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# Apprenticeships & Work Placements – Student Health and Safety Guidance

Whether you are undertaking an apprenticeship or a work placement, there are certain things that your employer must do for you (employer duties) and certain things that you must do yourself (employee duties) to ensure everyone stays safe at work, and to comply with health and safety law.

## What employers must do for you

- Decide what could harm you when doing your job and the appropriate precautions to stop it. This is called **risk assessment**.
- In a way you can understand, explain to you how risks will be controlled and tell you who is responsible for controlling these risks.
- Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- Free of charge, give you any health and safety training you need to do your job safely.
- Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- Provide toilets, washing facilities and drinking water.
- Provide adequate first-aid facilities.
- Report major injuries, accidents and workplace illnesses to the Health and Safety Executive (HSE).
- Have insurance that covers you in case you get hurt at work or ill through work.
- Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

## What you must do

- Follow the training you have received when using any work items your employer has given you.
- Take reasonable care of your own and other people's health and safety.
- Co-operate with your employer on health and safety.
- Tell someone (your employer, supervisor, health and safety representative or The Sheffield College H&S Team) if you think the work or lack of appropriate precautions are putting anyone's health and safety at serious risk.

If you have any questions about health and safety in relation to your apprenticeship or work placement, please contact the College H&S team at **[healthandsafety@sheffcol.ac.uk](mailto:healthandsafety@sheffcol.ac.uk)**

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