

work Experience

King Edward VI College



KING EDWARD VI COLLEGE
STOURBRIDGE
— EST. 1552 —

Now that you have confirmed your arrangements, this booklet provides the basis for your work placement.

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 Assistant Principal
- A successful DBS check has been completed (if required).

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. Student Objectives:
Fill this in **before** your placement.
3. Placement Induction Checklist (Staying safe)
To be completed by student and supervisor **on first day on placement.**
4. Notes
Complete your notes **during** your placement.
5. Placement Supervisor Report: Please ensure your supervisor receives these documents towards the end of your placement.
6. Student Reflection:
You should complete these reports following your placement.

PLEASE ENSURE YOU KEEP THIS PACK SAFE AS IT IS YOUR OFFICIAL WORK PLACEMENT RECORD

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

CONTACT TEL: 01384398100

EMAIL: careers@kedst.ac.uk

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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.

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 should 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 waste paper 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 work places 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!**

Katy Magor
Careers Lead

Jane F Edwards
Careers Administrator

I have read and understood the above information about Health, Safety and Welfare in the Workplace

Student Signature Date

STUDENT OBJECTIVES

Name	PT
Placement	Date

Please list three objectives for you on your work placement.

One objective should be relevant to your future career plans, one to your personal development (skills, personal traits etc) and one should be task related (something you wish to do or witness).

Ensure that you consider how this placement will benefit your employability skills (Independence, Leadership, Teamwork, Resilience, Analysis, Literacy and Numeracy) and assist you with your career planning.

OBJECTIVES

1.
2.
3.

Meaningful Employer Engagement (M.E.E)

What makes this placement meaningful to you and your careers progression/research?
A.

Student Signature: _____ **Date:** _____

PLACEMENT INDUCTION CHECKLIST
(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:.....

PLACEMENT SUPERVISOR REPORT

To be completed by placement supervisor at the end of the work placement

Student Name _____

Indicate (✓) how you would rate the Student on the items listed below:

	Excellent	Good	Average	Poor	N/A
Reliability	Δ	Δ	Δ	Δ	
Time keeping/punctuality	Δ	Δ	Δ	Δ	
Standard of Work	Δ	Δ	Δ	Δ	
Initiative/motivation/independence	Δ	Δ	Δ	Δ	
Appearance/Appropriate Dress	Δ	Δ	Δ	Δ	
Ability to follow instructions	Δ	Δ	Δ	Δ	
Politeness/manners/communication	Δ	Δ	Δ	Δ	
Attitude/Willingness to learn	Δ	Δ	Δ	Δ	
Relationship with Staff/Team work	Δ	Δ	Δ	Δ	
Relationships with Customers/Clients	Δ	Δ	Δ	Δ	
Problem solving/Analysis	Δ	Δ	Δ	Δ	
Literacy/Numeracy	Δ	Δ	Δ	Δ	

Start Date	End Date	Total No of hours
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Days of Attendance ✓ (tick all that apply)

Mon	Tues	Wed	Thur	Fri	Sat	Sun

Additional Comments (Continue overleaf if required)

Would you be willing to provide a similar opportunity for another student in the future?
Yes/no

Supervisor Name.....Signature.....Date:.....

STUDENT REFLECTION

This section should be completed after your placement.

Please refer to your objectives and notes, earlier in the booklet, and complete the sections below.

Have you met the objectives you made before your placement? If not, why not? And what plans can you make to achieve them later on?
Obj 1
Obj 2
Obj 3
Which of the Unifrog Competencies (Independence, Leadership, Teamwork, Resilience, Analysis, Literacy and Numeracy) have you developed while on this placement and how have you developed them?
Have your career plans changed as a result of your placement?
What further steps do you need to take, or would like to take, to help you progress further toward your planned career?

Please ensure you record details of your placement, in relation to your Competencies, on your Unifrog account.

Student Signature: _____

Date: _____