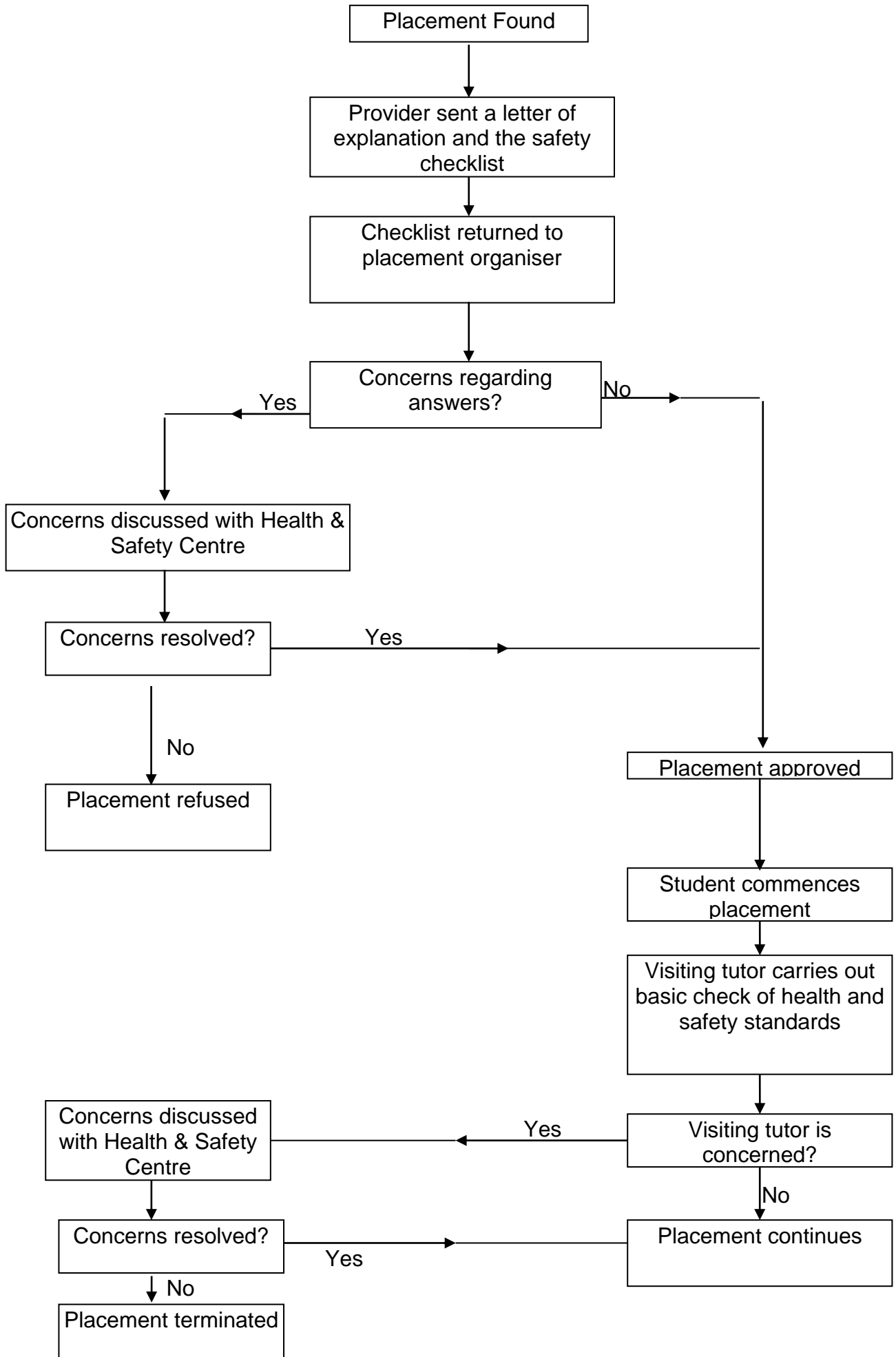


Flow Chart for Health and Safety of Placement Students



Health and Safety Guidance Notes for Students on Placements

- 1.1 Your placement company is required to provide you with the same duty of care as its other employees and you should also receive an induction at the beginning of your placement.
- 1.2 It is important that, as part of your induction, you are informed of the emergency procedures, particularly where your nearest fire exit is and that it is unobstructed and not locked during working hours and what the fire evacuation procedures are.
- 1.3 Ask to see the Health and Safety Policy Statement (if there are five or more employees there must be one available) and read it.
- 1.4 If there are occasions when you work alone, there should be a system available for checking on your well-being at reasonable intervals.
- 1.5 You must receive adequate, appropriate training to enable you to carry out your work safely.
- 1.6 Where necessary, you must be issued with appropriate personal protective equipment and shown how to use it effectively.
- 1.7 Find out where and how to report any accidents that may occur to you or your colleagues.
- 1.8 Please remember that if you have concerns regarding health and safety do discuss them with your supervisor at work and your placement tutor. Please feel free to College's Health and Safety Centre for advice.
- 1.9 You should be aware of your own responsibility under the Health and Safety at Work Act to behave responsibly. You owe a duty of care to others and need to be proactive in your own health and safety.

