

BCA Advice Sheet

Job Shadowing/Work Experience/Observation

Chiropractors get requests for job shadowing/work experience/observation on a regular basis. There are some important considerations, which are outlined here.

General considerations, regardless of age

- Person who will be job shadowing/work experience/observation should be briefed on matters of confidentiality; it is essential that your patients are assured of absolute privacy. You may wish to ask the individual to sign a confidentiality / non-disclosure agreement.
- Always notify patients, who will be seen with an observer in place, in advance. It would not be appropriate to put the patient 'on the spot'. Be prepared to discuss any questions or concerns beforehand.
- Carry out a risk assessment regarding the individual involved (covering general health & safety matters as well as one under your COVID risk assessment framework). Ensure the person is equipped with appropriate PPE, as required by your clinic protocols.
- Anyone coming to the clinic as a job shadow/work experience/observer should be familiarised with fire safety procedures.
- You may wish to confirm whether you need to notify your clinic insurer regarding non-employee visitors, from a public liability perspective (this would be advisable if the person in question would be under the age of 18).

Definitions of young people and children by age

- A **young person** is anyone under 18.
- A **child** is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

For those under the age of 18

Under Health & Safety law, work experience students are classed as employees. Under the *Management of Health and Safety at Work Regulations 1999*, you have a responsibility to ensure that young people employed by you (including those doing job shadowing/work experience/observation) are not exposed to risk due to:

- lack of experience;
- being unaware of existing or potential risks;
- lack of maturity.

The school or college organising the placement will probably want to check you have risk management arrangements in place.

- For environments with risks less familiar to the individual, you will need to manage the risks. This will include induction, supervision, site familiarisation and any protective equipment (incl COVID risk assessment).

- If you have specialist equipment, such as lasers and x-ray facilities on premises for example, you will need to factor this into your assessment.
- It is important that you check the individual has understood the instruction and training which will include, for example: the hazards and risks in the workplace and the health and safety precautions that are in place.
- Check that the individual knows how to raise any health and safety concerns.

Extra Considerations for those under 16.

As someone under MSLA is considered a child, as well as the additional considerations above, you may also have further responsibilities regarding safeguarding.

It would be recommended that you only consider a person aged 14 or 15 (under 14 would not be advisable) as a job shadow/work experience person/observer if they are part of a structured scheme from a school or college. This will allow you the opportunity to consult with the school regarding any safeguarding requirements.

If you have specific queries about health & safety for a job shadow/work experience person/observer in the workplace contact MAKE UK on **0121 456 0233**.

Quote British Chiropractic Association and subscription number, **9000013410**