

Safeguarding and Equality & Diversity in the Workplace



Learner name:

YOU ARE IN A

**SAFE
PLACE**

If you have any concerns or wish to discuss anything further please contact your Assessor. For emergencies please call 077 3862 1321

As you begin your apprenticeship at work it is important to remember your responsibilities towards Health & Safety, both for your own protection and the protection of your work colleagues. Yes/No

Have you been issued with the necessary **PPE**? Do you know how to obtain replacements?

Do you know what the **fire evacuation procedure** is for your site?

Do you know where your first aid box is located and who is your appointed **First Aider**?

Are you aware of the type of accidents you would need to report and where the **accident book** is kept?

Do you know what to do in the event of an electric shock?

Do you know where your **COSHH** records are kept?

Have you been trained on lifting and carrying materials? Give a basic explanation of how this applies to you.



It is your responsibility at work and in your personal life to understand the basic principles of fire prevention and fire evacuation procedures.

If you discover a fire

Raise the alarm by activating the nearest 'Break Glass Unit'. Do not attempt to tackle a fire unless it is safe to do so. If you are out on site do you understand the actions required?

1. Fire Action Notices are displayed in your workplace where appropriate. You should familiarize yourself with these instructions so that in the event of the alarm sounding you know what to do.
2. Evacuate as soon as the alarm sounds- do not go out of your way to collect your personal belongings
3. Follow the evacuation arrows to your nearest safe emergency exit.
4. If it is safe to do so:
 - Stop/close down all machinery/electrical equipment
 - Isolate electrical supplies to equipment
 - Turn off gas supplies and gas cylinders

What would you do if you were working in an occupied building and could smell smoke?

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Employers must report any work related deaths, injuries, cases of disease, or near misses involving employees wherever they are working.

Where is your Accident Book held?

What is the procedure for reporting an accident?

Who is responsible for maintaining the accident book, if you had an accident who is responsible for entering the details in the book?

Circle the diseases you would need to report under RIDDOR

Carpal Tunnel Syndrome

HIV/AIDS

Dermatitis

What injuries can be caused by Manual Handling?

Is there a maximum weight a person can lift during their work?

YES or NO If yes, how much? _____

You are asked to help a move a load. What assessment would you help make?

The main requirement of the PPE at Work Regulations 1992 is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

Have you been supplied with appropriate PPE?

If you were asked to clear up an oil spill, what PPE would you request, if any?

-
-
-



COSHH is the law that requires employers to control substances that are hazardous to health. Sometimes substances are easily recognized a harmful. Common substances such as paint, bleach or dust from natural materials may also be harmful

COSHH covers substances that are hazardous to health. Substances can take many forms and include:

- Chemicals
- Products containing chemicals
- Dusts
- Vapours
- Mists
- Nanotechnology
- Gases and asphyxiating gases

Research COSHH, Which other three forms can hazardous substances appear in? Fill in the last 3 bullet points

-
-
-

What are the standard hazard symbols in use?

Cyber bullying is when a person or group of people uses the internet, email, online games or any other kind of digital technology to threaten, tease, upset or humiliate someone else.

What are the first steps you would take if you were being cyber-bullied?

- ◆
- ◆
- ◆

Who would you tell?

- ◆

- ❖ Take a screenshot of the page from your favourite social network including information on how to block or report cyber bullying then hand to your assessor.

What steps have you taken to protect yourself online?

- ◆
- ◆
- ◆

What does it mean by 'setting up a safe profile'?

What is the law on Sexting (Youth Produced Sexual Imagery)? You may need to research this online.

List a few reasons as to why sexting can happen. An example has been given.

- Feeling like 'everyone else is doing it' and want to fit in with friends.
-
-
-

What may happen to your message once you click send?



‘Safeguarding’ is the duties and responsibilities that those providing a health, social or education service have to carry out to protect individuals from harm.

