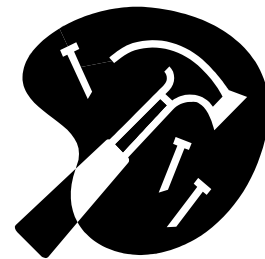


Building Success

A STUDENT GUIDE FOR
WORK IN THE

Construction Industry & the Built Environment.



The
Shropshire Construction
Training Group



About You and Your Placement

Name _____

Address _____

_____ **Postcode** _____

Telephone _____

Mobile _____

Email _____

School/College

Address of the above

_____ **Postcode** _____

Placement Provider

Address of the above

_____ **Postcode** _____

Telephone _____

Mobile _____

Email _____

Main Contact

Position _____

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Why Construction

Here's why!

There are many career opportunities in the construction industry that offer exciting, challenging and rewarding jobs.

The job roles include Trade occupations, Technical roles, Professional and Managerial jobs. Use this opportunity to get the most out of your work experience and this may help you make the right choice when you leave school. These are some of the occupations on offer:

Brickwork or Carpentry & Joinery

Quantity Surveyor

Civil Engineering

Town & Country Planner

Architecture

Design

It's a great industry to develop your skills:

Problem solving skills

Ability to plan and look ahead

Talking and listening skills

Working as part of a team

Training usually happens whilst you are working, and a positive attitude and enthusiastic approach can prove to be as valuable as any qualification.

Did you know?

To work in the construction industry it is not essential to gain a degree in order to make an impact. You should not be put off by a lack of qualifications when considering a career in the industry. Indeed, many top managers started at 'grass roots' level and worked their way up. Once you are in the industry there will be plenty of opportunities for future development.

If you want an exciting and stimulating career, you need to think about which area of the construction industry best suits your own interests. Do you want to design projects, build on site, oversee projects or manage them. You could work in general construction, house building, civil engineering, surveying or general maintenance. One of the best places to gain a better understanding of the industry is through a quality Work Experience placement.

The main aim of this guide is to help you understand more about the construction industry and give you an insight into this dynamic sector.

Using the guide will help you from the beginning to the end of your Work Experience placement and also helps you record your experiences based on your time with the placement provider.

Acknowledgements.

Shropshire Education Business Partnership
Shropshire Construction Employers Forum

Getting the most out of your work experience

If you are doing it just because you have to, you won't gain the most out of it. It is important that you think about what you want to achieve and then consider how you might make this happen. There are many benefits to a good work experience placement, such as:

- ✘ a chance to improve and practice your skills and personal qualities;
- ✘ gaining evidence to prove your achievements and to contribute to your qualifications enabling you to make better informed choices about work that suits your skills, qualities and interest;
- ✘ recognition of the skills you've learned and being able to use them to your advantage when planning for future careers;
- ✘ gaining an up to date reference from an employer;
- ✘ adding real experience to your CV.

But to achieve these it is important that you have the right attitude from the start and recognize the above list will benefit you personally.

So if you think you are up to the challenge and want a career that's going places - try Construction. This could be the best experience you have to help you decide where you want to be working in 5 years time

It is important that, for any placement you are thinking of going to, your school/college is aware of the full details about the organisation and that appropriate approval has taken place **before** you start. Your school/college will co-ordinate the approval process, but you must give them full details to ensure the following are done

Also, ensure that you have received a copy of:

"Be Safe! An Introductory Guide to Health and Safety". It is very important to read and understand the information in this guide.



Interview preparation

It is important to consider what YOU want to gain from this experience?

Listed below are some ideas that may help you to prepare for any work related interview. Your Careers Advisor/Work Experience Coordinator will be able to expand on this for you, and be available to offer further advice and guidance.

- ✘ To find out what's involved in a particular job
- ✘ To help with college/school
- ✘ To gain a Key Skills qualification

Pre-interview:

- Find out information about the company, if possible.
- Arrange your schedule to attend the interview, allow yourself plenty of time, and check transport arrangements
- Make sure your records are up to date and all of the data is correct, such as contact phone numbers, address, etc.
 - ✘ To find out what working life is really like
 - ✘ To practice using a range of skills
 - ✘ To try out a job that you are thinking of doing in the future

Questions you may be asked by an employer:

- What do you know about the company?
- Why do you want to work here?
- What do you want to gain from work experience?

✘ To help decide what career to do in the future

Questions you may want to ask:

- What is planned for the work experience placement?
- What does the organization expect from you?
- What training will be provided?

✘ To gain future part-time or full-time work in the company

Things to take to the interview:

- Qualification certificates, Record of Achievement/Progress File, C.V. etc.
- Other important personal information that may be required, such as personal identification.
- Pen, pencil, paper.
- All of your contact details.
- Diary or filofax to organise your schedule and arrange start dates.

NB. Think about taking any information and items that will be relevant to the employer.

Make a note of any interview appointment details

- there may be more than one.

Name of the organisation _____

Address: _____

Time _____ Date _____

Name of the person you will be meeting _____

Phone number of organisation _____

Responsibilities

Listed below are some ideas to help you settle in to the company you are on placement with. Remember you won't know everything on the first day so use the time to help you gain a better understanding of the industry.

What employers want?

Employers want you to gain as much as possible from your time working with them. They are investing time and resources in supporting you so it is important that you recognise what they are looking for in you. Remember, if you impress your employers now, you may gain paid apprenticeships or full-time work in the future! So what are employers looking for from candidates for work or work placements?

✘ Show good timekeeping (this is really important!) - don't be late but also make sure you check when the correct times for breaks are. If you are delayed for any reason it is really important that you let someone at work know as soon as you can. Make sure you have their telephone number with you.

