

Information for Students on the Industrial Project Process

Going on Industrial Project is an integral and important part of your studies. However, there is a necessary process to be undertaken to ensure whilst on the Industrial Project your health and safety is protected. This process applies to all Industrial Projects whether in the UK or EU.

Most of the responsibility rests with the organisation providing your Industrial Project, and they must ensure that the activities you perform do not expose you to risks to your health and safety. The University has informed them of this obligation and is undertaking a series of checks to ensure your health, safety and welfare whilst on the Industrial Project. It is also equally important that you are fully informed of your role.

If you have identified a Industrial Project and begun the process of confirming with your Industrial Project provider, inform your Industrial Project organiser immediately so that the process below can be carried out.

The process will follow these steps:

- 1) Your Industrial Project organiser will write to the Industrial Project provider informing them of their responsibilities for ensuring your health and safety and asking them to complete a health and safety questionnaire.
- 2) If, for any reason, the Industrial Project provider cannot meet their health and safety responsibilities then the Industrial Project may be withdrawn or further discussion take place.
- 3) You must inform the Industrial Project organiser of any health issues, including any disability, which may affect the Industrial Project. This will be treated in confidence.
- 4) The Industrial Project organiser will supply you with information on health and safety prior to the Industrial Project starting.
- 5) Whilst on Industrial Project, if you have any concerns regarding your health and safety you must inform your tutor or Industrial Project organiser as soon as possible. This may lead to the Industrial Project being reviewed by the Industrial Project organiser.
- 6) Your tutor/Industrial Project organiser may visit whilst you are on a Industrial Project, if they have any concerns they will inform you and this may lead to the Industrial Project being reviewed by the Industrial Project organiser.
- 7) When the Industrial Project ends your tutor or Industrial Project organiser will ask for some feedback to ascertain whether the Industrial Project is suitable for other students.

If you have any questions contact your School Industrial Project organiser.

Health and Safety Guidance Notes for Students going on a Industrial Project

Introduction

Industrial Projects provide an opportunity for you to apply skills acquired whilst at your institution to 'real-life' situations. Many qualities can also be learned and developed during a Industrial Project that could improve your employment prospects. However, there are health and safety aspects to every Industrial Project, namely: -

- ◆ being under the supervision of an external provider;
- ◆ being involved with, or undertaking, activities where you have little or no experience; and
- ◆ working in and visiting environments and locations that you are unfamiliar with.

This guidance provides you with an awareness of the health and safety aspects of Industrial Projects.

Health and Safety Responsibilities

Industrial Project Providers – organisations providing Industrial Projects

- ◆ A general duty to ensure your health and safety whilst on Industrial Project.
- ◆ Take account of your potential inexperience for activities you'll be expected to undertake and put into place appropriate controls.
- ◆ Provide you with information, instruction, training and supervision.

Students

- ◆ Not to do anything that puts your or other people's health and safety at risk.
- ◆ Follow health and safety instructions, information and training.
- ◆ Never intentionally misuse anything provided for health and safety reasons.
- ◆ Bring any health and safety concerns to the attention of your Industrial Project provider and your Industrial Project tutor at the university.

Industrial Project Preparation

There are many aspects to Industrial Projects that you have to prepare for, health and safety included. It is important that you: -

- ◆ attend briefings prior to Industrial Projects commencing as health and safety will be covered; and
- ◆ familiarise yourself with the health and safety aspects of Industrial Projects, particularly you and your Industrial Project provider's responsibilities, and what you should receive, particularly in the initial period.

Information, Instruction, Training and Supervision

These form the 'backbone' of ensuring your health and safety whilst on Industrial Project and can include: classroom-type situations; health and safety notices and signs; safe working procedures

As soon as possible after commencing a Industrial Project you must receive a health and safety induction. If you do not receive an induction then raise this with your Industrial Project provider.

As your Industrial Project progresses so will the information, instruction and training you receive. Never undertake an activity or go into an area unless you have received appropriate information, instruction and training for you to feel competent and confident to carry on.

