

Teacher slide

Objectives:

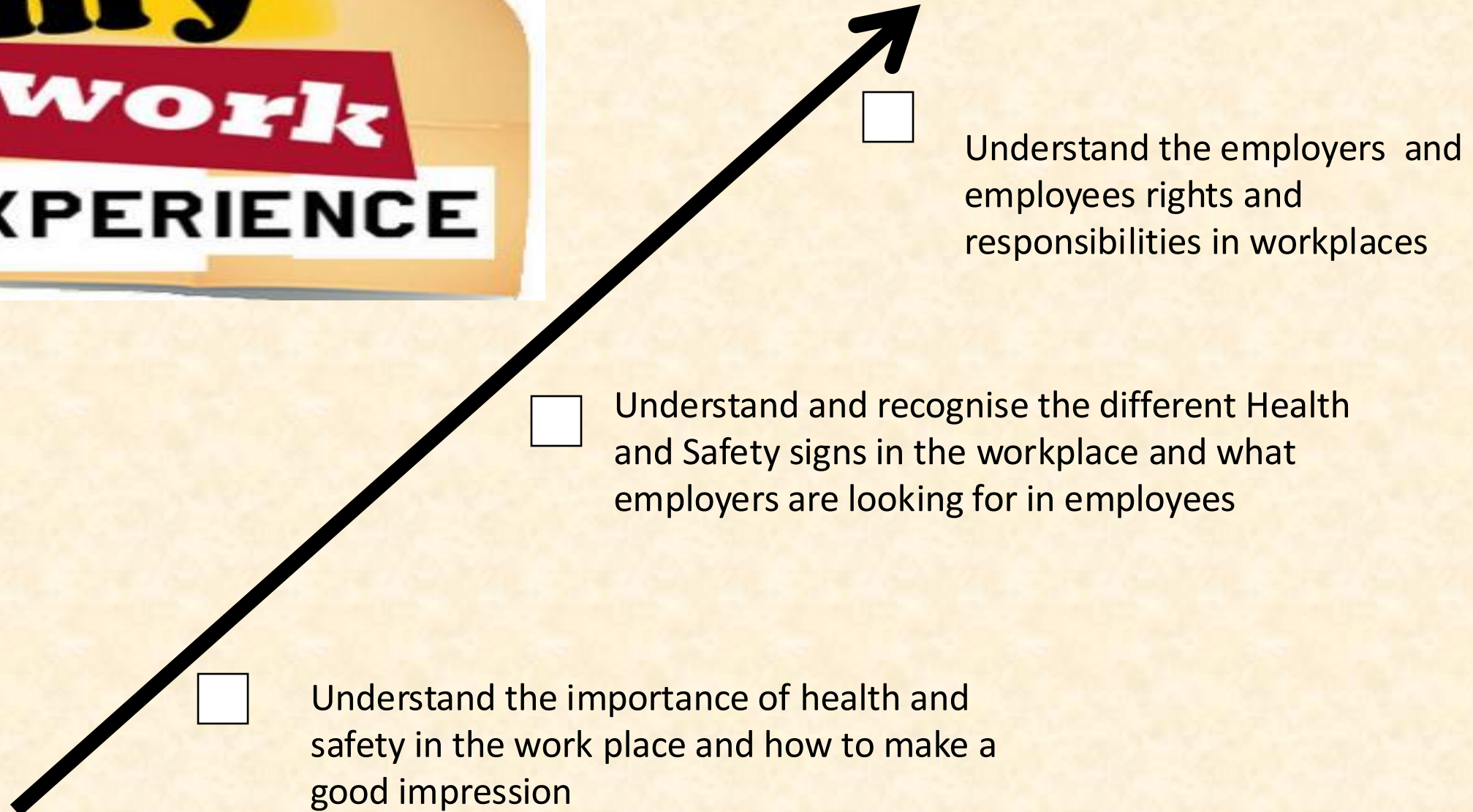
1. Students will learn about health and safety in the workplace. They will also look at commonly displayed safety signage, how to recognise the different types, and a short exercise to test their knowledge.
2. Students will learn about expected behaviour and what to do if something isn't right at the placement.

You need:

Just this PowerPoint!



15TH – 21ST JULY 2026





Health and Safety: a legal requirement

You need to be aware of Health and Safety, not just to keep you safe on your work experience, but so you know what to do when you get a job.



Slips and Trips

Slips and trips happen for a number of reasons. Sometimes it is down to an uneven walkway or obstructions in walkways, and sometimes human error.