✘ Let your employer know if you have any special needs, allergies or medical conditions

✘ Dress appropriately for the organisation (check with your tutor or the employer if you are not sure what to wear)

✘ Make sure you have a couple of layers of clothes on during the winter months and keep covered up during the summer months. You will be given the appropriate Personal Protective Equipment (PPE) by your employer. Please make sure you wear them when required.

✘ Remember NO PPE NO Work Experience Placement.

✘ Behave respectfully to other work colleagues and to visitors / customers.

✘ Be friendly and smile, even when you're nervous. Good eye contact is important.

✘ Be keen and prepared to learn, use your initiative.

✘ Follow verbal and written instructions carefully.

✘ Be prepared to try new things and to fit in with the needs of the organisation.

✘ If you're not sure of something, ask.

✘ Don't chew gum!

✘ Make sure your mobile phone is switched off while at work.

- ✘ Make sure you are working in a safety conscious way - you have a personal and legal responsibility for yourself and other people in the work place, HASAWA 1974 (The employer will talk to you about the specific requirements for the Health & Safety in the organisation - make sure that you adhere to these). This will probably be included in your induction.

While you are working within your host organisation you are a representative of their company. So be sure to act in a way that gives a positive impression of yourself and the company at ALL times. You won't be expected to know the answers to everything (you can always ask for help) but be positive, friendly and a professional attitude is really important.

What employers should provide:

- ✘ An induction within the first 2 days covering introductions to members of staff, policies and procedures etc.
- ✘ Health & Safety awareness within the first 2 days.
- ✘ Personal Protective Equipment (if required)
- ✘ A plan for your work experience to show you when and where you'll be working.
- ✘ A review at the end of your placement.
- ✘ A work reference.
- ✘ A work based mentor to provide support and advice.

Checklist

Just make notes below relating to your place of work experience. This will act as a reminder and also help when compiling any report/appraisal or for specific details for an application form/CV.

Action	Details
Name of organisation	
Address of organisation you'll be working with	
Contact person at the organisation	
Contact telephone number of the organisation	
Length of work experience (specify dates)	
Check what times/days you'll be required to work	
Name of Supervisor and department you'll be in	
Travel arrangements	
What do you have to wear? Is uniform provided?	
School contact details including address and phone number	
Contact name	

Work Experience Placement Schedule (This can be photocopied to include any additional weeks as you require)

Use this to note the days and times that you are required by the organisation, and record any activities that you think may be of benefit for you at a later date (for report writing, evaluation, CV, Key Skills evidence, etc).

Week 1 Date	Monday	Tuesday	Wednesday	Thursday	Friday
Where? Which Department?					
Times					
Notes Task, jobs undertaken. Names of colleagues.					

Note - As a point of courtesy, toward the end of the placement remember to thank your host organisation.

- For any additional weeks number and date accordingly.

About the Organisation

While at your placement it would be an advantage if you knew more about the organisation you are working for. Knowing how the business and why the business began are essential to understanding the way the business operates today.

For example if you were to run a restaurant you need to be near your customers you may even have a specialty that customers require which encourages them into the business.

Find out and complete the information below you may find the companies' website a useful source of information.

Who started the company?	
When did the Organisation first start trading?	
How long has the company been trading?	
What is the companies' mission statement?	
Who is the Managing Director of the company?	
What kind of training does it staff require? E.g. (Manual Handling, Health and Safety)	
What is the most interesting thing you have found out?	

Policies in the Workplace

On your first day with the employer it is important for you to know what you should in case of an emergency.

Find out:

Do they have a Health and Safety Policy? Where can it be found?

.....
.....

Who carries out the Health and Safety on Site?

.....
.....

What is the procedure for evacuating the workplace or site in case of emergency?

.....
.....

Who are the qualified First Aiders you should call upon in case of an accident?

.....
.....

What is the organisations Policy on Smoking in the workplace?

.....
.....

What is the organisations policy on Alcohol consumption in the workplace?

.....
.....

What is the organisations policy on Drug/substance use in the workplace?

.....
.....

General Health & Safety

DID YOU REALISE?

Approximately 1.6 million people are treated in hospital each year after accidents at work. Health & Safety experts think that 70% of these accidents could be avoided. All companies have their own rules and these will be signposted around the building to remind you. However there are colours used on signs that have a universal meaning, for example:

Safety signs

The Health and Safety (Safety Signs and Signals) Regulations

Employers are required to provide safety signs in a variety of situations that do, or may, affect health and safety. There are four types of safety signs in general use. Each of these types has a designated shape and colour to make sure that employees get health and safety information in a simple, bold and standard way, with little use of words. Details of these signs and typical examples of use are given below.

PROHIBITION - RED

A red sign with a bar across means DO NOT or STOP doing something.
Red on white background



MANDATORY - BLUE

A blue sign with a white picture remind you of what you should be doing and you must obey.
Blue background with white symbol



WARNING - YELLOW

A yellow sign with a black border is a WARNING.
Risk of danger hazard ahead.
Yellow background with black border



SAFE CONDITIONS - GREEN

A green sign informs you about a safe condition.
Safe condition such as a way to go in an emergency.
Green background with white symbol



What do think the follow safety signs are telling you?



