

YOUR ESSENTIAL GUIDE TO WORK EXPERIENCE



KING EDWARD VI COLLEGE
STOURBRIDGE

— EST. 1552 —

Now that you have confirmed your arrangements, this booklet provides information which you should read beforehand.

Before going on your placement, you must ensure that:

- The Unifrog placements form, detailing your work placement and personal details, has been completed.
- Authorisation for a Term Time absence from college has been granted by the Director of Admissions, Marketing and Progression.
- A successful DBS check has been completed (if required for your placement, for example: Teaching placements, working in care settings, working with vulnerable people etc.).

After you have completed the placement, make sure that you complete the 'Student reflection form' on Unifrog.

This information is vital in order to safeguard you effectively whilst on placement. Your placement cannot be authorised without it.

This Pack Contains:

1. Students - Health, Safety and Welfare: This is for your information on Health and Safety issues. READ the document carefully **before** your placement. **Please sign at the end of these instructions to confirm that you have read and understood them.**
If you are unsure of anything please ask – either your college or work placement supervisor.
2. Code of Conduct:
Read this **before** your placement.
3. Placement Induction Checklist (Staying safe)
To be completed by student and supervisor **on first day on placement (if required)**.

PLEASE ENSURE YOU KEEP THIS PACK SAFE AS IT IS CONTAINS IMPORTANT INFORMATION

PLEASE DIRECT ANY QUERIES YOU MAY HAVE REGARDING THIS PLACEMENT TO JANE F EDWARDS IN THE CAREERS OFFICE.

CONTACT TEL: 01384398100 EMAIL: careers@kedst.ac.uk

1

HEALTH, SAFETY AND WELFARE FOR STUDENTS ON WORK PLACEMENTS

This handout is a general introduction to health and safety at work for students undertaking a work placement. It does not replace any guidance given by individual employers and should be viewed as a starting point for more detailed briefing by employers before the student is introduced into a working environment.

ACCIDENTS

Any accidental injury you receive whilst at work must be reported promptly to your supervisor or line manager and to the College [(01384) 398100]. A report form should be completed and/or an entry MUST be recorded in the accident book at the placement and at college to provide a factual account of the incident. All injuries must be reported because what might appear to be trivial can sometimes develop into something serious. Prompt, accurate reporting is essential for deciding what action is necessary to prevent a similar accident happening again.

- Wherever possible, and certainly where serious injuries are involved, the scene of the accident should be left untouched until investigations are complete.
- Detailed guidance on accident reporting procedures should be available from the employer where you are placed.
- Any incident involving injury to a member of the public must also be reported promptly to your supervisor.
- Only medical staff, those in possession of an approved first aid qualification and appointed persons may treat injuries at work. There should be a list of first aiders and appointed persons displayed in your work place. There should also be details of first aid arrangements and emergency procedures in your area.

WELFARE IN THE WORKPLACE (including bullying/sexual harassment etc) is to be taken very seriously. In the first instance you must report to your workplace supervisor. You may elect to leave the placement immediately and must always report the incident to college. This is to ensure that both you and other young people are protected. You can do this via safeguarding@kedst.ac.uk or contact your Personal Tutor, Lead Tutor or a member of the safeguarding team directly:

Designated Safeguarding Lead	Sarah MacKenzie	sarah.mackenzie@kedst.ac.uk
Deputy Designated Safeguarding Leads	Aimie Chatfield	aimie.chatfield@kedst.ac.uk
	Laura Day	laura.day@kedst.ac.uk
	Stuart Parkes	stuart.parkes@kedst.ac.uk
	Lowri Saenger	lowri.saenger@kedst.ac.uk

Please also consider carefully the nature of the industry you are in. For example if you are in a

medical environment you could encounter vulnerable people in sensitive situations. You should conduct general research on the nature of your work experience sector in advance in order to increase your preparedness. Seek additional guidance through a careers or work experience interview if you are unsure.

FIRE IN THE WORK PLACE

Make sure you know and understand the fire alarm procedures for the area in which you are working. These should be displayed in all work premises. If you discover a fire, immediately raise the alarm in accordance with the procedure for the building. This will alert other occupants and summon skilled help. If it is possible to do so without personal risk, close all doors and windows and attempt to extinguish or control the fire until assistance arrives.

- On hearing the fire alarm, leave the area immediately switching off all electrically operated machinery unless there are instructions to the contrary. Do not use any lifts, if they are installed, as a means of leaving the building.
- **DO NOT RE-ENTER THE AREA UNTIL TOLD TO DO SO.**
- Fire equipment and all other facilities which would be needed in an emergency must be kept clear. Fire or smoke doors should not be wedged open or obstructed in any way.
- The workplace should be kept free from fire hazards. Use any flammable materials in accordance with safe operating procedures.

YOU MUST RECEIVE DETAILED INSTRUCTION BEFORE YOU USE ANY FLAMMABLE MATERIALS

HAZARDOUS SUBSTANCES

In the course of your work, you may be required to work with substances that could be harmful to your health if not used properly. You should be told about such substances, and you must **ONLY USE THEM AFTER YOU HAVE BEEN GIVEN DETAILED INSTRUCTIONS AND TRAINING.**

If you suffer ill effects (no matter how minor) you must report them to your supervisor and to college.

