

Health & Safety Policy Statement of intent (Learners)

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

Training Plus merseyside Ltd 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 safeguarding, health and safety including first aid and emergency procedures, a copy of the company health and safety policy and all risk assessments.
- All learners will be provided with a health and safety project (Phase 3) 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 and safety of the learner. In full accordance with the HASPS document Section 10.
- Training Plus merseyside Ltd will ensure that all employers, managers and supervisors are aware of their responsibility in implementing their own company safeguarding, health and safety policies, regarding the supervision and training of learners in their place of work.
- Give employers full and adequate information/advice regarding the safeguarding, health, safety and welfare of the learner whilst in their place of work.
- Through the initial health and 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.
- Carry out periodic monitoring of all employers to ensure that their safeguarding, health and 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 blueprint”.

Organisational responsibilities

The Director responsible for Health and Safety (Jean Haram) 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 and safety procurements standards (HASPS), working with the **Ento** ‘excellence in workplace health and safety assessment’

The Director responsible for health and safety (Jean Haram) has transferred the day to day responsibilities of implementing and monitoring the HASPS document to the company Health and Safety Officer in conjunction with the Quality Improvement Manager and relevant members of staff who have reached the required level, laid down in the Ento standards.

The Health and Safety Officer

- Will update and communicate all changes in safeguarding, health and safety legislation to all directors, department managers and assessors via company general meetings (cross team, health and safety meeting, weekly etc) as per 'Best Practice' stated on the safe learner website 'www.safelearner.info.org'.
- Conduct the initial health and 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, new and expectant mothers, vulnerable or ALSN learners, (more details of which are contained in the Employer Manual.)
- Will inform the Training Plus merseyside Ltd Board of Directors via the company Quality Improvement Manager about any concerns/developments regarding safeguarding, health, safety and welfare of all learners.
- Will advise all employers/managers/mentors on what Training Plus merseyside Ltd consider to be 'Best Practice' as to keep the learner safe whilst in their place of work.
- Work with the Quality Improvement Manager in investigation of learner accidents/incidents, as well as working with the safeguarding officers in the event of safeguarding issue(s).

Assessor's responsibilities will include;

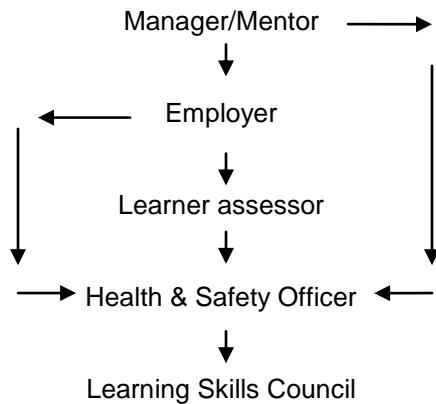
- Monitoring the learner's progress and attitude towards safeguarding, health and safety through the health and safety project (Phase 3) and the supporting bank of health and safety and equality and diversity questions.
- Be the learner's first line of communication for concerns such as bullying, harassment, accidents or pregnancy. The Health and Safety Officer and / or Safeguarding Officer must be notified immediately.
- Report any concerns regarding the learner's attitude to safeguarding, health and safety, as well as any concerns about the attitude of employers, managers and mentors towards learner safeguarding, health and safety.
- Update the employer manuals with the new Training Plus merseyside Ltd company policies including safeguarding and relevant health and safety information.

Incident Reporting;

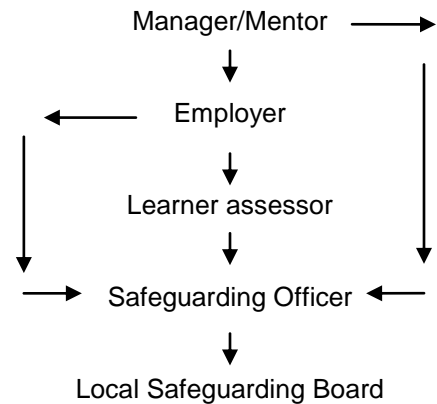
- Training Plus merseyside Ltd will make the employer aware of the need to report all safeguarding, health, safety and wellbeing incidents/accidents to the training provider. To allow for further investigation by the qualified staff member of Training Plus merseyside Ltd.
- Training Plus merseyside Ltd will make the employer aware of their responsibilities to report accidents incidents under the health & safety at Work act and / or other relevant legislation.
- Training Plus merseyside Ltd 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 Ltd 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



The Safeguarding Report Chain



Employers/Managers/Mentors responsibilities;

Training Plus merseyside Ltd will expect the employer to provide a safeguarded, vetted, healthy and safe working environment. This should be through the employer's health and safety policy statement and supporting information. In addition 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 Ltd will give advice and assistance to the employer where it is needed, on carrying out a risk assessment. Through the information available on the HSE website and through the information contained within 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', vulnerable learners i.e. ALSN or ex-offenders.
- 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.

Learners Responsibilities;

- The learner must co-operate with the employer in complying with relevant 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 or any work colleagues safeguarding, health, safety or welfare.

Training Plus merseyside Ltd strives to ensure the safeguarding, health and safety of all its staff and learners, whilst they are on our company premises. To help achieve this Training Plus merseyside Ltd will give all learners a full induction to the company and the programme they enroll onto. Information is provided by means of the “Learner Handbook” and reference to the “Employer Manual” which includes copies of all policies including “Safeguarding”

If you would like further information, please contact the learners personal assessor or the Training Plus merseyside Ltd Health & Safety Officer.

Harassment, Bullying and Cyber-bullying

Training Plus merseyside Ltd will endeavor to make sure that every learner is placed in a supportive environment where their contribution is valued and their learning taken seriously. In addition to this Training Plus merseyside Ltd 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 harassment, bullying and cyber-bullying, together with a reporting procedure, contained within the company Equality & Diversity policy.

Company safeguarding and health and safety Representatives:

| | | | |
|--|--|---|---|
| Hairdressing Vivien Phelps Tutor / Assessor | Childcare Michelle Brown Tutor / Assessor | Business Admin Paula Blohm Tutor /Assessor | Recruitment Stephen Pat B/Development Co-ordinator |
| Administration Barbara White Snr Claims Administrator | Quality Warren Conway Health & Safety Officer | Director responsible for Safeguarding Brian Quinn | Safeguarding Officer Tammy Vickery |

Jean Haram Director _____ Date _____
(Appointed Director for health and safety)

Brian Quinn Director _____ Date _____
(Director responsible for safeguarding)

Paula Hayes Director _____ Date _____

Janet Smart QI Manager _____ Date _____
(Appointed Competent Person)

Warren Conway H&S Officer _____ Date _____
(Appointed Competent Person)