



Employers' pack

Harvey's Barn ♦ Park End ♦ Swaffham Bulbeck ♦ Cambridge ♦ CB25 0NA
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Turning the Red Lights Green is a Registered Charity no 1112429 and also a company registered in England and Wales no 5485413,
trading as Red2Green

Red2Green
Harvey's Barn
Park End
Swaffham Bulbeck
Cambridge
CB25 0NA

Thank you so much for offering a work placement to one of our learners; I trust you will find the time mutually beneficial.

Summary of pack contents

In this employers' information pack you will find:

1. Main contacts sheet
2. Leaflet: Guidance for employers – safe behaviour is sound business
3. Health and safety aide memoir
4. Work placement information sheet
5. Learner medical information sheet
6. Employer support declaration
7. Red2Green's health and safety policy statement
8. Red2Green's equal opportunities policy
9. Employer post-placement evaluation

We've tried to keep the information in this pack to a minimum, as we know your time is precious, but if you are interested to see any of the Red2Green policies and procedures listed overleaf, then please ask your Red2Green contact.

What you can expect from Red2Green

We will:

- help you to induct our learner into your workplace
- conduct a review (and regularly thereafter, if appropriate) with you and our learner
- conduct a health and safety check of our learner's work space
- respond quickly to any problems which may arise
- keep you informed of any developments which might affect this placement
- respect the needs of your business at all times

What we ask of you

We ask that our learner/s placed with you be:

- allocated a named supervisor
- given appropriate and supportive training for the job, including training on the safe use of machinery given a job description, or outline of the tasks they are likely to be asked to do

- given the name of the person responsible for health and safety issues
- provided with effective health and safety measures
- treated with respect within the workplace in accordance with Red2Green's policy on equal opportunities

What you can expect from our learner

We expect the learner we place with you to:

- actively learn about the work of your organisation
- respect the needs of your business at all time
- keep good time, telephoning you in advance if they have any attendance difficulties
- be courteous, conducting themselves in a manner appropriate to the workplace

At the end of our learner's placement with you, we would be grateful if you could spend a few moments completing the enclosed employer evaluation. This is an important way in which we can monitor the effectiveness of our placements, and gives you the opportunity to formally feed back on your experience with our learner.

In the meantime, if you have any problems or concerns about this placement, please do not hesitate to contact the project worker named on the 'main contacts' sheet.

Thank you again for your kind support of our learner.

Yours sincerely

Sharon Burrows
Amber project manager

Job/placement title	<i>Eg: administrative assistant</i>
Company / organisation	
Name of company's main contact	
Company address	
Placement location	
Placement supervisor's name	
Placement supervisor's tel no	
Placement supervisor's email	
Learner's salary (if applicable)	
Hours of work (include start and finish times)	
Expected start and finish dates	

Continued:

Work placement description form continued:

Learner's key tasks during work placement .	
The key skills the learner is required	
Training they'll receive	<i>Eg</i> <ul style="list-style-type: none">• fire evacuation procedures• desk top publishing

Learner's name: _____ Signature: _____ Date: _____

Co. representative's name: _____ Signature: _____ Date: _____

✓ Copies to: Learner Placement supervisor Red2Green representative

This sheet gives details of the learner's medical condition and must be held securely by a senior manager. Please destroy it when the placement ends. Thank you.

Name of Red2Green's learner	
Name of GP	
GP's telephone number	
GP's address	
Learner's medical conditions relevant to this placement	
Current medication (if relevant to this placement)	
Notes:	

✓ Copies to: Work placement supervisor Red2Green representative

Please file this information confidentially

Red2Green takes its responsibilities to its learners, and the employers that support them, very seriously. We strive to ensure that our work placements are conducted in environments which are safe, supportive, appropriate and conducive to learning. We would be grateful if you could answer the following questions, indicating your support of these principles:

I agree that Red2Green's learner will be:

- ✓ allocated a named supervisor. Their name is: _____
- given appropriate and supportive training for the job, including training on the safe use of machinery
- given a job description, or an outline of the tasks they are likely to be asked to do
- provided with effective health and safety measures
- given the name of the person responsible for health and safety issues. Their name is:

- treated with respect within the workplace in accordance with Red2Green's policy on equal opportunities

I confirm that my organisation:

- has its health and safety poster prominently displayed
- complies with relevant health and safety legislation
- has in place all relevant insurances

Name: _____ Signature: _____

Job title: _____

Organisation: _____

Date: _____

Thank you for your support; it is much appreciated.
Sharon Burrows, Amber project manager

The Commitment - Red2Green is committed to carrying out its activities in a manner ensuring the Health and Safety of our employees, our clients and others involved in our work activities. This Health and safety policy will be implemented at all levels of our activities, and is an integral part of our charity's core aims.