Levels of supervision will vary from Industrial Project -to-Industrial Project and at points within a particular Industrial Project. Don't be afraid to ask questions of your supervisor and if you feel there is a lack of supervision then raise this concern.

Emergency Information

Whilst on Industrial Project it is essential that you receive information and instruction on what action to take should an emergency situation arise. Such situations include: -

- ◆ hearing the fire alarm;
- ◆ discovering a fire;
- ◆ requiring first aid assistance;
- ◆ threat to personal safety; and
- ◆ spillage of a dangerous substance.

If you are not made aware of what correct actions to take raise this with your Industrial Project provider. Such information must be given at the induction stage and where a change of work location or activity occurs.

Assessing and Controlling Risks

Your Industrial Project provider is expected to determine the risks encountered with the activities you'll be involved with and put into place measures to control these risks. Such measures may be no different to those already in place for any of their employees. However, because of your potential inexperience, or other factors, a higher level of measure may be required, especially in the early periods of the Industrial Project.

Measures to control risks can include: -

- ◆ providing information, instruction, training and supervision;
- ◆ having in place guarding, ventilation systems etc. to control risks at source;
- ◆ ensuring equipment used is appropriate and in safe condition; and
- ◆ providing, and ensuring the use of, personal protective equipment and clothing.

It is important that you are made aware of the risks associated with the activities you will be involved with and what is in place and required of you to control these.

Personal Protective Equipment (PPE)

An element of controlling risks may be the use or wearing of PPE. PPE encompasses goggles, hard hats, ear defenders, face masks, overalls, gloves, waterproof clothing etc.

If you are issued with PPE it is important you are made aware of: -

- ◆ the reason it's required;
- ◆ how to ensure a proper fit so it will work effectively;
- ◆ how to maintain, store, recognise defects and action to take, and obtain reIndustrial Projects;

If you believe an item of PPE is defective do not continue to use it.

Reporting Incidents and Health and Safety Concerns

It is important that your report incidents – whether injury has resulted or not – that you are involved in. This will enable your Industrial Project provider to investigate the circumstances and take any necessary action. Reporting a 'near miss' incident could ensure that nobody is injured next time. At induction you must be made aware of the reporting procedures.

If you do have any health and safety concerns during your Industrial Project the first action is to raise these with your Industrial Project provider. Where you believe these concerns are serious also make your Industrial Project tutor aware. Don't wait to the next scheduled visit or conversation. Never undertake an activity, using equipment or go into an area unless you are competent and confident to do so.

Monitoring and Feedback

You are an essential element in the monitoring of health and safety performance of your Industrial Project provider. Ensure you discuss health and safety aspects with your Industrial Project tutor and complete any necessary paperwork that is required of you.

At the end of your Industrial Project give thoughts on how you feel the Industrial Project provider approached health and safety.

The information is very useful to the university as a means of reviewing the health and safety performance of the Industrial Project provider.

(The following information is to be included where this guidance is being given to those students who are undertaking EU and international Industrial Projects)

EU & International Industrial Projects

Whilst types of work and activities undertaken during overseas Industrial Projects may vary from country-to-country there are also other aspects that can have potential health and safety implications. These include: -

- ◆ different climatic conditions (higher temperatures, more extreme winters);
- ◆ cultural and language differences (accepted practices, local laws and religions, communication more difficult);
- ◆ unfamiliarity with, and little knowledge of, Industrial Project locations and surrounding areas (personal safety, no-go areas, areas of high crime, safe use of transport);
- ◆ long-haul travel (jet-lag, difference in local hours, affect on body – initially more fatigued); and
- ◆ contracting illnesses, receiving injuries and obtaining medical treatment (venomous animals, contagious diseases, vaccinations, contaminated drinking water, local health care arrangements, contacting emergency services).

These will also affect you during your own time whilst on Industrial Project.

It is important that prior to undertaking any EU or international Industrial Project you discuss the necessary arrangements that need to be in place and what you require to do in preparation.