

Inspire experience courses at University

Safety Notes for Students

Your safety during an Inspire course is of paramount importance to us. **Take this page with you.**

Please ensure that travel arrangements are planned well in advance of your journey and that you inform parents or guardians and your school of the details of these travel arrangements.

The university will arrange a safety briefing at the start of the course. If for any reason you miss this briefing, seek immediate advice from the Inspire Supervisor.

University staff will supervise all programme activities during your stay at the University.

It is important you understand you have obligations to maintain health and safety in the workplace during your course. You must also take care of your own health and safety and not take risks that might endanger others. Co-operate fully with course supervisors on any health and safety matter.

In practical terms this means:

- Obeying instructions from the course organisers
- Using protective equipment and clothing where necessary
- Do not indulge in any practice which might endanger others
- Make sure you know what to do in the event of an accident
- Check the location of emergency exits

Management of Health and Safety at Work Regulations 1992

It is a requirement of The Engineering Development Trust, through whom the Scheme is administered, that students have their attention drawn to the advice given in the Health and Safety Executive (HSE) booklet "Health and Safety on Work Experience - Teachers' Notes".

The aim is to protect people from occupational harm. It develops regulations and guidance and ensures that regulations are complied with, thus making workplaces safer and healthier.

FOLLOW THIS CHECKLIST

Students will be briefed by the University before undertaking practical work. Check these points have been covered. You should be:

- Introduced to the supervisor responsible for the laboratory, workshop or classroom
- Told about any risks in your work and how they are controlled
- Shown how to work safely
- Offered protective equipment and clothing where necessary
- Shown any prohibited areas, plant and machinery
- Shown the location of the washroom and toilets
- Shown the location of emergency exits and first aid equipment

OVER THE PAGE ARE SOME FURTHER TIPS TO ENSURE YOUR SAFETY

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www.etrust.org.uk

www.industrialcadets.org.uk

IF YOU SEE SOMETHING THAT SEEMS WRONG, SPEAK OUT!

ALWAYS BE POLITE

**CHOOSE YOUR TIME TO SPEAK OUT. DON'T INTERRUPT CONVERSATIONS OR EXPECT
PEOPLE TO STOP TALKING IMMEDIATELY TO LISTEN TO YOU**

**GET STRAIGHT TO THE POINT – WORKPLACES ARE BUSY AREAS SO
STATE YOUR PROBLEM AS CLEARLY AND BRIEFLY AS YOU CAN**

LISTEN CAREFULLY TO THE REPLY

**IF YOU ARE STILL UNCERTAIN ABOUT WHAT TO DO, OR
YOU DON'T UNDERSTAND, THEN ASK FOR MORE EXPLANATION**

MAKE SURE YOUR INSPIRE SUPERVISOR IS INFORMED