

Learner Health & Safety Policy

DHA 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.

New employers will have a health and safety check as part of initial TNA. This will be to clarify risks and risk management. We will identify the training and support available to employees/apprentices and the reporting procedure. Employers will be asked to provide a copy of public liability insurance. This will be reviewed at least annually.

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.

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 learners` workplace must report these concerns to their line manager.

Where there is a statutory duty to report DHA will comply with this.

Accident and Investigation Procedure

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

The Director of Operations 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 Manager should 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 Operations 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 DHA 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 DHA 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 Operations will 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 Operations for DHA should be informed immediately.

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