Instructions and Health & Safety requirements of the supervisor.			
3. Any injuries, incidents or safeguarding issues must be reported to NVR General Office immediately.			
Signature		Signature	
Printed Name <a href="#">P How</a>		Printed name <a href="#">L Turnbull</a>	
Date		Date	
Position: <a href="#">NVR Safety advisor, pp. GM</a>		Position <a href="#">Community Action, Oundle school</a>	

## WORK EXPERIENCE AGREEMENT

### Nene Valley Railway

- The work experience will comprise those activities on the Work Experience Risk Assessment.
- Has an obligation under the Health & safety at Work Act 1974 to provide safe and healthy working conditions and methods.
- Will provide training & supervision of the agreed WE activities at an appropriate level.
- NVR may require volunteers to purchase personal equipment e.g. overalls and safety shoes.
- NVR uses CCTV across its estate for security purposes, and the travelling public may take photographs.
- The day will finish at 4pm, when students MUST be collected.
- This placement will be without remuneration from NVR, nor will expenses, fees or subsistence be paid and there is no implied contract of employment.
- This agreement may be altered or updated at any time by mutual agreement.

### Work Experience students

- On arrival at NVR, Will "sign on", then report directly to their supervisor at an agreed location
- Will follow all the instructions of their NVR supervisor.
- Remain within the location "boundaries" defined by their supervisor. - In particular this means NOT accessing or being on, or within 6ft of any railway line without permission and supervision.
- Not carry out any work or use tools outside the scope of the risk assessment.
- Will wear all safety equipment that NVR provides for the relevant experience.
- Will provide & clean their own clothing and stout footwear, and should avoid any clothing or jewellery that may be an entanglement risk.
- Will desist from horseplay
- Will report immediately to their supervisor or the NVR General Office any injury or incident that occurs during their placement and assist with any investigation.
- Will not use social media to post any pictures involving any other Children or Young Persons at NVR or that is derogatory to NVR.
- Will sign out and leave or be collected at close of the day.
- Oundle school will provide a member of staff to directly oversee the pupils and who will visit from time to time to check how things are going.

### Relevant Risk Assessments

- 1 RA Use of hand powered tools by Work experience
- 2 Work Experience Induction check sheet
- 3 RA Work Experience at Overton Yard
- 4

Issue	Team	Date
1	Model railway group	Feb '05
2	Review P How & P Marshall	Oct '17