

SEVEN

TOP TIPS TO KEEP YOU SAFE

1 Getting to work

How are you going to get to work every day? Whether you are driving, walking, cycling or taking some form of public transport, you need to consider both the logistics of how you'll get there and steps to keep you safe.

Take the time before you start to check that your travel plans will keep you safe. If you are cycling, is the route safe? If you are walking, is the route you are planning to take well lit and safe? If you are using public transport, what's the route like from the bus stop or station to your place of work?

To keep yourself safe, check your route and consider alternative routes or transport methods if you think your original plan is not going to keep you safe.



2 Getting to College

If your apprenticeship has some college based learning, how are you going to get to CRC?



Take the same steps as above to ensure you remain safe.

Safeguarding
Everyone
Every day

3 Protective clothing

What are you required to wear at work and college? PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE).



Check what the dress code is at your place of work and if you are required to wear PPE. If PPE is required talk to your employer about what they will supply. College staff will discuss any PPE requirements if you study in college as part of your apprenticeship.

4 Staying safe in the workplace and at College

During your induction with your employer the following should be covered and understood:

- What is the company's Health and Safety policy?
- What are the company's Covid 19 safety measures?
- Who are the company's key safety staff?
- Who are the qualified first aiders?
- How to report accidents?
- What are the emergency procedures – fire, evacuation and lockdown?
- How do you raise the alarm in an emergency?
- Are there any prohibited areas or machinery that must not be used?
- Does your job require lifting heavy equipment? What does the company provide to help with this?
- Are there any dangerous substances that you should be aware of?



If you aren't clear of any of the above or anything that you think you need to know to keep you safe, be sure to ask your line manager.

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5 Sexual harassment

Any uninvited comments, conduct or behaviour made in the workplace, regarding sex, gender or sexual orientation is sexual harassment and is a form of discrimination.

You have the right to feel safe and secure in College and in your workplace.

If you experience any unwanted conduct of a sexual nature that leaves you feeling offended, humiliated, or intimidated, you should report it. Talk to your line manager, your employer's HR department if you have one, or your assessor.

Our College Welfare Team and our Safeguarding Team are also here to support.

6 Speak up



It is important to speak up and report anything you see at work or College that looks 'wrong'. This is called **whistleblowing** and you are protected by law if you make a disclosure about wrongdoings within the following categories:

- Criminal offences
- Not complying with legal obligations
- Miscarriages of justice
- Endangering someone's health & safety
- Damage to environment
- Covering up of any of the above.

We all have a responsibility to let managers know when something isn't right.

Ensure you speak up and express any

7 Your safeguarding and wellbeing

If you have any medical conditions, do let your employer know.

If you require any help or support, or if you don't feel safe, take action.

The CRC Hub team is on hand to support all apprentices.



We're here for you

The CRC Hub team is here to support you and all apprentices.

When you need to talk to someone, or have a question, contact us:

Visit the Hub on Campus or the Hub Online via the VLE. You can book a drop in at camre.ac.uk/onlinedropin

Student Advice – 01223 418200 and ask for the Student Advice Team or wellbeing@camre.ac.uk

Safeguarding – 07968 243094/ 07772 428052/ 07989 227493/ 07817 418781 or studentsafety@camre.ac.uk

Apprenticeship team – 01223 418778 or training@camre.ac.uk