TYPE
MEANING



TYPE
MEANING



TYPE
MEANING



TYPE
MEANING



TYPE
MEANING



TYPE
MEANING



TYPE
MEANING



TYPE
MEANING



TYPE

MEANING



TYPE

MEANING



TYPE

MEANING



TYPE

MEANING



TYPE

MEANING



TYPE

MEANING

The Activity:

Think about what is relevant to your work placement in terms of Health & Safety, such as:

Tidiness and Hygiene	Machinery	First Aid
Moving about the workplace	Lifting and Carrying	Working with Animals
Working at Heights	Roofs and electricity	Fire
Protective Equipment and Clothing	Hand tools and knives	Hazardous substances
Working with computers		

Research the relevant topics so you can add these to your employer's notice-board. To aid your research, listed below are useful sources of Health & Safety information.

www.lscdata.gov.uk/quality/health_and_safety/has_safe_learning.html

www.dfes.gov.uk/readwriteplus/employer_toolkit

www.young-worker.co.uk

www.hse.gov.uk/hsehome.htm

www.safetynews.co.uk/

www.cdc.gov/niosh/adolespg.html

www.rospa.co.uk/CMS/

<http://europe.osha.eu.int/>

www.ohs.labor.net.au/youthsafe/

www.iosh.co.uk/index.cfm

<http://socrates.berkeley.edu/~safejobs/>

Manual handling

IMPORTANT - UNDER NO CIRCUMSTANCES SHOULD YOU UNDERTAKE ANY MANUAL HANDLING ACTIVITIES AS PART OF YOUR WORK EXPERIENCE/PLACEMENT.

In order to ensure that your placement is a interesting and safe experience it is important to ensure that due to the nature of any type of 'manual handling' in the work place DOES NOT result in any negative impact on your time during the placement. Such an incident or experience may impact on you, either physically or in your attitude towards future employment in this industry.

As part of **your** placement it is recommended that if any manual handling is to be carried out you should ensure that this undertaken by a trained member of staff at your placement. This person will have had appropriate **instruction and training**, although as an exercise you should 'watch and observe' the techniques involved as part of your own understanding and learning of the placement and the nature of the work carried out.

Although, it is recognised that some work placements will involve 'lifting and carrying' on a general basis with suitable 'light loads', as opposed to actual 'physical or exertive manual handling'. Thus, in general, as a student **you** are advised to 'watch and observe' so to improve your own understanding of the nature of the work involved, whilst appropriately trained staff carry out the actual task.

General Fire Safety

Understanding Fire

To ignite and burn, a fire needs three elements.

- All three elements must be present for a fire to start.
- If you remove one element you can put a fire out.

FUEL — can be anything that will burn, e.g. wood, furniture, flammable liquid, gas, etc.

OXYGEN — or air in normal circumstances, will allow a fire to burn.

HEAT — a minimum temperature is needed but a naked flame, match or spark is sufficient to start a fire, especially if in contact with something flammable.

Reducing the risk of Fire

Things that might help reduce the risk of fire being started, or people being harmed if there is a fire, include:

- ✘ not smoking at work (no smoking areas should be designated)
- ✘ maintaining all electrical appliances in a safe manner
- ✘ good housekeeping, being tidy
- ✘ removing combustible materials outside to a safe place

Help prevent fires by:

- ✘ not storing highly flammable liquids unless essential
- ✘ disposing of cigarettes carefully
- ✘ having clearly marked fire points nearby
- ✘ having procedures if there is a fire

Examples of good practice toward reducing fire, especially when hosting a new person on work experience/placement - ensure they are aware of the following procedures:

- ✘ putting up signs and notices so people know what to do
- ✘ having regular evacuation drills
- ✘ keeping fire exits clear
- ✘ testing fire alarms frequently

Which fire extinguisher?

Opposite are different colour codes for different fire extinguishers.

The colour codes are;

Water = RED

Dry Powder = BLUE

Foam = CREAM or WHITE

CO₂ = BLACK

Examples of these are shown
on the next page


Also listed on the extinguisher are the **DO** and **DO NOT** uses for each.

Different types of fire need a different type of extinguisher.

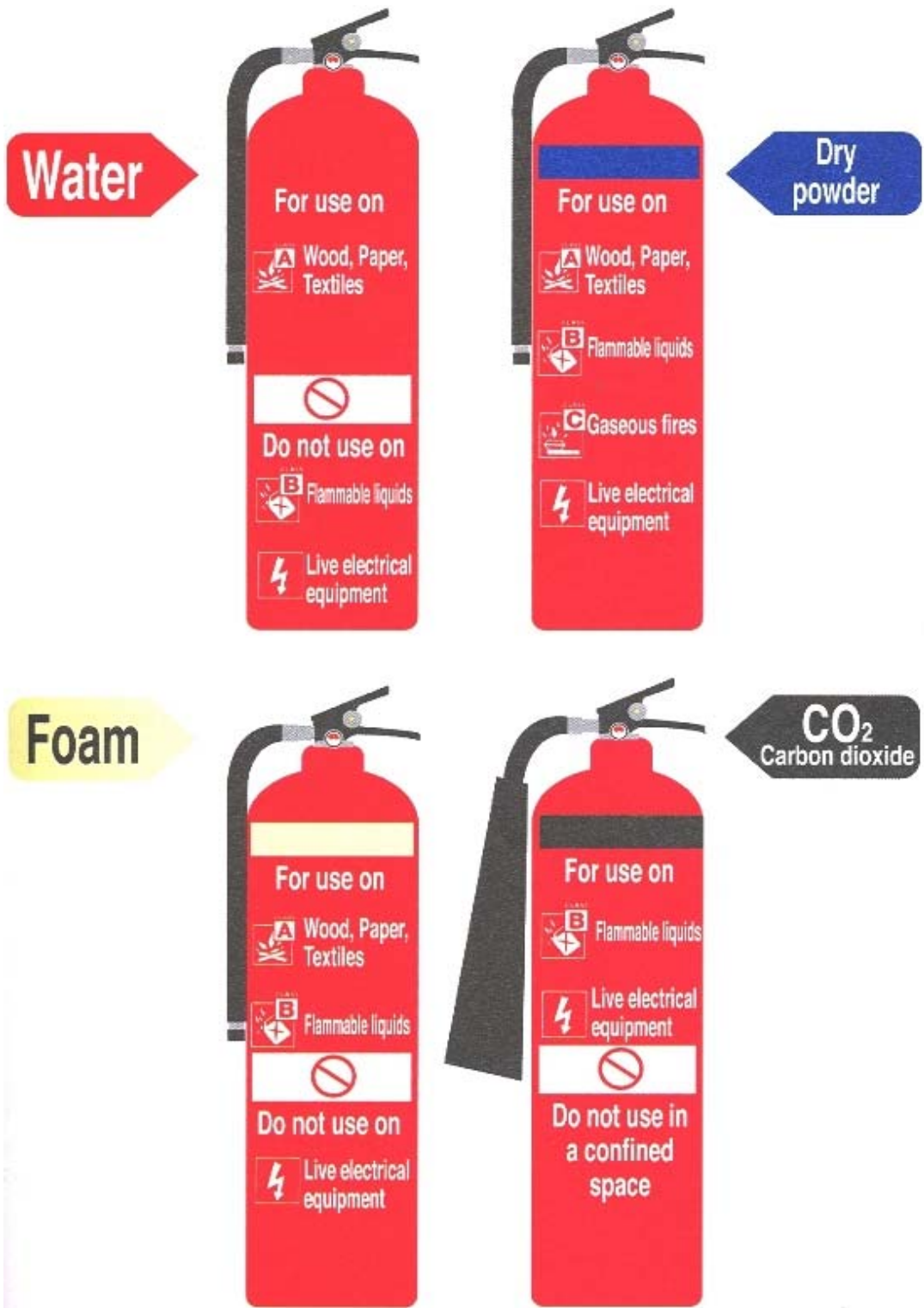
Never use hose reels, water extinguishers or any other means of extinguishing with water on:

