

## Suggested Induction Process for Work Experience Students on school or college placements

### *Personal Details*

#### **Name**

Date of work experience placement : \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

#### **Emergency Contact Details**

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Contact number \_\_\_\_\_

#### **School Details** (if applicable)

Contact Name \_\_\_\_\_

Contact Number \_\_\_\_\_

School Address \_\_\_\_\_

Student Signature..... Date

Print name .....

Student supervisor signature ..... Date

Print name .....

Topic	Date Discussed	Any comments
<b>Health and Safety</b>		
<b>Employer's responsibility</b>		
Explain employer has to provide a safe place of work		
Explain that the student has to take care of his/her own health and safety and those affected by their actions and to co-operate with the employer to minimise the risk of an accident		
Explain who the student should tell about faulty equipment		
<p>Explain the risk assessments which have been done on the activities to be carried out by the student and the equipment to be used taking into account the possible lack of awareness of risks and hazards</p> <p>Explain the measures which have been put in place following the risk assessments</p> <p>Use this to identify any jobs which may be considered beyond the capacity of the young person</p>		
Explain safe work procedures within the yard taking into account the inexperience and immaturity of the student		
Explain safe use of equipment within the yard taking into account the inexperience and immaturity of the student		
Exposure to biological, chemical or physical agents - highlight any additional measures that are in place if student is likely to come into contact with these.		
Explain about prohibited substances and the importance of good bio security and hygiene within the yard		
<b>Medical conditions</b>		
<p>Ascertain if the student has any medical conditions which may affect their ability to carry out their work or which the employer needs to be aware of to take suitable precautions, i.e. asthma</p> <p>This information will be treated as sensitive data.</p>		

<b>Knowledge and experience</b>		
Find out from the employee their extent of their knowledge and experience – this may have already been done through a pre-placement interview or assessment		
<b>Supervision and training</b>		
<p>Explain to the student the supervision available and which jobs, if any, require very close supervision</p> <p>Ensure the student knows who the supervisor is, or if different supervisors for different tasks</p> <p>Discuss the extent of the training already received and identify any training needed to ensure the work experience is suitable and safe</p> <p>Ensure the student is aware of the importance of following instructions</p>		
<b>Fire safety</b>		
<p>Explain the procedure if an alarm is raised.</p> <p>Advise if a drill is planned whilst the student is at the yard</p>		
<b>First Aid Facilities</b>		
<p>Advise student of first aid equipment and identity of first aiders</p> <p>Check that student's tetanus injection is up to date</p>		
<b>Notices</b>		
Read through any notices or policies on the notice board with the student to ensure they understand these		
<b>Safeguarding and Sexual Harassment</b>		
<p>Explain safeguarding policy and who they should contact if any concerns</p> <p>Explain and give training on the sexual harassment policy and who they should contact if any concerns</p>		

<b>Personal Behaviour</b>		
Explain rules on drinking, drugs and smoking		
Explain risks of cross contamination in particular from medication such as hayfever tablets or topical gels such as ibuprofen.		
<b>Accidents</b>		
Explain reporting procedure		
<b>Manual handling</b>		
Explain the importance and demonstrate safe lifting techniques Ensure that any lifting required is not beyond the capacity of the student		
<b>Personal Protective Equipment</b>		
Provide skull cap and safety vest as appropriate Check footwear is suitable		
<b>Restricted areas</b>		
Identify to the student any areas they are not allowed to enter, tasks they must not do or machinery they must not operate. Advise that they should only undertake the tasks they are instructed to do.		
<b>Welfare arrangements and Environment</b>		
Tell the student who to contact if anything is wrong Show the student where the restroom/toilet are located Explain break/refreshment procedures Advise on use of the mobile phones Security – advise where to keep personal possessions Tell the employee who to call if they are unwell or unable to come into work experience		
<b>Confidentiality</b>		
Explain that the student may have “inside information” from being in the yard and confidentiality issues surrounding that Ensure the student is aware of the yard’s social media policy		
<b>Learning</b>		
Ask the student what they wish to learn during their work experience period		

<i>The above list is not exhaustive but a suggestion of areas to be covered.</i>		
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Signature of Employer .....

Signature of Work Experience student .....