The Organisation - The prime responsibility for Health and Safety within the charity rests with the Chief Executive. However, all Red2Green's employees are responsible for sustaining a safe working environment. Our message to all our employees is this: our expectations are based on the premise that managers and employees alike will conduct themselves safely and correctly whilst carrying out their tasks. This is a fundamental element of the employee's appraisal and is a condition of continuing employment.

Red2Green HSE Arrangements - Red2Green will make every effort to ensure a safe working environment. The following will be complied with:

- Risks and hazards would have to be identified and assessed and controls will be put in place to minimise any potential damage to persons and to property.
- 1st Aid provisions will be made for staff (each R2G vehicle will also have its own kit)

Consultations with Employees - Red2Green will consult with its employees on health and safety matters affecting their work activities.

The Health and Safety team, consisting of Phil Bailey, Susan Owen, Pat Dutton and Heather Taplin, meet regularly, and any issues of concern should be reported to them, so that appropriate action may be taken.

Training - The Charity will provide HSE training commensurate with the level of risk present in our sector.

Policy Implementation - Red2Green will disseminate this Health and Safety policy to all its employees. The Policy will be monitored, assessed for effectiveness and reviewed periodically. The Charity seeks every individual employee's support for the successful implementation of this policy.

Signed.....
Chief Executive of Red2Green

Red2Green is committed to equal opportunities policy and practice and will ensure that all volunteers, employees and clients, both actual and potential, are treated equally and as individuals regardless of age, disability, ethnic or national origin, gender, marital or parental status, political belief, race, religion or sexual orientation. In implementing this policy Red2Green will take account of existing legislation.

This equal opportunities policy is to be implemented across all aspects of the organisation's work in:

1. the appointment of staff and volunteers;
2. all dealings with members of the public and professional colleagues;
3. the appointment of members to its director/trustee committee.

Red2Green has a separate policy governing the recruitment and support of its learners, and is available on request.

1. Volunteering

Red2Green will ensure that no member of staff or volunteer receives less or more favourable treatment than another on grounds of age, disability, ethnic origin, marital or parental status, political belief, religion, gender or sexual orientation.

Red2Green is committed to undertaking open recruitment and selection procedures and fair and equitable processes will be followed.

Volunteers working with the organisation will be informed of the equal opportunities policy and receive training on equal opportunities issues as appropriate.

Red2Green will also ensure that the changing and developing needs of volunteers are recognised and appropriate adjustments made to working conditions and/or training provided.

2. Members of the public and professional colleagues

Red2Green aims to make its services accessible to as wide a range of the public as possible and in order to achieve this will take steps to remove barriers which prevent potential customers and participants from having equal access to the organisation's activities.

Continued:

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3. Director/trustee committee

Red2Green is striving to ensure that its director/trustee committee are representative of the clients we involve and the community around us. The director/trustee committee will be responsible for ensuring that the equal opportunities policy is properly implemented, monitored and reviewed.

Other Red2Green policies

Red2Green produces a series of policies and procedures which guide its work. Listed below are a few which might be considered in conjunction with this one. Copies are available on request from head office:

- Equal opportunities policy – Red2Green’s approach to learners
- Confidentiality and respect policy
- Harassment & bullying at work procedure

19 April 07

We would be grateful if you could spend a few moments completing this form and return it to us once the work placement has finished. This will help us to find out what went well and what can be improved in future work placements. Your comments will remain confidential to Red2Green. Thank you.

About the placement

Name of Red2Green's learner	
Name of company	
Dates placement began and ended	
Please describe how the actual duties carried out by the learner differed from the original job description, if at all.	
Please describe any training provided for the learner and who delivered it.	

About the learner

	Agree	Disagree	Neither agree nor disagree
The learner was punctual and attendance was satisfactory			
The learner's behaviour and dress were generally appropriate			
The learner was able to carry out the duties required to a satisfactory standard			
The learner mixed well with other employees			
If a vacancy existed, I would consider this learner for employment with my company			
I would be happy to provide a reference for this learner			

Continued:

Post work placement – employer feedback, continued:

Your experience of Red2Green

	Agree	Disagree	Neither agree nor disagree
The information provided by Red2Green about the learner was accurate			
The contact at Red2Green clearly explained what was expected of me.			
The contact at Red2Green was responsive to my queries			
The contact at Red2Green was able to resolve any problems which I had with the placement.			
I would provide work experience to a Red2Green learner			

Please feel free to make any additional comments below:

Signature:

Name:

Position within the company:

Date:

When complete, please return the form to the address below. Thank you very much for your feedback – it is very important to us.