- ✘ live electrical apparatus;
- ✘ any fire involving fats, oils or paints;
- ✘ any metal fire;
- ✘ anything if there is a risk of electrocution or explosion.

Below are the suitable uses for the different types of fire extinguisher;

Classification of Fire Risk	Water	Dry powder	Foam	CO ₂ Carbon dioxide
A Paper, Wood Textile and Fabric	✓	✓	✓	
B Flammable Liquids		✓	✓	✓
C Flammable Gases		✓		✓
F Oil & Fats		✓	✓	✓
 Electrical Hazard		✓		✓

FIRE EXTINGUISHERS - IDENTIFICATION OF



Health & Safety Quiz

A. Workers are exposed to electrical hazards from: (tick the best answer from the following)

- using worn or damaged electrical cords, and outlets
- unsafe work practices
- using improperly wired or ungrounded outlets
- all of the above

B. To help avoid electrical hazards and accidents: (tick all that apply)

- do not plug in electrical equipment with wet hands or while touching a wet surface
- use outlets that have a fault circuit breaker
- use exposed receptacle boxes that are made of nonconductive material so that contact with the box will not constitute "a ground"
- use plugs and receptacles that have been designed to prevent the 'going live' and 'power up' of the electrical item until plug insertion is fully complete

Safe fire prevention practices include: (tick all that apply)

- know and follow the fire safety procedures in your workplace
- know how to safely use fire extinguishers if you are expected to use them
- know fire alarm locations
- store paper products by a heat source

Workers can help prevent slips/trips/falls by: (tick all that apply)

- cleaning up spills immediately
- wearing high heels
- wearing appropriate footwear
- using random boxes or containers to stand on when you need to reach something up high

Workers may be more susceptible to work injuries because of: (tick all that apply)

- lack of experience
- feelings of invulnerability
- fear or failure to ask questions
- enthusiasm to learn
- doing tasks for which they are either unprepared or incapable of performing safely

Workers can help reduce the risks of workplace injury by: (tick all that apply)

- asking questions if you don't understand
- reporting safety problems to your supervisor
- refusing to work if you feel it puts you in imminent danger
- remembering you do have rights

Workers can reduce the risk of foot injuries by wearing shoes that: (tick all that apply)

- are laced and tied snugly
- don't have smooth soles
- have steel toe caps, are both non-slip and waterproof
- are 'open toed' and made of thin materials

Working Conditions

Different workplaces have different things that can harm people called hazards. Some examples are listed below:

Chemical substances	Dust and fumes
Excessive noise	Moving vehicles
Moving parts in machinery	Electricity
Extremes of heat/cold	Work at height
Animals	Uneven floors
Repetitive movements	Stress/harassment/bullying
Biological substances, e.g. waste products from animals and plant poisons	

Below is an activity that anyone on placement can undertake as a project to indicate their awareness of general health & safety issues appropriate to your organisation.

ACTIVITY:

- ✂ Are any aspects of the work dangerous? If so what are they, and how is safety maintained?
- ✂ Complete a plan of your workplace on a separate piece of paper (or a computer) and produce a hazard map showing which hazards are present in different areas.
- ✂ Create a symbol for each hazard and draw them on the plan, with a key to explain what each symbol means.
- ✂ The plan should show all safety equipment, e.g. fire extinguishers, fire exits, escape routes, first aid boxes, signs, etc

Activity Record Sheet

Use the following page to write notes about what you have done.

(This can be photocopied as many times as you require)

Describe the situation.

Date. _____

Describe what you did.

Describe what you have learned from this experience/activity.

Further Notes.

Colleagues That You Have Worked With (This can be photocopied as many times as you require)

Use the guide below to take the opportunity to find out more about the people that you are working with, and aspects of their role within the organisation.

Name _____ Position _____

How long have they been with the company? _____ Years _____ Months

Give a brief outline of their role and responsibilities

Describe their background and why they chose to work in the Construction and built environment industry

What are the positive (if any) aspects to working in the Construction and the built environment industry?

What are the negative (if any) aspects to working in the Construction and the built environment industry?