PROTECTIVE CLOTHING AND EQUIPMENT

In some situations, you will be expected to wear protective clothing such as ear protectors, hard hats, gloves or overalls. Where protective clothing or equipment is required, it must be used properly. You should receive information, instructions, training and supervision to ensure its proper use. **YOU MUST USE PROTECTIVE CLOTHING WHEN IT IS PROVIDED.**

LIFTING AND HANDLING

A common cause of accidental injury is incorrect lifting and handling. The consequences can be painful and long term. Do not try to lift or carry anything which is too heavy or too bulky to be handled comfortably - ask someone for assistance. Should your work involve the regular handling or movement of bulky or heavy items you should be given information about and, where necessary, training in the correct methods of lifting and handling.

GOOD HOUSEKEEPING

- Always use a tidy and systematic method of working which will ensure that jobs are done safely and efficiently. Do not leave things lying around the floor or protruding into passageways. If any substance is spilled on to the floor it should be cleaned up immediately.
- Never put sharp objects or glass into wastepaper receptacles - place them in special containers if

provided or arrange for them to be disposed of separately. Finishing a job includes tidying things away. Corridors and stairways should be kept clear from obstruction. Safe access to all workplaces should be provided and maintained at all times.

WARNING NOTICES

You must obey all warning notices provided for your safety. Any illegible or badly displayed notices should be reported immediately. If you do not understand a notice, ask for clarification.

TECHNICAL AND OPERATIONAL AREAS

You must not enter technical and operational areas unless you are authorised to do so. You must then conform to all relevant safety regulations and local instructions.

- You must not operate any equipment or machinery unless you are authorised to do so. Do not lean against equipment or use it as a table. Take particular care to avoid spilling liquid over electrical equipment.
- In any technical or operation area, cleaning may only be carried out in accordance with approved regulations and under the supervision of competent staff.
- When you are allowed to enter an operational area you should be accompanied by a member of staff and be instructed in correct safety procedure.

SAFETY IN OFFICES

Do not be complacent about safety because you work in an office. Remember that accidents can happen anywhere, and a great many occur in offices, mainly because of lack of awareness. A little thought can prevent injury. The following list, which is not exhaustive, gives some examples of particular hazards in an office environment.

- Do not leave personal possessions such as bags and coats lying around so that people can trip over them. Keep your working area neat and orderly.
- When carrying files or boxes, make sure that you can see where you are going, particularly if moving up or down stairs.
- Be careful when using pins, staplers or guillotines. Make sure that trailing telephone cables or flexes from office equipment do not present a trip hazard.
- Do not leave drawers open to be stumbled over. Do not open more than one drawer of a filing cabinet at the same time.
- Paper and other flammable materials should not be placed on or near a heater.
- Avoid keeping files or equipment on window sills.

WORKING AT HEIGHTS

Falls are a major cause of fatalities at work. If, at any time, you are required to work at heights above two metres you should be given detailed instructions about safety procedures and a written safe system of work.

- Ladders and step ladders should be checked before use to ensure that they are in safe working condition and are suitable for the job. Any defects should be reported immediately.
- If you are asked to work at height you **MUST** ask for instruction and clear directions from

your employer and you should not work unsupervised.

MACHINERY AND HAND TOOLS

Always ensure that machine tools and hand tools are properly maintained and are used only for the purpose for which they are intended. You must not use machinery or hand tools unless you have been trained and authorised to do so.

- All guards and covers must be correctly fitted and kept in position when machine tools are in use or in motion.
- You should only use hand tools and other machinery under the direct supervision of trained personnel and under no circumstances should you make any changes to settings or guards.

ELECTRICAL APPLIANCES

Do not use any electrical equipment unless you are sure it has been approved. If in doubt, seek advice.

- Faulty or damaged electrical equipment or lighting should not, under any circumstances, be used and should be reported immediately. Do not use any electrical equipment which has a frayed lead or damaged plug.
- You should not install, dismantle or repair any electrical appliance unless you are under direct supervision. However well equipment is maintained, faults do occur. Take great care when using portable electrical equipment especially when working next to metal or where there is any danger from surrounding dampness.

TRANSPORT

You may not drive a road vehicle unless you hold a current driving licence and are authorised and insured to do so. This rule applies to all vehicles whether driven on public or private property. The same rule applies to all fork lift trucks or any other form of powered internal transport except that, even if authorised and insured, you **MUST** be given adequate training and have passed the relevant test especially for fork lift trucks and instruction by authorised personnel **BEFORE** using such vehicles.

