**Learners Health & Safety Policy**

**D H Associates**

**Statement**

DH Associates Limited is committed to ensuring through assessment and monitoring that all learners work is in as safe an environment as possible.

The employer has the primary responsibility for the health and safety of the learner and should be managing any significant risks.

As the training provider, we take reasonable steps to satisfy ourselves that the employer is doing this.

**Policy**

* All workplaces will have a safety check prior to learner induction to ensure public liability insurance is in place and the workplace complies with all statutory health and safety requirements.
* All learners will be assessed on their understanding of health and safety, signing in/out, fire, first aid and accidents procedures during induction.
* All learners will have an assessment of their learning or training needs in relation to health and safety through the skill scan and health & safety check. Any needs identified will be recorded, action agreed as to how these are to be met and learners responsibility to inform their manager
* All learners will be informed of access to learning materials on health & safety on the e portfolio system and e learning platform edmodo. City & Guilds learners can access health and safety information on [www.smartscreen.co.uk](http://www.smartscreen.co.uk) and management learners on www.i-l-m.com/activate
* All learners will be assessed on their understanding and practical application of health and safety during the course of their learning.
* Learners with any concerns about health & safety practice within their workplace must report these to their manager.
* Trainers or centre staff who have concerns about a learners health & safety practice must discuss this with the learner and their manager to agree how practice will be improved.
* Trainers or staff with concerns about health & safety practice in an learners workplace must report these concerns to the employer and their line manager.
* Where there is a statutory duty to report DH Associates will comply with this.
* Health & safety of learners will be audited yearly to identify any improvements and agree an annual development plan

**Process**

For employers with learners funded by ESFA health and safety assessments will be carried out. This will involve the completion of the HASPS documentation Standards 1- 9 for Employer workplace assessments. The outcome of assessment can be accepted, accepted with action plan or rejected. A central database will be maintained and monitored for Employer HASPs. This will state the level of risk and date for renewal; high risk 1 year, medium risk 2 years and low risk 3 years. The completed HASPS documentation will be stored on smart assessor and updated depending on risk.

For learners funded by ESFA a HASPS Standard 10 will be completed for each learner.

An audit trail will be used to ensure ESFA health and safety requirements are met. At a minimum this will include a record of each employer showing date of HASPS assessment, date of any action plan to be completed, date of reassessment, level of risk, date approved to have learners to, all learners with an employer, date HASP Standard 10 completed, date of any action plan to be completed, date of reassessment and actions closed off.

DH Associates Limited has policies in place for learners in relation to safeguarding and bullying and harassment.

**Accident and Investigation Procedure**

**Scope**:

This procedure monitors the way in which accidents, involving learners on programmes managed by DH Associates Limited under Government / public funding, are reported and investigated. It also covers accidents involving visitors and staff.

Responsibility:

The Director of Quality & Compliance has overall responsibility for accident reporting and investigation for learners. A report is compiled and forwarded to the Managing Director.

Where the accident is reportable under RIDDOR, the following action will be taken:

**ESFA Funded Programmes**

If a fatal accident or major injury has occurred the Contract Managershould be informed immediately. The Education & Skills Funding Agency will be notified.

For all other RIDDOR events the completed forms will be sent to the ESFA within 10 days of the accident being reported to DH Associates Limited.

The learner progress and review form includes a question on accidents to enable trainers to identify if learners have had a work related illness or accident.

The Director of Quality & Compliance will compile an internal report for the Managing Director. This will identify the causes of the incident and any lessons to be learnt.

**Sub-contracted provision**

Where DH Associates Limited acts as subcontractor for another organisation we will notify the contracting organisation of any accident involving learners. We will investigate the accident in accordance with the contracting organisations requirements.

Where DH Associates Limited subcontracts to another organisation the contracting organisation must notify us immediately of any fatal accident or major injury to learners. For all other RIDDOR events we should be notified within 3 working days.

All investigations of accidents will be conducted in accordance with ESFA requirements and follow HSE guidance.

The Director of Quality & Compliancewill compile an internal report for the Managing Director. This will identify the causes of the incident and any lessons to be learnt

**Visitors and Staff**

On receipt of information that an accident has occurred involving employees, visitors, customers or external suppliers the Director of Quality & Compliance for DH Associates Limited should be informed immediately.

If the accident is reportable; the Director of Quality & ComplianceQuality Assurance Officer under RIDDOR will notify the RIDDOR centre.

They will also compile an internal report for the Managing Director; this will identify the causes of the incident and any lessons to be learnt.

**Appendix 1 - Vulnerable learner risk assessment and control measures form**

## Vulnerable learner risk assessment and control measures

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name: | | | | Date of Birth: | Employment Status: | |
| Start Date: |  |  |  | Department Manager: | Trainer: | |
| Place of Employment: | | | | | | |
| Nature of Vulnerability:  . | | | | | | |
| Identified Hazards: | | | | | | |
| Control Measures – Restrictions - Special Instructions: | | | | | | |
| Risk Assessment: | | | | | | |
| Further Actions: | | | | | | |
| Risk Assessment by: | | | | | | Date of Assessment: |
| Signature: | | | | | | Date for Re-assessment: |

**Appendix 2 - Young person risk assessment and control measures form**

## Young person ( Under 18 years) risk assessment and control measures

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: | | | | Date of Birth: | Employment Status:  Apprentice |
| Start Date: |  |  |  | Director/Manager: |
|  | | | | Supervisor: |
| Place of Employment: | | | | | |
| Nature of Employment: | | | | | |
| Identified Hazards: | | | | | |
| Control Measures – Restrictions - Special Instructions: | | | | | |
| Risk Assessment: | | | | | |
| Further Actions: | | | | | |
| Risk Assessment by: | | | | | Date of Assessment: |
| Signature: | | | | | Date for Re-assessment: |