

Block and Extended Work Experience Scheme

HEALTH & SAFETY INDUCTION GUIDELINES FOR PLACEMENT PROVIDERS

The following checklist is a guideline about some of the points which most commonly arise. It may need to be modified or expanded in consideration of the individual work programme and to suit the age, ability and experience of the pupil concerned.

Find out if there are special arrangements which need to be made e.g. on medical grounds such as asthma, epilepsy, colour blindness, hearing impairment or other disabilities. This information should be on the students Approval and Consent Form which you will have completed.

The following sections are designed to act as a prompt/outline of an Induction, but you may have your own detailed information which could be used as well or instead. You can use the “tick boxes” to check off each section as it is covered.

General Introductions

Introduce pupil to:

- a. Owner / Proprietor / Manager
- b. the person who will be in immediate charge of the pupil
- c. the people who have specific health and safety responsibilities e.g. first aider
- d. the people with whom the pupil will be working

Familiarise the pupil with the workplace including:

- a. where the kitchen / rest room / canteen is
- b. where the toilet and washing facilities are
- c. the areas which the pupil must not visit for safety reasons and tell them why

Health & Safety Induction

Health & Safety Policy

- a) outline who is responsible for Health & Safety in your organisation and the arrangements made to inform employees of the policy.
- b) explain the policy and point out any specific aspects which apply to the pupil. In particular explain the pupils' personal responsibility for health and safety.
- c) you need to outline your policy on dealing with any incidences of drugs and alcohol in the workplace.

Safety Literature

Issue and explain any relevant literature. The students have a pocket at the back of their logbook in which they can put sheets of information. If you do not have the “Health & Safety Law – What You Should Know” poster displayed you need to give the student a copy of this as a leaflet which can be obtained from the HSE by downloading it from www.hse.gov.uk

Safe Systems of Work

Describe any hazards associated with the work the pupil will be doing or watching and explain the safe working procedures including training and supervision and their importance. This would be a good time to go over the Risk Assessment for the placement and make sure that their parents are aware of any significant risks and their control measures.

Machinery

Explain that the pupil must never operate any machine unless they have been trained and only then with the permission of the supervisor. Show the pupil the machines that they may not use at any time and explain why. The pupil must never attempt to repair, clear blockages or adjust a machine on their own. Faults must be reported to the supervisor.

Dangerous Substances

Explain which substances are dangerous, how they may be recognised and the importance of complying with the rules on the handling of the substances. Explain which substances may only be used by the pupil under direct supervision and which may not be used at all.

Personal Protective Equipment

Where applicable, describe what is provided (including respiratory protective equipment), when and why it must be used, how to use it and make the necessary adjustments. Remind them that to NOT use the equipment having been told to do so could break Health & Safety Law.

Hygiene

Explain the importance of personal hygiene including washing hands before eating, drinking or smoking. Explain the use of barrier creams etc.

Manual Handling (Lifting and Carrying)

This should have been assessed under the Manual Handling Operations Regulations 1992. Where appropriate, show pupils the correct way to lift and carry and explain why it is important. They should have covered this topic in school in general terms but you need to highlight the specific situations that apply to them.

Housekeeping

Explain the importance of good housekeeping e.g. Keeping walkways, entrances, exits (especially emergency exits) clear of any obstruction; wipe up spillages immediately; avoid loose wires / cables; keep cupboard doors, filing cabinet drawers etc. shut; keep working area clean and tidy etc.

Emergency Procedures

Explain:-

- a) that accidents must be reported and details of injuries entered into the accident book. Inform the pupil where the accident book is and to whom the pupil should report the accident
- b) where the first aid facilities (including first aider) may be found
- c) what the pupil should do on discovering a fire, including the alarm - procedure
- d) the evacuation procedure including evacuation routes, emergency exits, assembly points and reporting procedures.

At the end of your Induction: - Allow time for the pupil to ask questions. Check that the pupil understands all points of the Induction and cover any other points that you think are relevant. The students have a page in their logbook to complete. It is a "tick box" style page for the student and you to complete which notes what you have discussed.