Activity - Interior Design

Construction has many elements which also includes designing a house/office block to ensure it meets the clients needs.

Over the page you have the floor plan of a flat which a local company are building, the next stage is for the designers to demonstrate how the flat would look when it is completed.

You need to have a go at designing the interior of the flat using the dimensions given, and keeping to the correct scale; - you will need to measure the appliances when designing the flat.

The interior should include:

1. Bathroom - this room does not require a window
2. Double Bedroom
3. Kitchen/Dining/Lounge - one space
4. Corridor which links the three areas above (1,2,3)
5. Kitchen, to include cooker, fridge, sink and space for a washing machine

Guidance Notes for the Activity

- ✘ *You will need to have a separate Bedroom and Bathroom.*
- ✘ *You will need to consider how you would like to plan your living and kitchen space as part of the Kitchen/Dining/Lounge area.*
- ✘ *All walls must be drawn on the floor plan.*

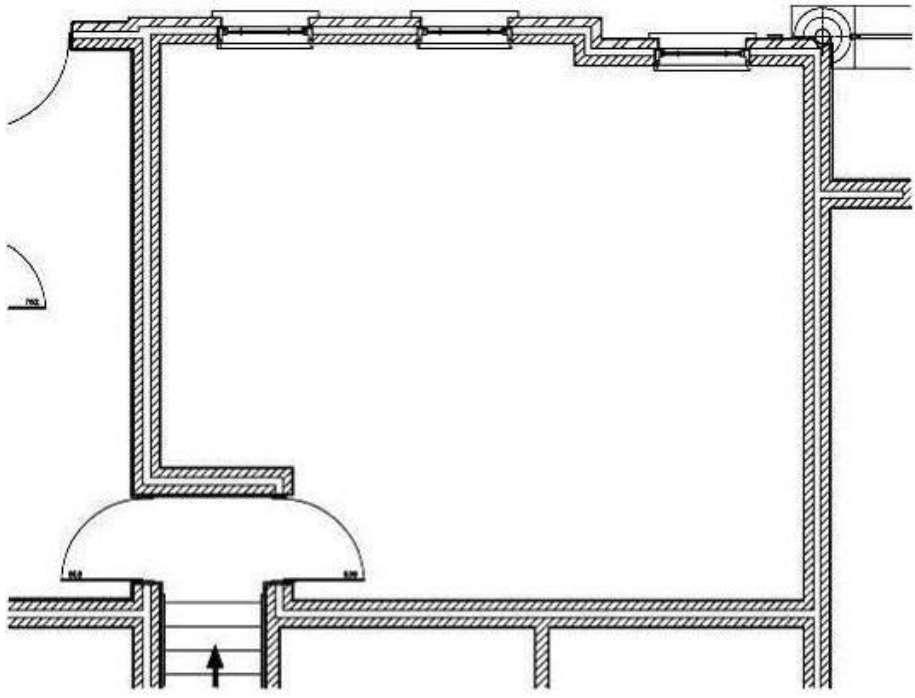
When you have completed your design you will need to source your appliances and the cost. You may have to do this via catalogues/internet etc.

Find the prices for:

Bathroom suite
Cooker
Sink
Fridge
Interior Doors*

*this figure should be the total cost of all the doors that you require

Interior Design Sheet

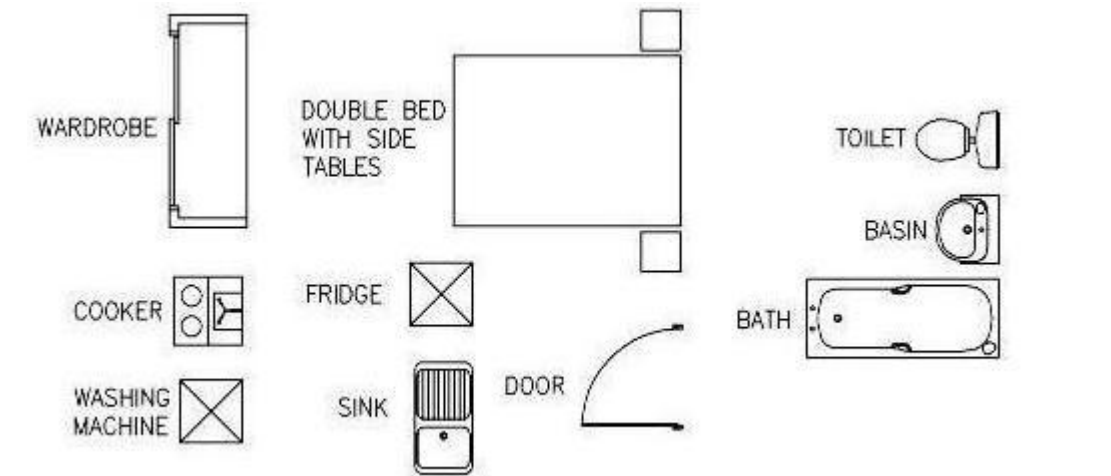


JOB DESIGN EXERCISE	
DWG No.	DATE
DEATH	CHECKED
TITLE GROUND FLOOR APARTMENT	
SCALE 1 : 50	REVISION REVISION BY

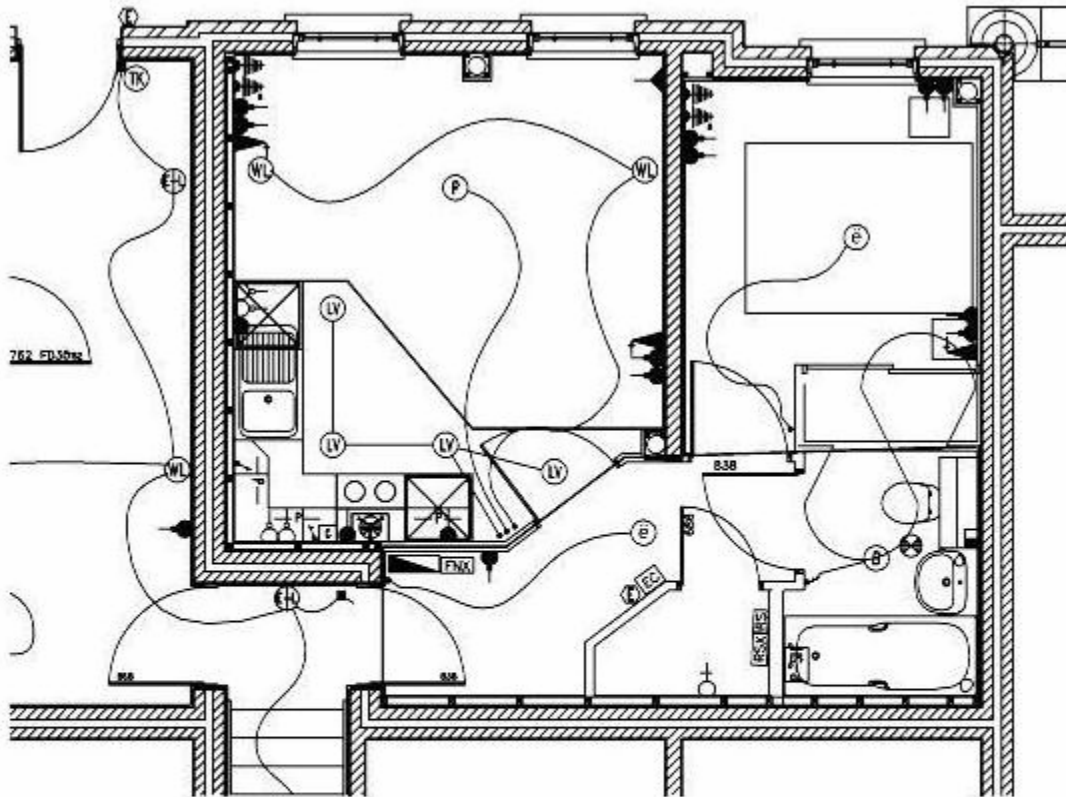
DESIGN EXERCISE:

1. BATHROOM – Does not require window
2. DOUBLE (Bed) BEDROOM
3. KITCHEN / DINING / LOUNGE – One space
4. CORRIDOR LINKING 1,2 AND 3
5. KITCHEN TO HAVE COOKER, FRIDGE AND SINK

Design the use of the space for the apartment shown in the plan above. Draw your proposed use of the space with reference to the 'Design Exercise' brief, to scale, in using the items below.



Here is an example of an interior plan for the apartment.



JOB DESIGN EXERCISE		TITLE GROUND FLOOR APARTMENT	
DWG No.	DATE	SCALE	REVISION
DRAWN	CHECKED	1 : 50	REVISION BY

The above completed design plan has been supplied by a local company.

At The End Of Your Work Placement

Send a thank you letter to the organisation.

With your placement provider complete an evaluation about your time with the host organisation - a copy of this can be found in the appendices section of this guide.

Ask the organisation if they will provide you with a written reference. (Often it is easier for the employer to write this for you immediately after your placement whilst they can still recall the work that you have undertaken during your time with them, as they may not have the details a year later).

Update your CV with your work experience details - dates and activities, but also include what you have learned, and the skills you've gained.

Share the experiences of your work placement with your tutors, friends and family.

APPENDICES

- ✘ Pupil Report Form - Work Experience Evaluation**
- ✘ Employer Report Form - Work Experience Evaluation**
- ✘ Curriculum Vitae Format**
- ✘ Sample Curriculum Vitae**
- ✘ Health & Safety Glossary**
- ✘ Answers to Safety Signs**
- ✘ Health & Safety Quiz - Answer Sheet**
- ✘ Spare Interior Design Sheet**

Pupil Report Form - Work Experience Evaluation

Name of Young Person:..... School:.....

Company:..... Name of Supervisor.....

What did you expect to get out of work experience?

Did you enjoy your Work Experience? (Please circle) Yes No

What did you enjoy most and why?

What did you not enjoy and why?

In what ways has your work experience helped in your plans for the future?
(Please tick)

- | | |
|----------------------------------|--------------------------|
| Talking to people at work | <input type="checkbox"/> |
| Gained Confidence | <input type="checkbox"/> |
| Learnt about a specific industry | <input type="checkbox"/> |
| Helped with career options | <input type="checkbox"/> |

Other (please specify).....

How would you rate going out on Work Experience? (Please circle)

Excellent Good Satisfactory Unsatisfactory

Are there any improvements to your work experience placement you would like to address?

Employer Report Form-Work Experience Evaluation

Name of Young Person:..... School:.....

Name of Company:.....

Department/Site:.....

Please tick the appropriate column	Excellent	Good	Fair	Needs Improvement
Attitude to Work				
Interest in Work/Motivation				
Initiative				
Attitude to other staff				
Attendance and Punctuality				
Personal Appearance/ Appropriateness of dress				
Ability to understand instructions				
Conscientiousness				

Please add any comments you may wish to make about the young person:

Are there any improvements to the work experience process you would like to suggest?

Name of Supervisor:..... Signature.....

CURRICULUM VITAE FORMAT

Name:

Address:

.....

Telephone:

Date of Birth:

Nationality:

Education:

.....

.....

GCSE's:

.....

.....

.....

Employment:

.....

Voluntary Work:

.....