There are several things that can be done to avoid slip and trip hazards:

- Making sure all walkways are kept clear of clutter/trailing wires with all employees having a 'see it, sort it' attitude
- Suitable footwear being worn at all times on site
- Taking care if carrying anything that obstructs your view ahead

Manual Handling

- Lifting and carrying are actions that many employees perform on a daily basis at work. It is important that employers and employees alike are aware of how to perform any manual handling safely. Here are some tips:
- Keep your back straight
- Bend at the knees
- Get a good grip with your hands
- Keep your eyes looking straight ahead
- If it is too heavy to lift comfortably by hand, ask for the help of a colleague or ask if there is a different way to move the item.

Health and Safety

Every business in the UK has to display a
'Health and Safety Law: What you should know' poster.

Safety Signs

In the UK, there are 4 main types of safety signage.

They are colour coded and each colour means something different. They have pictures on them so they're easy to decipher.

The four colours are red, yellow, blue and green.

Safety Signs



Prohibition: Red. Prohibits behaviour likely to increase or cause danger. E.g. 'no access for unauthorised persons'



Mandatory: Blue. Prescribes specific behaviour. E.g. 'Eye protection must be worn'



Warning: Amber/yellow. Gives warning of a hazard or danger. E.g. 'Danger: electricity'



Emergency or First Aid: Green. Gives information on emergency exits, first aid or rescue facilities. E.g. 'Emergency exit'

Recognise the Sign – what do you think these signs mean?



1. _____

2. _____

3. _____

4. _____

5. _____

6. _____



7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Answers:

- 1. Fire extinguisher
- 2. First aid
- 3. Danger: Electricity
- 4. No naked flames
- 5. Flammable material
- 6. Eye protection must be worn
- 7. No smoking
- 8. Safety boots must be worn
- 9. No access for pedestrians
- 10. Emergency exit
- 11. Safety helmet must be worn
- 12. Danger: Obstacles

What do Employers want from their employees?

In a recent UK survey employers were asked just this question.

Below you will see the top 10 most popular answers.

Rank them in the order YOU think the employers answered

A Clean and tidy appearance	B Reliability and trustworthiness	C Ability to speak fluently and with confidence	D Willingness to learn	E Friendliness
F Ability to work as member of a team	G Work experience related to the job	H Ability to write clearly and concisely	I Punctuality	J Ability to work with minimum supervision

Employers rankings

School/Work:
Transferable Skills

1 = (B) Reliability and trustworthiness

Positions of responsibility

2 = (I) Punctuality

Lateness record

3 = (D) Willingness to learn

Attitude to learning in class

4 = (F) Ability to work as a member of a team

Group work in all lessons; flexi-days etc..

5 = (A) Clean and tidy appearance

Uniform

6 = (J) Ability to work with minimum supervision

Prefects; duties; language leaders etc...

7 = (H) Ability to write clearly and concisely

Literacy

8 = (C) Ability to speak fluently and with confidence

Languages & English

9 = (E) Friendliness

ROCKS

10 = (G) Work experience related to the job.

Work experience can help you going forward with your education/career. Discuss with your partner which of these might be true for you. It is why we encourage you to take part in WEX over the summer if you are away in July.

- Learn about a particular area of work
- Learn about particular companies, organisations and professions
- Identify skills for a particular area of work
- Show me what transferable skills I have picked up and can use in a work environment
- Learn how to manage relationships in a work (unfamiliar) situation
- Plan and manage my career
- Understand the link between certain jobs and school subjects
- Help me decide what college course I might take
- Develop skills and knowledge needed for adult life
- Develop confidence and independence
- Network: make new contacts which may help me in the future
- Be an experience I can write about in my personal statement (year 11) and CV (year11)

Behaviour at Work

- Being in a work environment is different to hanging out with your friends.
- Everyone at work has a purpose and a job to get done, and should behave in a way that doesn't negatively affect their own or their colleagues' performance.
- Follow these 8 simple rules, to ensure you are a star employee at your work experience placement or at any job

8 Golden Rules

1. Remember your manners; say please and thank you, and always be respectful.
2. Everyone matters; be gracious to everyone. The receptionist is as important as the head of the team.
3. Be smartly (or appropriately) dressed and turn up on time!
4. Listen. Lots of workplaces will have specific rules that must be followed for yours and your colleagues' safety.
5. Ask questions: If there's something in particular you want to know or learn, ask! There's no such thing as a silly question and your work experience employer is there to show and tell you all about their industry.
6. Act responsibly and be tidy in your work.
7. Follow the health and safety rules of the organisation and report anything that is unsafe.
8. If you are going to be late or need to be off because of illness, you must telephone your work experience employer immediately and explain the situation to them.

