

## **Health & Safety Policy Statement of intent (Learners)**

The Board of Directors accept formally and publicly their collective role in providing health & safety leadership in it's organisation by complying with the terms of the Health & Safety At Work etc Act 1974, codes of practice and subsequent legislation including the Learning & Skills act 2000 and the LSC policy for Learner Health & Safety to provide and maintain a healthy and safe and supportive working environment in accordance with the Learning and Skills Council 'safe learner concept'.

Training Plus merseyside will undertake the following procedures;

- Ensure all new learners attend 'Learner Induction', prior to starting a programme. Induction materials are provided which include all aspects of health & safety including first aid and emergency procedures, a copy of the company health & safety policy and all risk assessments.
- All learners will be provided with a health & safety project generic to the learner's place of work, at their first visit. Followed by continuous monitoring of learners knowledge and understanding, carried out by the learner's personnel assessor.
- Full initial appraisals on all employers plus any sub-contractors, with regard to the health & safety of the learner. In full accordance with the HASPS document Section 10.
- Training Plus merseyside will ensure that all employers, managers and supervisors are aware of their responsibility in implementing their own company health and safety policy, regarding the supervision and training of learners in their place of work.
- Give employers full and adequate information/advice regarding the health, safety and welfare of the learner whilst in their place of work.
- Through the initial health & safety visit ensure that all employers maintain buildings, machinery and equipment to the required level of safety.
- The employer provides a place of work in which all work related tasks can be carried out safely, with out the possibility of risk or harm.
- Training Plus merseyside will carry out periodic monitoring of all employers to ensure that their Health & Safety Policy and procedures are being followed. With a focus on identifying areas of improvement of learner safety and awareness, so helping to raise the standards and re-enforce the 'Safe Learner Concept'

# Health & Safety Policy organisation and arrangement for learners 2008

## **Organisational responsibilities**

The Director of Health & Safety has overall and final responsibility for ensuring that employers and learners are selected in line with procedures laid down in the Learning & Skills Council (LSC) health & safety procurements standards (HASPS),  
Working with the **Ento** 'excellence in workplace health & safety assessment'

The Director of Health & Safety has transferred the day to day responsibilities of implementing and monitoring the HASPS document to the company Health & Safety Officer in conjunction with the Quality Improvements Manager and relevant members of staff who have reached the required level, laid down in the Ento standards.

## **The Health & Safety Officer**

- Will update and communicate all changes in health & safety legislation to all directors, department managers and assessors via company health & safety meeting as per 'Best Practice' stated on the safe learner website 'www.safelearner.info.org'.
- Conduct the initial health & safety visit, (or the qualified member of the recruitment team if the H&S officer is unavailable.) Draw up an action plan for employers to work towards, to improve the health, safety and welfare of learners.
- Will bring to the attention of the employer the need for specialist assessments, such as young persons or new and expectant mothers. (More details of which are contained in the Employer Manual.)
- Will inform the Training Plus merseyside Board of Directors via the company Quality Improvements Manager about any concerns/developments regarding the health, safety and welfare of learners.
- Will advise all employers/managers/mentors on what Training Plus merseyside consider to be 'Best Practice' as to keep the learner safe whilst in their place of work.
- Work with the Ento F unit trained Quality Improvements Manager in investigation of learner accidents/incidents, forwarding all documentation to the LSC Representative.

## **Assessor's responsibilities will include;**

- Monitoring the learner's progress and attitude towards health & safety through the health & safety project and the supporting bank of health & safety questions.
- Where necessary be the first line of communication for Training Plus merseyside, for learner concerns such as bullying, harassment, accidents or pregnancy.
- Report any concerns regarding the learner's attitude to health & safety, as well as any concerns about the attitude of employers, managers and mentors towards learner health & safety.

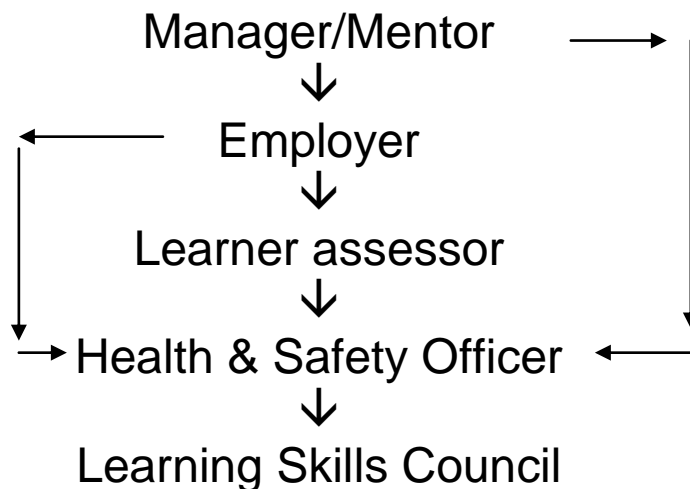
- Update the employer manuals with the new Training Plus merseyside company policies and new relevant health & safety information.