SAMPLE CURRICULUM VITAE

SCHOOL LEAVER

Name: Moira Maguire

Address: 18 Horton Gardens
Nunhead Road
London SE16 1QZ

Telephone: 020 345 6789

Date of Birth: 16th August 1983

Nationality: British

Education: Sept1 1994-July 1999 Stone School
Subjects Studied:
English, Mathematics, Science, History, Drama

GCSEs: English: C
Mathematics: C
Science: D
Drama: A

Employment: July 1997 to date
Azir's Newsagents
London SE16
Sunday Papergirl
Sorting and delivering papers and handling cash

Voluntary Work: Since my final year at school I have worked with the elderly house bound. I regularly visit three people who live locally and help them with shopping and other household tasks. I find this work stimulating and rewarding and intend to continue with it in my spare time.

SAMPLE CURRICULUM VITAE

Savita Shah
20 Aldebury Road, Newton, Lancashire PR17 2KL
Tel: 01777 123456

Date of Birth: 20th July 1986

Education

Newton School, Manchester Road, Newton, Lancashire PR12 2XL
(September 1997 – June 2002)

GCSEs to be completed in June 2002 : Mathematics, English, Science (double award), Drama, German (short course), Design and Technology (short course) and Business

Work Experience

The Supermarket
The High Street
Newton

Saturdays and school holidays – Stock control and cashier dealing with customers and computerised stock control and cash systems

BJD Insurance
Range Street
Newton

Work experience in year 11 – working at the reception desk, using a switchboard, running messages, delivering and collecting the post

Skills and Personal Qualities

I am an adaptable person. I am confident when I have to speak in front of people or deal with customers. I have a good telephone manner. I am punctual and rarely absent from school. I am organised in my work and can work well in a team

Interests

Reading, watching and playing hockey

References

Ms A Smith, Headteacher, Newton School, Manchester Road, Newton, Lancashire PR12 2XL (01777) 453679

Mr. V Jones , The Supermarket, The High Street, Newton, Lancashire PR1 1SJ (01777) 456734

Health & Safety Glossary

Common abbreviations and meanings	
ACoP Approved Codes of Practice	Provides general guidance for employers and employees on the most suitable and safest way to carry out activities.
CDM Construction (Design and Management) Regulations	Rules that must be observed by all contractors and employees on site.
COSHH Control of Substances Hazardous to Health	Rules that cover dangerous solids, liquids or gases and how they should be used and stored. Actions you and your employer must take to protect your health and the health of others.
HASAWA Health And Safety At Work Act 1974	Main rules that cover health and safety in the workplace. To provide safety in the workplace. Protects visitors and the public.
HSE Health and Safety Executive	Enforces law in the workplace. Inspects premises and workplaces to advise and ensure employers and employees are complying with health and safety legislation.
MEWP Mobile Elevating Work Platform	Used for working at height when it is not possible to erect a scaffold.
PPE Personal Protective Equipment	Includes hard hats, impact goggles, ear defenders, protective gloves, overalls, safety footwear and high visibility clothing.
PUWER Provision and Use of Work Equipment Regulations	Provides guidance to protect people's health and safety from equipment that they use at work. Equipment that includes, amongst others, woodworking machines, drilling machines, lifting equipment, dumper trucks and ladders.
RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	The following events must be reported to the Health & Safety Executive: Deaths and major injuries, incidents where employees are incapable of working for more than three days due to an injury at work, diseases, dangerous occurrences or near misses.

Common abbreviations and meanings (continued)

RPE Respiratory Protective Equipment	To be worn over the mouth and nose when working with strong smelling substances.
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Common words and meanings

Accident	An unplanned or unwanted event or occurrence that may result in injury to a person and/or damage to property.
Competent person	Someone who has done training in a certain task and is able to carry out this task unsupervised.
First aid	How you treat minor injuries where other treatment is not needed. Minimizing any chance of further injury or illness until a doctor, nurse or paramedic arrives.
Hazard	Something that can cause harm, illness or damage to health or property.
Improvement Notice	Issued by the HSE to state what is wrong and what is required to be put right, usually to a given timescale.
Kinetic lifting	Term used to describe the correct method for lifting.
Mandatory/Compulsory	This must be done, e.g. a circular sign with a blue background such as 'Wear eye protection'
Prohibition Notice	Issued by the HSE on employers or employees where, in their opinion, there is an imminent risk of an accident. The work stops immediately. Matters must be corrected before the notice is lifted.
Regulations	Rules that have been put in place to ensure work is carried out both correctly and safely.
Risk	Likelihood or chance that harm, illness or damage will occur and the degree of harm (how many people might be affected and how badly).
Risk assessment Mainly	carried out by an employer to identify risks to his/her employees (and others) and decide what is necessary to control these risks to the standards required under the law.

ANSWERS TO SAFETY SIGNS

Safety signs for workshop board activity



No smoking



Not drinking water



First aid



Indication of direction



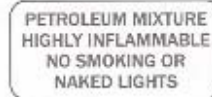
Emergency stop button



Fire assembly point



Eye wash station



Perimeter of hazard



General warning, caution risk of danger



Caution, corrosive substance



Caution, toxic hazard



Caution, risk of electric shock



Caution, risk of fire



Hearing protection must be worn



Hand protection must be worn



Foot protection must be worn



Eye protection must be worn



Head protection must be worn

Health & Safety Quiz - Answer Sheet

A. Workers are exposed to electrical hazards from:

- using worn or damaged electrical cords, and outlets
- unsafe work practices
- using improperly wired or ungrounded outlets
- all of the above

B. To help avoid electrical hazards and accidents:

- do not plug in electrical equipment with wet hands or while touching a wet surface
- use outlets that have a fault circuit breaker
- use exposed receptacle boxes that are made of nonconductive material so that contact with the box will not constitute "a ground"
- use plugs and receptacles that have been designed to prevent the 'going live' and 'power up' of the electrical item until plug insertion is fully complete