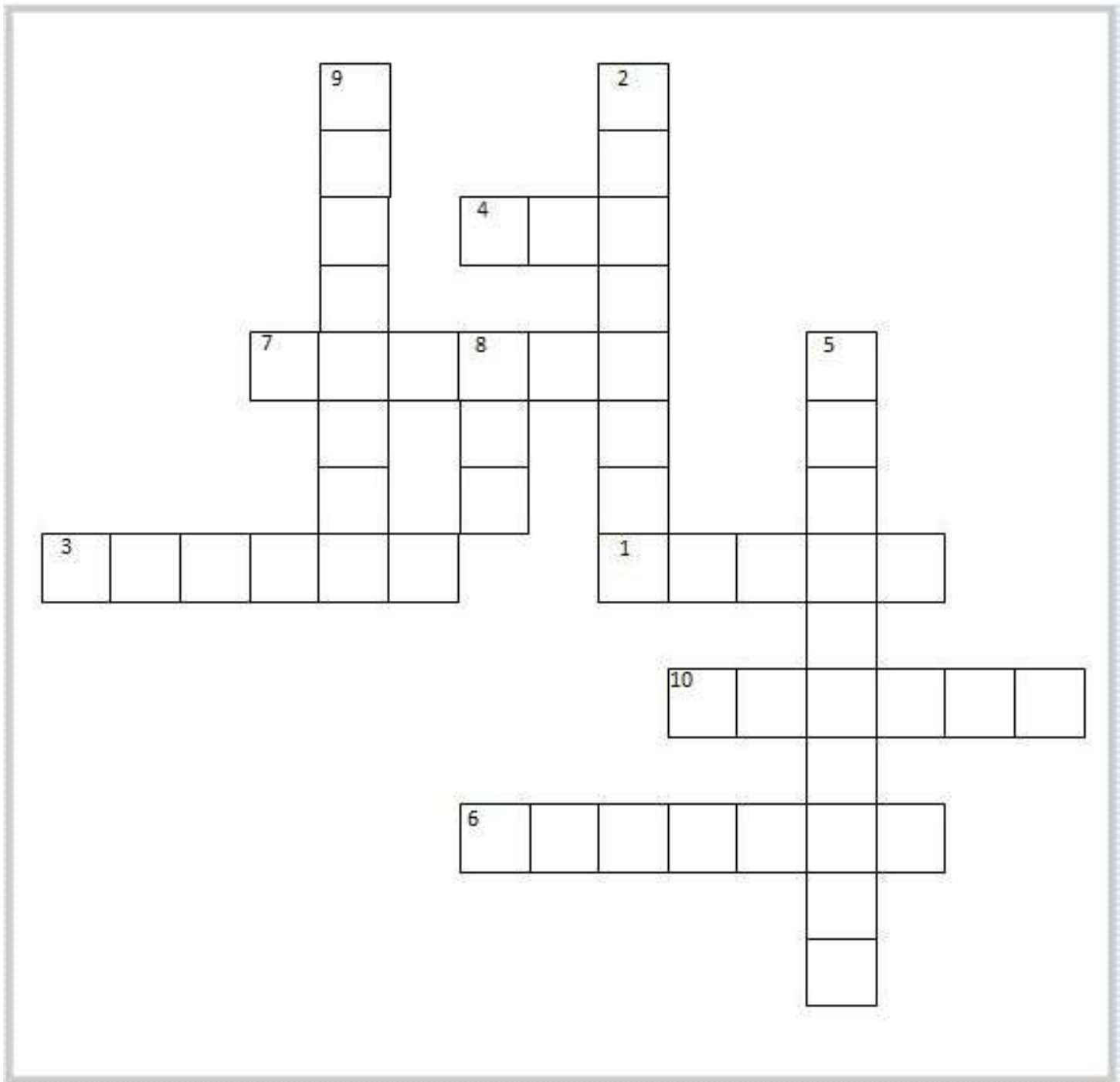
The Manual Handling Operations Regulations 1992 set no specific requirements such as weight limits therefore it is necessary that you practise how to lift heavy objects at work to avoid injury.

Across:

1. How we treat everyone irrespective of age, gender, sexuality, disability, ability, ethnicity, religion.
3. What type of symbol would you see if you were working with harmful substances or materials?
4. Name one factor that can reduce Health & Safety risks.
6. You can be verbally, emotionally or physically.
7. What type of document should your organisation have in place for safeguarding?
10. What is the abbreviation of the regulation covered by health and safety in the workplace?

Down:

2. Who is affected by safeguarding?
5. If your employer is making you feel threatened inside or outside of work this is.....
8. What is the name of the campaign encouraging people to store emergency contact details in their phone?
9. Who is legally bound to provide Personal Protective Equipment (PPE) in the workplace?



How might people be abused?

-
-
-
-

List signs of emotional abuse:

List signs of neglect:

Female Genital Mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It is also known as female circumcision, cutting or sunna. It is dangerous and a criminal offence.

Who would you report a disclosure about FGM to?

Research the NSPCC website for FGM and confirm the telephone number and email address you could also report FGM too.

Which Act of Parliament now governs the law on discrimination?