## Arrangements

### Incident Reporting;

- Training Plus merseyside will make the employer aware of the need to report all incidents/accidents to the training provider. To allow for further investigation by the qualified staff member of Training Plus merseyside.
- Training Plus merseyside will make the employer aware of their responsibilities to report accidents incidents under the health & safety at Work act.
- The learning provider where necessary will inform the LSC of any incidents to the learners, and complete the LSC learner incident form along the f2508/f2508A, and will also confirm that the accident has been recorded in the employer's accident book.
- Training Plus merseyside will educate and inform learners on the importance of reporting accidents or incidents. Inform learners of the correct chain of events when reporting any accident or incident. This will then be followed by monitoring and where necessary additional reporting on the health of the learner.

### The Accident Reporting Chain;



Where possible the Health & Safety Officer should be informed of any incidents or accidents affecting the Learner at the earliest opportunity.

### Employers/Managers/Mentors responsibilities;

Training Plus merseyside will expect the employer to provide a healthy and safe working environment. This should be through the employer's health & safety policy statement and supporting information. In addition to this the employer will;

- Inform any mentors or, area managers that a learner will be working with them

- Provide information to the mentors/managers on any special needs or requirements, to make the learners place of work 'so far as reasonably practicable' free from risk.
- Will conduct risk assessments specific to the learners working environment. Training Plus merseyside will give advice and assistance to the employer were it is needed, on carrying out a risk assessment. Through the information available on the HSE website and through the information contained within the health & safety section of the Employer manual.
- There may be a need to adapt work routines to take into account that the learner may be under the age of 18 years and will require a specialist risk assessment. There may also be a need for a risk assessment for 'new and expectant mothers'.
- The employer will be required to have constant supervision of the learner through, monitoring and training and where possible record any training given to the learner.

Training Plus merseyside strives to ensure the health & safety of all its staff and learners, whilst they are on our company premises. To help achieve this Training Plus merseyside will give all learners a full health & safety induction. During this induction all learners are given a copy of the company Health & Safety policy and a full copy of the company Risk Assessments. If you would like further information or wish to receive a copy of our risk assessments please contact the learners assessor or the Training Plus merseyside Health & Safety Officer.

### **Learners Responsibilities;**

- The learner must co-operate with the employer in complying with relative legislation.
- Must not misuse or interfere with any equipment provided for their safety.
- Work in accordance with any training or instruction provided.
- Inform their immediate manager/mentor of any concerns regarding their own plus any work colleagues health, safety or welfare.

For more information please refer to the Employer Manual Health & Safety section.

### **Harassment and Bullying**

Training Plus merseyside will endeavour to make sure that every learner is placed in a supportive environment where their contribution is valued and their learning taken seriously. In relation to this Training Plus merseyside takes the threat of harassment or bullying to its learners, or from its learners very seriously, and will investigate any cases with the utmost rigour. This will be followed up with firm and decisive action to protect the individuals affected. There is a more detailed account of bullying and harassment, together with a reporting procedure, contained within the company Equality & Diversity policy (a copy of which is included in every employer manual).

**Company Health & Safety Representatives:**

**Hairdressing**

Vivien Phelps  
Tutor / Assessor

**Childcare**

Lisa Riley  
Trainer

**Business Administration**

Paula Blohm  
Tutor / Assessor

**Recruitment**

Stephen Pat  
Business Development  
Consultant

**Administration**

Barbara White  
Claims Assistant

**Quality**

Warren Conway  
H&S Officer

Jean Haram                      Director                      \_\_\_\_\_ Date \_\_\_\_\_  
(Director of Health & Safety)

Brian Quinn      Human Resources Director \_\_\_\_\_ Date \_\_\_\_\_

Paula Hayes      Quality Director                      \_\_\_\_\_ Date \_\_\_\_\_

Janet Smart      QI Manager                      \_\_\_\_\_ Date \_\_\_\_\_  
(Appointed Competent Person)