Safe fire prevention practices include:

- know and follow the fire safety procedures in your workplace
- know how to safely use fire extinguishers if you are expected to use them
- know fire alarm locations
- store paper products by a heat source

Workers can help prevent slips/trips/falls by:

- cleaning up spills immediately
- wearing high heels
- wearing appropriate footwear
- using random boxes or containers to stand on when you need to reach something up high

Workers may be more susceptible to work injuries because of:

- lack of experience
- feelings of invulnerability
- fear or failure to ask questions
- enthusiasm to learn
- doing tasks for which they are either unprepared or incapable of performing safely

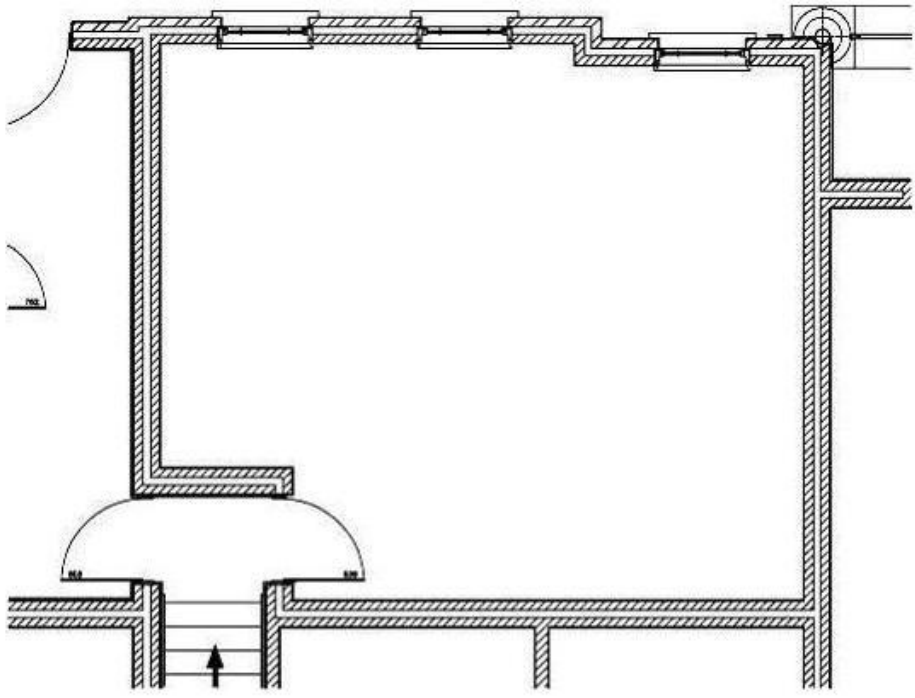
Workers can help reduce the risks of workplace injury by:

- asking questions if you don't understand
- reporting safety problems to your supervisor
- refusing to work if you feel it puts you in imminent danger
- remembering you do have rights

Workers can reduce the risk of foot injuries by wearing shoes that: (tick all that apply)

- are laced and tied snugly
- don't have smooth soles
- have steel toe caps, are both non-slip and waterproof
- are 'open toed' and made of thin materials

Spare Interior Design Sheet

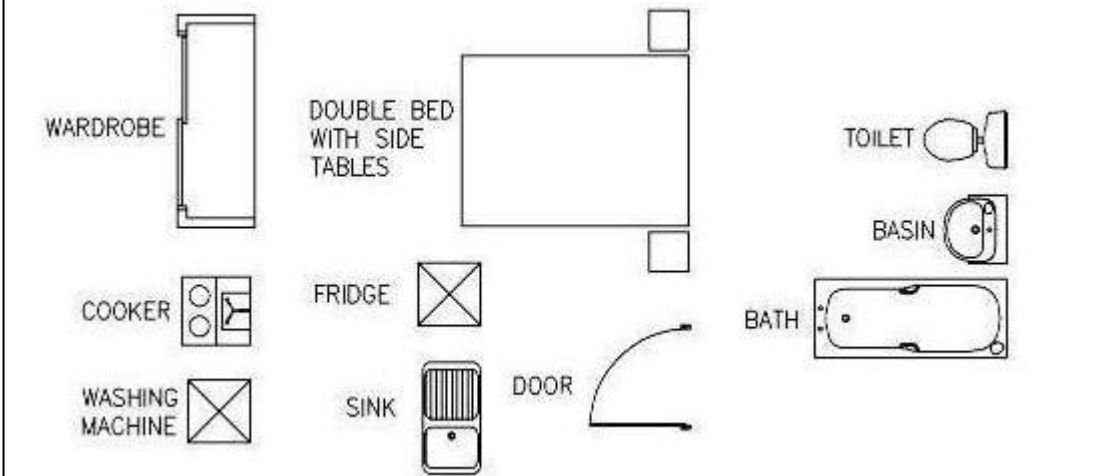


JOB DESIGN EXERCISE	
DWG No.	DATE
DEATH	CHECKED
TITLE GROUND FLOOR APARTMENT	
SCALE 1 : 50	REVISION REVISION BY

DESIGN EXERCISE:

1. BATHROOM – Does not require window
2. DOUBLE (Bed) BEDROOM
3. KITCHEN / DINING / LOUNGE – One space
4. CORRIDOR LINKING 1,2 AND 3
5. KITCHEN TO HAVE COOKER, FRIDGE AND SINK

Design the use of the space for the apartment shown in the plan above. Draw your proposed use of the space with reference to the 'Design Exercise' brief, to scale, in using the items below.



WARDROBE

DOUBLE BED WITH SIDE TABLES

TOILET

BASIN

BATH

COOKER

FRIDGE

SINK

WASHING MACHINE

DOOR