

It's all about  
**DAIRY**



## Health & Safety Brief

### Introductions

**Manager;** explain who will be in charge of the students in the workplace, ensure that the managers are aware of their responsibilities under health and safety legislation.

**Safety policy;** explain the policy and point out any aspects that apply to students in particular. Emphasise the students' personal responsibilities and taking ownership of their actions.

**Safety literature;** give the students' copies of safety literature, think about their age, length of their stay and what possible hazards they maybe exposed to.

**Key safety staff;** introduce students' to staff or give them an information sheet of names, locations and responsibilities.

**Off Limits areas;** inform students' of any areas that are off limits for safety reasons and tell them the reasons why.

### Workplace hazards

**If you have any machinery, substances that require specialist operation/precautions in use, please inform the student.**

**Machinery;** explain to students that they must never operate any machine without the permission of the supervisor. Stress that they must not attempt to repair any machine on their own and that all faults must be reported to the manager ( whom is responsible for the student ).

**Dangerous substances.** Explain the importance of complying with the rules on the handling of chemicals and the advice given on container labels.

**Lifting heavy and awkward objectives;** ensure you have covered manual handling. Please refer to guide: <http://www.hse.gov.uk/pubns/indg143.pdf> Give an example of how to lift correctly.

**Safe systems of work;** each job you give the student, ensure you have thought about any hazards associated with it. Ensure you brief the student with any further information between tasks, this will ensure best practice and health and safety are adhered to. Some things are second nature to you but completely alien to them.



**Community Council for Somerset**  
Supporting Action in Your Community



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### Safety Procedures

**Safe systems of work;** each job you give the student, ensure you have thought about any hazards associated with it. Ensure you brief the student with any further information between tasks, this will ensure best practice and health and safety are adhered to. Some things are second nature to you but completely alien to them.

**Protective clothing;** Do you need to wear any protective clothing whilst working? Protective gloves, footwear etc. Ensure the student has access to this and knows how to make adjustments to fit them.

**Safety equipment;** explain when and why it must be used, where it is kept and how to use it.

**Hygiene;** when giving a tour of the company direct the student to all the facilities, lavatories, washing areas. If they need to have access to any specialist creams/gels tell the student where they can be found.

### Emergency procedures

**First aid.** Explain the first aid facilities in each area.

**Accident procedure;** explain that all accidents must be reported; that all injuries, no matter how small, must be entered in the accident book, where the accident book is kept and to whom students should report in the event of any accident.

**Fire alarm;** explain what students should do if they discover a fire.

**Finally;** check that students understand the importance of following the health and safety rules and the possible consequences of ignoring them. Importantly, let the student know that if they are unsure about any aspect of the job, to ask for help. Asking questions and for help is the best way to reinforce the correct process is followed and the student is safe.

TOP TIP: Supply a contact list of who is who and if they need help where to seek the advice if you are not around.