



WORK PLACEMENT AGREEMENT



Skegness Town Council will facilitate the unpaid work placement of *{Insert name of Work Placement applicant}* as follows:

Effective start date: *{Insert start date}*

Effective end date: *{Insert end date}*

Location: *{Insert name and address of department}*

Hours: *{Insert hours range}*

Activities
{Insert brief outline of activities}

Contact Details:

Town Clerk: *Mr Steve Lerner*

Deputy Town Clerk: *Mrs Kate Ford*

Supervisor whilst on placement: *{Insert name of supervisor}*

Office Contact Number *01754 766113*

Mobile contact number: *(Insert mobile number)*

Office Address: *Skegness Town Council
The Town Hall
North Parade
Skegness
PE25 1DA*

Responsibilities during the placement

Behaviour

You will be expected to be courteous and respectful to other staff and students during your placement.

Transport and Lunch

You will be responsible for making arrangements for transport and lunch.

Health and Safety:

You must:-

- take reasonable care to avoid injury to yourself or to others
- report any accident or injury immediately and record the details in the departmental accident/incident book.

You must not:-

- interfere with, or misuse any clothing or equipment provided to protect your Health and Safety.

Skegness Town Council will take reasonable care of your Health and Safety under this agreement. A Health and Safety Risk Assessment will be undertaken, identifying measures to be taken to control or eliminate any identified risks.

Confidentiality:

You must not, at any time whether during or after the placement, disclose to a third party, any confidential information you obtain during your placement which is not available to the public. Skegness Town Council will meet responsibilities for confidentiality of your data under their Information Security Policy and GDPR regulations.

Liability:

Skegness Town Councils public liability insurance policy covers those conducting voluntary work or work experience.

Whilst on work placement you will be expected to comply with all Council policies and procedures. These can be found on the Skegness Town Council website.

{Insert name of work placement applicant} has received the following documents

- Health & Safety Policy
- Risk Management Policy
- Relevant Risk assessment\

Signed _____

Date: _____

Mr S Larner
Town Clerk

Signed _____

Date: _____

{Insert name}