FINALLY

Health and Safety at work is mainly a matter of common sense - **use it!**

David Handy
Careers Lead

Jane F Edwards
Careers Administrator

Code of Conduct

When undertaking work experience, you are still expected to adhere to our King Edward's **Student Code of Conduct** at all times (adapted to reflect workplace context):

- Show respect for all members of the workplace community
- Be polite and courteous
- Take responsibility for your actions and choices
- Attend all workplace commitments and meetings
- Arrive punctually and prepared for all activities
- Take pride in all aspects of your work
- Understand the expectations placed on you
- Complete all work diligently
- Meet deadlines
- Follow reasonable instructions and requests made by members of staff
- Wear ID card and lanyard issued at all times (if required to)
- Use mobile phones responsibly and know when to put them down
- Contribute to good communication
- Respect members of the workplace and the public in the area you are located in, including on public transport when travelling to and from placement
- Respect the buildings and other property

SAFEGUARDING INFORMATION FOR THOSE UNDERTAKING WORK EXPERIENCE WITH CHILDREN AND/OR VULNERABLE ADULTS

Understanding Safeguarding

Safeguarding is about protecting the health, well-being, and human rights of individuals, especially children and vulnerable adults, to ensure they live free from harm, abuse, and neglect. As a student on work experience, it's crucial to be aware of safeguarding issues and know how to respond appropriately.

Key Safeguarding Principles

1. Duty of Care:

- Always act in the best interests of the children and vulnerable adults you are working with
- This means being vigilant and proactive in identifying and addressing any potential risks

2. Confidentiality:

- Respect the privacy of individuals but be prepared to share information with those who need to know if a child or vulnerable adult needs protection

3. Professional Boundaries:

- Maintain appropriate boundaries in your interactions
- This includes avoiding personal relationships with those you are working with and being mindful of your behaviour and language

Recognising Signs of Abuse

It's important to be able to recognize the signs of abuse, which can include:

- **Physical Abuse:** Unexplained injuries, bruises, or burns
- **Emotional Abuse:** Excessive withdrawal, fearfulness, or anxiety
- **Sexual Abuse:** Inappropriate sexual behaviour or knowledge for their age
- **Neglect:** Poor hygiene, malnutrition, or unattended medical needs
- **Exploitation:** coercing, manipulating, threatening or deceiving someone to participate in sexual or criminal activities

Reporting Concerns

If you have any concerns about the safety or well-being of a child or vulnerable adult, it's essential to report them immediately. Follow these steps:

1. **Observe and Record:**
 - Make a note of what you have observed, including dates, times, and any conversations you have had.
2. **Report:**
 - Inform your supervisor or the designated safeguarding lead at your placement
 - Do not investigate the matter yourself.
3. **Follow Up:**
 - Ensure that your concerns have been taken seriously and that appropriate action has been taken
 - If you are not happy with how something has been managed, report it via safeguarding@kedst.ac.uk

Staying Safe

While on your work experience, keep these tips in mind to ensure your own safety as well:

- **Know Your Limits:** Only undertake tasks that you have been trained for and feel comfortable doing
- **Seek Support:** If you are unsure about anything or feel uncomfortable, speak to your supervisor
- **Stay Informed:** Keep up-to-date with your placement's safeguarding policies and procedures

By being aware of these safeguarding issues and knowing how to respond, you can help create a safe and supportive environment for everyone involved. Remember, safeguarding is everyone's responsibility. If in doubt, always seek advice and support from your supervisor, the designated safeguarding lead or via safeguarding@kedst.ac.uk

PLACEMENT INDUCTION CHECKLIST
(To be completed if applicable)
(Staying Safe)

TO BE COMPLETED BY STUDENT WITH SUPERVISOR ON THE FIRST DAY ON PLACEMENT

Student Name	
Company Name	Date

The induction checklist below is designed to assist both student and placement supervisor in the induction process. As each item on the checklist is covered, please tick the box. It is possible that some areas will not be applicable to either the working environment or the area of work covered by the student, where this is the case, please indicate by entering N/A in the box.

Guided tour of workplace	<input type="checkbox"/>	Location of first aid boxes	<input type="checkbox"/>
Introduction to staff	<input type="checkbox"/>	Person responsible for first aid	<input type="checkbox"/>
Signing in/ clocking in procedures	<input type="checkbox"/>	Accident reporting procedure	<input type="checkbox"/>
Building/ Department Security procedures	<input type="checkbox"/>	Health and Safety notices/ policy	<input type="checkbox"/>
Canteen facilities/ breaks	<input type="checkbox"/>	Evacuation procedure/ fire alarm	<input type="checkbox"/>
Washing facilities and toilets	<input type="checkbox"/>	Fire points/ extinguishers	<input type="checkbox"/>
Prohibited areas/ machinery/ substances/ processes	<input type="checkbox"/>	Emergency exits	<input type="checkbox"/>
	<input type="checkbox"/>	Assembly points	<input type="checkbox"/>
Issue of protective clothing/ equipment		Use of telephone	<input type="checkbox"/>
Health risks – Processing and Substances subject to COSHH Regulations in the workplace	<input type="checkbox"/>	Contact details of person for any other concerns e.g. sickness, personal wellbeing or safety in the workplace	<input type="checkbox"/>

Student Signature..... Date

Supervisor Signature.....

Print Name.....

Date:.....

