



Year 11 Work Experience
12-16 October 2026
HEALTH AND SAFETY BRIEFING

We hope you are looking forward to your work experience placement!

It is a legal requirement and very important for us to go through a few key health and safety points for you before your placement.
Please listen carefully.



Make the most of your experience



Please put a lot of effort and motivation into each task during your placement.



Even if it is a task that you might not find that exciting, it will provide you with vital skills and help you to further understand the world of work.





Please call your placement provider before you start to introduce yourself and make arrangements including:

- ▶ What time to arrive?
- ▶ Who to ask for?
- ▶ What to wear / dress code?
- ▶ Where to go for lunch?



Work Experience: How to Behave in the Workplace

Being in a work environment is different to hanging out with your friends.

Everyone at work has a purpose and a job to get done, and should behave in a way that doesn't negatively affect their own or their colleagues' performance.



Your behaviour at work

- Remember your manners and always be respectful.
- Everyone matters; be gracious to everyone. The receptionist is as important as the head of the team.
- Wear appropriate clothing (and the right PPE if required).
- Listen. Lots of workplaces will have specific rules that must be followed for yours and your colleagues' safety.



Your behaviour at work: be on time!



- Allow extra travelling time to make sure that you arrive on time.
- Work out which transport you will need to use and how long the journey will take.
- If you can, do a practice run before your placement starts.
- Ensure that you have your employers contact details on you in case you need to contact them on your way in.



Your behaviour at work



- Ask questions: If there's something in particular you want to know or learn, ask! There's no such thing as a silly question and your work experience employer is there to show and tell you all about their industry.
- Act responsibly and be tidy in your work
- If you are going to be late or need to be off because of illness, you must telephone your work experience employer immediately and explain the situation to them.



Information and Social Media

There may be important and confidential information shared between colleagues while you are on your work experience placement. It's very important that you don't share this information outside of work.

Your work experience employer may also have rules about social media; when you are allowed to go on social media (usually just breaks and at lunchtime) and whether or not you are allowed to post on social media about your work experience placement. If you aren't sure, just ask!



Your employer's behaviour

Just as you should behave appropriately in the workplace, so should your work experience employer. Here are their responsibilities as an employer:

- Provide you with all of the information you need to get on with your placement. For example, health and safety information, and where the staff room/toilets are.
- Answer your questions as best they can
- Act appropriately and set a good example of how you should behave.

If you experience a problem with your placement or are made to feel uncomfortable, tell your school work experience co-ordinator and your parent/carer immediately.



Health and Safety

- Follow the health and safety rules provided by your placement company at all times and report anything that is unsafe.
- Be aware of your surroundings, especially around any machinery you have to operate.
- If you notice anything that doesn't look right in terms of safety, report it straight away to the employer and to the school.



Safety Signs

You will see safety signage around your work experience place of work. These exist to keep employees safe and remind them of any rules they must follow.



Prohibition: Red.
Prohibits behaviour likely to increase or cause danger.
For example, 'no access for unauthorised persons'



Warning: Amber/yellow.
Gives warning of a hazard or danger.
For example, 'Danger: electricity'



Mandatory: Blue.
Prescribes specific behaviour.
For example, 'Eye protection must be worn'



Emergency or First Aid: Green.
Gives information on emergency exits, first aid or rescue facilities.
For example, 'Emergency exit'



Every business in the UK has to display a '**Health and Safety Law: What you should know**' poster.

Safeguarding – Keeping you in a safe and enjoyable placement

If you feel uncomfortable, have any safeguarding concerns or are asked to do anything that you feel is inappropriate, you must **immediately** contact the school and let your parent / carer know:

- ▶ There will always be a member of the Careers Team available during work experience week to respond to queries.
- ▶ Below are our contact details, which we will also put on your Year 11 Teams Channel this week.
- ▶ Please contact the Careers Team during school hours, or if you need to raise an issue outside of those hours, please immediately email the 'out of hours' safeguarding email below.
- ▶ Telephone number: **01322 556 538**
- ▶ Contact the Careers Team on workexperience@beths.bexley.sch.uk
- ▶ **Safeguarding out of hours:** Before 8.30am and after 4.40pm (Email is esafe@beths.bexley.sch.uk)



	Stage of Safeguarding Process	Additional Information
Concern	Student feels uncomfortable or has a safeguarding concern before / during / after the placement.	
Stage 1	Student immediately lets Parent / Carer AND the Careers Team know. There will always be a member of the careers team available during Term Time to respond to queries.	Careers Team contact details Tel: 01322 556 538 workexperience@beths.bexley.sch.uk Outside of school hours email: esafe@beths.bexley.sch.uk
Stage 2	The Careers Team will confidentially speak to the student to gain the details of their experience and ensure that the student is immediately taken out of their placement environment, if appropriate.	The Careers Team will liaise with the School's Safeguarding Officer, Parent / Carer and Placement Provider.
Stage 3	Safeguarding is taken very seriously by the school and student safety and welfare is our priority. We would swiftly look at the next steps and report any incidents to the appropriate authorities depending on each individual case.	



Medical information and IEN

On the Unifrog forms both you and your parent / carer were asked a question that relates to medical information and special needs:

Do you / Does the student have any special needs, illnesses, medical conditions, allergies or injuries that may affect the placement?

Due to GDPR we have not shared any further information with the employer.

It is **your responsibility** to share **any** appropriate or relevant information with the employer .

This is simply to ensure that your work experience placement is a safe and enjoyable experience.

If you have any further information regarding medical or individual needs, you **must** inform the employer **before** your work experience placement begins.

Please email your employer, and copy in the Careers Team on workexperience@beths.bexley.sch.uk.

This information will also be posted on the Year 11 Teams channel





Remember to remain professional throughout your placement.

We hope that you really enjoy it and receive great feedback!

This presentation will be available on your Year 11 Teams Channel

PLEASE VISIT THE CAREERS TEAM FOR ANY QUESTIONS OR EMAIL:

WORKEXPERIENCE@BETHS.BEXLEY.SCH.UK

