



Association of British Insurers

## Guidance from the Association of British Insurers (ABI)

### Insurance and Work Experience

1. The principal risks, which may arise as a result of work experience and other visits are:

- a. Injury to the students themselves;
- b. Injury to others on the premises (employees, visitors, customers, etc);
- c. Injury to others who are not on the premises (including customers and members of the general public);
- d. Damage to, or loss of, employers' property; and;
- e. Damage to, or loss of, other property (e.g. the student's or a customer's property).

2. Most employers will carry insurance policies that cover most risks arising from work experience and other visits, provided that the work experience is in accordance with the normal business practices of the employer. Employers' Liability insurance covers the employer's liability in respect of work-related injuries to employees. This insurance is compulsory by law. The Health & Safety Executive guidance on employers' liability provides further useful information: [www.hse.gov.uk](http://www.hse.gov.uk). Policies must provide cover of at least £5million per occurrence, although most policies cover up to £10million. Policies normally cover all conventional employees, contract, casual and seasonal staff as well as temporary staff, including workplace students. Public Liability insurance provides cover for injuries to the public or damage to, or loss of, their property. The term 'public' means anyone other than an employee, so it includes students on work experience, volunteers, activity participants, spectators and visitors. Typically, policies offer cover of between £2 million and £5 million.

3. The Association of British Insurers (ABI), the British Insurance Brokers Association (BIBA), and Lloyds of London have agreed that, as a matter of convention, students of work experience placements should be treated as employees for the purposes of insurance against bodily injury (that is, they will always be covered by the Employers' Liability policy). Such placements must conform to the requirements of the Education Act 1996.

4. Student injury arising from other visits would normally be covered by the employer's Public Liability policy. Any injuries caused to employees by students on work experience should normally be covered by the Employers' Liability policy.

5. In summary, any injuries caused to employees or students, provided they arise out of activities undertaken in the employer's name, should normally be covered by the employer's Public Liability policy or Employer's Liability policy.

6. Damage to the employer's property may be covered by the employer's material damage policy. Damage to anyone else's property on the premises should normally be covered by the employer's Public Liability policy.

### Notification of Risk

7. Employers should notify their insurers of the sorts of activities which students will undertake if those activities are onerous or different from the normal business activities of the employer. In these circumstances employers should make sure they obtain written confirmation that the risk has been accepted.

### **Placements lasting longer than two weeks**

8. There has been some concern that employers' insurance policies may not cover students on longer work placements. The agreement referred to above (Para. 3) was based on the assumption that placements will last for about two weeks. However, in the light of new measures to motivate disaffected young people through extended work experience, the Department for Education and Skills (DfES) contacted the ABI to discuss the insurance implications of longer placements. The ABI has confirmed that there should be no problem with extended work experience placements.

9. Longer attachments, including those associated with NVQs or GNVQs, will inevitably call for more detailed information. In those cases, employers are advised to submit all the details set out in the form shown at Annex A of the DfES guidance (although whether or not the form itself is used is a matter for the employer). Even if the activity is likely to be recurring, it should be enough to inform the insurer on one occasion. There may be some adjustment to premiums, but it is still likely to be very small in relation to the overall size of the premium.

10. Work experience organisers are not expected to check the fine print of employers' insurance policies but they should check, in broad terms, that relevant cover is in place. Organisers are recommended, in advance of placements, to ask employers to complete the checklist reproduced at Annex B of the DfES guidance, or an equivalent. N.B. The DfES guidance referred to in this document is *Work experience: A guide for employers (2002)*.

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