- ◇ The Discrimination Act 2010.
- ◇ The Equality Act 2010
- ◇ The Data Protection Act 2011
- ◇ The Equality Act 2011

Which of the following is workplace diversity?

- ◇ The differences people bring to their jobs on the basis of gender age, race, ethnicity or professional background
- ◇ Promoting someone based on their beliefs
- ◇ Giving some people more chance to express themselves over others

Which of the following are protected characteristics?

- ◇ Gender Reassignment
- ◇ Pregnancy and Maternity
- ◇ Race
- ◇ Age
- ◇ Marriage and Civil Partnership
- ◇ Religion and Belief
- ◇ Sex
- ◇ Sexual orientation

How does your workplace comply with the Equality Act?

If you felt you were being treated unfairly at work what actions could you take?

What is the procedure within your company to report an instance of victimisation by fellow workers?

If you were working alongside someone who needed to take time to pray, how would you plan work whilst they were away?

Which of the following is an example of a stereotype?

- ◇ Not hiring people with a certain skin colour because you've heard that they're careless
- ◇ Harassing someone so much that they can't perform properly
- ◇ Assuming that anyone with non-white skin is an immigrant
- ◇ Treating someone unfairly because of their religion

Which of the following are examples of discrimination?

- ◇ Where the employer prefers to employ someone of a specific sex.
- ◇ Where the employer believes the tasks are more suitable for someone of a specific sex.
- ◇ Where a person is employed to provide authenticity such as employing a black person to play a black role in a play.
- ◇ Where there has been a tradition of employing a person of one sex as opposed to the other sex.

Give an example of where discrimination or victimisation has impacted you in the workplace. You do not have to give names of people involved.

Which of the following is an unreasonable adjustment in light of a person's disability?

- ◇ Alterations to a person's working conditions
- ◇ Acquiring or modifying equipment
- ◇ Assigning a different place of work
- ◇ Altering hours of work or duties
- ◇ Paying them more

It is unlawful to discriminate against workers because of physical or mental disability or fail to make reasonable adjustments to accommodate a worker with a disability.

You have been asked to mentor a young person on work experience from school who has a disability. What information would you require and what support would you need to be able to manage this?

You are asked to deal with a customer who is transgender, How would you treat this person differently to someone who does not identify as transgender?

Can you link your learner rights to the relevant responsibilities?

Rights

You have a right to a safe environment.

You have the right to voice your opinions.

You have the right to use books, materials and equipment.

You have a right to fair treatment.

You have a right to a good education.

Responsibilities

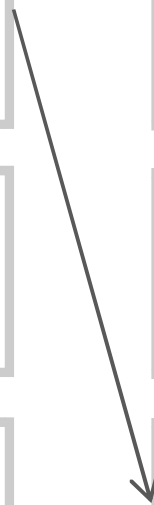
You have a responsibility to respect the opinions of others.

You have a responsibility to treat others fairly.

You have the responsibility to follow rules safely.

You have a responsibility to do your best in College.

You have a responsibility to take care of all school materials.



Politics is about how we are governed. It concerns the ways in which decisions are made about our lives; where the power lies; how government and states work; and different theories such as democracy, equality, tyranny and violence.

What is democracy?

Can you list four different political views?

- ◆
- ◆
- ◆
- ◆

List our 4 British Values:

- ◆
- ◆
- ◆
- ◆

There is a growing concern of the UK producing 'home grown' terrorists due to radicalisation.

Do you understand what radicalisation means?

◆ YES ◆ NO

If **No**, Please research radicalisation in the UK before you answer the question below.

Why is it important the UK prevents radicalisation & extremism?

Do you have a clear understanding of the Prevent Duty?

YES

NO

If **No**, Please research The Counter Terrorism Act 2015 before you answer the question below.

What is The Prevent Duty?

communities to be the eyes and ears and report anything suspicious.

The UK threat level is set at 'Severe' meaning a terrorist attack is highly likely. This can change at any time.

Describe 5 advantages of living in a Diverse Society?

1. _____
2. _____
3. _____
4. _____
5. _____

How does Prevent & British Values apply to you in the workplace?

Do you feel safe at Work & College?

If no, please discuss this with your assessor.

We confirm that all of the outcome statements for safeguarding and equality and diversity as identified within this work book have been met by the apprentice named below.

Learner:

Name:

Signature:

Date:

Assessor:

Name:

Signature:

Date:

Training provider representative:

Name:

Signature:

If you are a learner in crisis or would like advice around a safeguarding issues, please call the Safeguarding officer on **077 3862 1321.**

Concerns are reported in confidence and dealt with sensitively, referral to external agencies may be necessary.