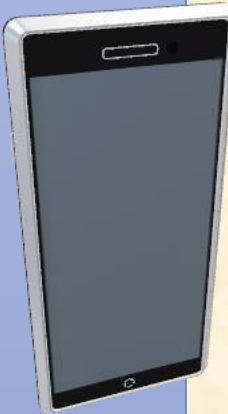
Your mobile phone

When you are at your work experience, treat your mobile phone like you would at school.

- Do not have it out
- Do not look at it.
- Do not answer it.

Unless you have asked permission from your employer.

Do not share anything about your work experience placement on social media unless your employer has said that you can. Treat everything that you are told during your placement as confidential – do not share it with others outside of your placement.



Your employer's behaviour

Just as you should behave appropriately in the workplace, so should your work experience employer. Here are their responsibilities as an employer:

- Provide you with all of the information you need to get on with your placement. For example, health and safety information, and where the staff room/toilets are.
- Answer your questions as best they can
- Act appropriately and set a good example of how you should behave.

If you experience a problem with your placement or are made to feel uncomfortable, tell Ms Hollingdale and your parent/guardian immediately.

Unifrog

Login to your Unifrog account.

-Go to the 'Placements' tool.

-Access the Employer Initial Form

-Use the information to check the following:

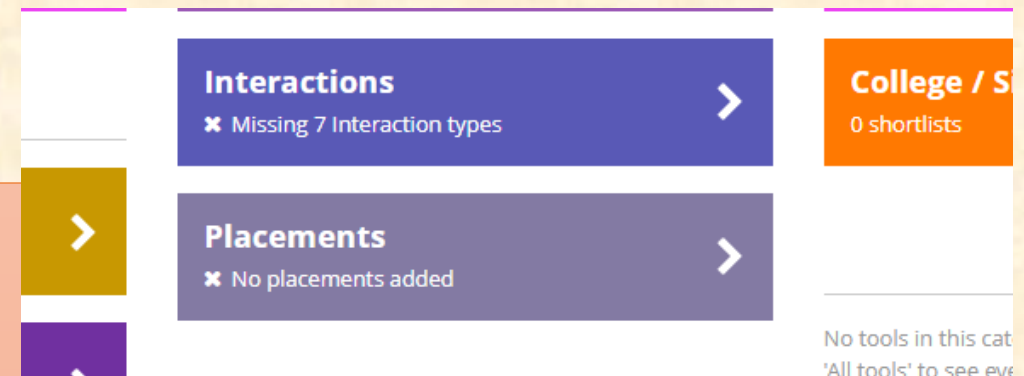
Contact email

Overview of placement

Dress code

Working hours

Food arrangements



The navigation bar features a central yellow button with a right-pointing chevron. To its right are two blue buttons: 'Interactions' with a red 'x' icon and the text 'Missing 7 Interaction types', and 'Placements' with a red 'x' icon and the text 'No placements added'. Further right is an orange button labeled 'College / S' with '0 shortlists' below it. At the bottom right, a grey bar contains the text 'No tools in this cat' and 'All tools' to see ev'.

Downlands School Added 5 July 23
Scheduled for: **18 July 23 - 18 July 23** Type: **In person**

- ① **Student initial form** Completed on 5 July 2023
- ② **Employer initial form** Completed on 5 July 2023
- ③ **Parent / Guardian agreement** Completed on 5 July 2023
- ④ **Permission** Completed on 5 July 2023

② **Employer initial form** Completed on 5 July 2023

Employer placement lead	Liz Hollingdale, Careers, lhollingdale@downlands.org , +44 07515457506
Employer	Downlands School, Education, 51-250 employees
Has your organisation hosted a placement before?	Yes
What languages do students need to be able to speak?	English
Overview of the placement	work along side me
Is the student likely to be on their own with only one adult, for significant periods of time?	No
Does the student need a criminal records (eg DBS or AccessNI) check?	No
Are there any additional risks associated with this placement and its environment, beyond those of a typical low-risk workplace?	No
Dress code	smart casual
Is PPE or other special safety equipment required?	No
Working hours	8-4
Eating and refreshment arrangements	canteen provided

Unifrog

Send an email to your work experience placement provider.

Access your interactions and use the template to write a polite email to tell them that you are looking forward to your placement. If you cannot find it, ask your teacher.

You could use this opportunity to ask any questions, for example, what does smart/casual mean? Where should I go when I arrive?

Subject: Looking Forward to My Work Experience Placement

Dear [Employer's Name],

I hope you're well. My name is [Your Full Name], and I'm really looking forward to starting my work experience with you on [start date].

I just wanted to get in touch to say thank you for the opportunity and to check if there's anything I should bring or prepare before my first day. ** [add here if you have any questions, for example, about what smart casual means for clothing]

Thanks again, and I'm looking forward to meeting you and learning more about [Company Name/Industry]!

Best regards,

[Your Full Name]

Downlands Community School