# Health and Safety

Placements provide an opportunity for trainees to apply skills acquired to ‘real-life’ situations. Many qualities can also be developed during a placement that may improve our trainees’ employment prospects. However, there are health and safety aspects to every placement.

This guidance assists in providing you with an awareness of the health and safety aspects of our placements. Please refer to the checklist to see what Health and Safety aspects should be covered in your Induction.

Health and safety responsibilities

Placement providers (settings) have:

* A general duty to ensure a trainees health and safety whilst on placement;
* To take account of a trainee’s potential inexperience for activities they will be expected to undertake and put into place appropriate controls;
* To provide trainees with the necessary information, instruction, training and supervision for activities they will undertake including an induction.
* To sign and return the University’s placement agreement.

The trainee must:

* Not to do anything that puts their or other people’s health and safety at risk;
* Follow health and safety instructions, information and training;
* Never intentionally misuse equipment or anything provided for health and safety;
* Bring any health and safety concerns to the attention of their placement mentor and personal tutor at the university as soon as possible.

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**Mentors and trainees should not wait for their next meeting together, or with the trainee’s personal tutor. We all have a vested interest - it’s your health and safety!**

Placement preparation

There are many aspects to placements that should be prepared for, health and safety included. It is important that trainees;

* Attend briefings prior to the start of their placement as health and safety should be covered;
* Are made aware of the health and safety aspects of placements, particularly their responsibilities and those of their mentor, and the training and support they should receive, particularly in the initial period.
* Understand health and safety notices and signs; safe working procedures

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**Trainees must have a health and safety induction when they start placement. Mentors are required to sign the University’s Placement Agreement, a copy of which is available on the website.**

Emergency information

Whilst on placement it is essential that trainees receive information and instruction on what action to take should an emergency situation arise. Such situations include;

* Hearing the fire alarm;
* Discovering a fire;
* Requiring first aid assistance;
* A threat to personal safety; and
* Spillage of a dangerous substance

Assessing and managing health and safety risks

Placement providers should assess the risks encountered with the activities a trainee will be involved with and put into place measures to control these risks. Such measures may be no different to those already in place for any of their employees. It is important that trainees are made aware of the risks associated with these activities and what is in place to control these.

Measures to control risks can include;

* Providing information, instruction, training and supervision;
* Having in place guarding, ventilation systems etc. to control risks at source;
* Ensuring equipment used is appropriate and in safe condition;
* Providing, and ensuring the use of, personal protective equipment and clothing.

As a placement progresses so will the information, instruction and training required by a trainee, but they should not undertake any activity unless they feel competent and confident to do so. Levels of supervision will vary from placement-to-placement and at different points within a placement.

External Visits, Residential, Off-Site Teaching

We encourage trainees to be involved in different aspects of teaching, which may include teaching off site and field trips. However, trainees are not yet qualified therefore should not be held wholly responsible for completing risk assessments or for student welfare, which ultimately remains the responsibility of the placement settings staff. Trainee teachers on placement should be considered as additional staff in these circumstances.

The placement team at the University should be notified of any instances where the trainee is required to teach off-site.

Personal protective equipment

An element of managing health and safety risks may be the use or wearing of personal protective equipment (PPE). PPE encompasses goggles, hard hats, ear defenders, face masks, overalls, gloves, waterproof clothing etc.

If a trainee is issued with PPE it is important they are made aware of the reason it is required; how to ensure a proper fit so it will work effectively; and how to maintain, store the PPE, recognise defects and the action to take, including obtaining replacements.

# Health and Safety Checklist

During your induction period you should cover Health and Safety on your placement and gain an understanding on the following points. You must ensure you have covered each of these aspects and that your mentor has signed off on this for your PDP file / ePortfolio.

1. Health and Safety responsibilities and arrangements

[ ]  Your health and safety responsibilities whilst on placement.

Eg. Take reasonable care for yourself and others, never intentionally misuse equipment, recognise your own competence and report issues

[ ]  Your placement provider’s responsibilities and arrangements for health and safety.

Eg. Treat you as an employee, provide access to health and safety policies

1. Fire safety and emergency evacuation

[ ]  Action to take on hearing the fire alarm.

[ ]  Action to take if discovering a fire.

1. First aid and emergency assistance

[ ]  How to access first aid assistance.

[ ]  How to obtain assistance in the event of a general emergency.

1. Incidents and workplace hazards

[ ]  Reporting accidents and incidents.

[ ]  Reporting hazards.

1. General workplace health and safety

[ ]  Housekeeping, access and egress.

[ ]  Welfare facilities.

[ ]  Out of hours and lone working

[ ]  Electrical safety and portable appliances.

1. Risk assessment, prevention and protection measures

[ ]  General risk assessment

[ ]  Manual handling

[ ]  Work equipment and machinery safety

[ ]  Display screen equipment and workstation

[ ]  Hazardous and dangerous substances

[ ]  Personal protective equipment and clothing.

Mentor signature

Mentor Name

Date