# Health and Safety

Placements provide an opportunity for you to apply skills previously acquired whilst at your setting to ‘real-life’ situations. Many qualities can also be developed during your placement that may improve your employment prospects. However, there are health and safety aspects to every placement, including:

* Being under the supervision of a third party;
* Being involved with activities where you have little or no experience; and
* Working in and visiting environments and locations that you are unfamiliar with.

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 your health and safety whilst on placement;
* To take account of your potential inexperience for activities you’ll be expected to undertake and put into place appropriate controls;
* To provide you with the necessary information, instruction, training and supervision for activities you undertake including an induction.
* To sign and return the University’s placement agreement (Appendix 3)

You (the trainee) must:

* Not to do anything that puts your 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 your placement mentor and your personal tutors at the university as soon as possible.

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**Do not wait for their next visit or contact with you.**

**You have a vested interest. It’s your health and safety!**

#### Placement preparation

There are many aspects to placements that you have to prepare for, health and safety included. It is important you;

* Attend briefings prior to the start of your placement as health and safety will be covered;
* Familiarise yourself with the health and safety aspects of placements, particularly the responsibilities of you and your placement provider, and the training and support you should receive, particularly in the initial period.
* Understand health and safety notices and signs; safe working procedures

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**You must have a health and safety induction when you start placement. The setting is 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 you 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

Your placement setting will assess the risks encountered with the activities you’ll 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. However, because of your potential inexperience, or other factors, a higher level of measure may be required, especially in the early periods of the placement. It is important that you are made aware of the risks associated with the activities you will be involved with and what is in place and required of you 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 your placement progresses so will the information, instruction and training you receive, but you should not undertake an activity or go into an area unless you feel competent and confident to do so. Levels of supervision will vary from placement-to-placement and at different points within a placement. Don’t be afraid to ask questions and if you feel there is a lack of supervision then raise this concern.

#### External Visits, Residential, Off-Site Teaching

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

The placement team at the University should be notified of any instances where you are 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 you are issued with PPE it is important you are made aware of;

* The reason it’s required;
* How to ensure a proper fit so it will work effectively;
* How to maintain, store the PPE, recognise defects and the action to take, including obtaining replacements.

If you believe an item of PPE is defective do not continue to use it. Ask your placement provider for information on its correct operation and adjustment, and if necessary for a replacement. Do not carry out the work without the correct protection.

#### Reporting accidents, incidents and health and safety concerns

It is important that your report accidents and incidents you are involved in, whether injury has resulted or not. This enables your placement provider to investigate the circumstances and take any necessary action. Reporting ‘near miss’ incidents could ensure nobody is injured next time.

If you do have any health and safety concerns during your placement the first action is to raise these with your placement provider i.e. injury, training, pregnancy. Where you believe these concerns are serious also make your tutor aware. Don’t wait for the next scheduled visit or conversation.

# 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.

#### 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

#### Fire safety and emergency evacuation

[ ]  Action to take on hearing the fire alarm.

[ ]  Action to take if discovering a fire.

#### First aid and emergency assistance

[ ]  How to access first aid assistance.

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

#### Incidents and workplace hazards

[ ]  Reporting accidents and incidents.

[ ]  Reporting hazards.

#### General workplace health and safety

[ ]  Housekeeping, access and egress.

[ ]  Welfare facilities.

[ ]  Out of hours and lone working

[ ]  Electrical safety and portable appliances.

#### 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