



## Health and Safety Policy - Learners

<b>Responsible SLT Member</b>	Hayley Wilcox
<b>Publication Date</b>	08/06/2020
<b>Last Review Date</b>	10/06/2024
<b>Next Review Date</b>	10/06/2025

## **Health and Safety Policy for Learners**

This policy deals with the health, safety and welfare of all learners and is in line with the Health and Safety at Work Act 1974.

It applies to Instep's premises as well as those working with us as apprenticeship or placement providers.

### **Policy Statement**

Instep is committed to health and safety in every aspect of its activities and aims to provide a safe, healthy and supportive environment wherever learning takes place.

### **Promotion of Health & Safety**

Instep will promote and monitor health and safety through:

- The risk assessment and ongoing monitoring of its own and employers' premises to ensure a safe, healthy and supportive learning environment.
- Initial assessment of learners' health, safety and welfare needs and additional support requirements.
- An individual learning plan that includes the learner's health and safety training needs.
- A health and safety induction and ongoing review and assessment of learners' understanding and awareness of key health and safety issues.
- The recording, analysis, evaluation and publication of data regarding accidents and near misses.

### **Safeguarding**

Instep is committed to ensuring that every learner, young person or vulnerable adult who takes part in any activity provided by the organisation should be able to do so in a safe and protected environment.

Safeguarding is addressed as part of the employer health and safety risk assessment process and full details can be found within Insteps Safeguarding Policy.

### **Learner Rights**

Learners are entitled to:

- A learning environment that is safe, healthy and supportive.
- A health and safety induction.
- Information on Instep's and their employer's health and safety policy and procedures.
- Supervision and support for your health, safety and welfare.

- Information and advice on risks, suitable personal protective equipment and restricted activities.
- A health and safety learning plan and instruction on safety issues and use of equipment.
- Regular reviews and assessment of your knowledge and understanding of workplace health and safety issues.
- Access to information on how to report any dangerous situations or incidents at work including what to do if you have an accident.
- The right to refuse to carry out any activity that you feel is putting your health, safety or welfare at risk.

## **Learner Responsibilities**

Whilst undertaking a programme of learning with Instep you have a duty to:

- Co-operate with Instep and your employer on matters of health and safety and follow all rules and procedures related to it.
- Follow any health and safety information, instruction and training.
- Not do anything that puts you or anyone else at risk.
- Report any defects, dangerous situations, accidents or near misses.
- Follow any prohibitions or restrictions that apply to you, wear any necessary protective equipment and clothing that you have been issued with and instructed to wear.
- Keep your work area clean and free from hazards and not misuse or damage anything provided for the purposes of health and safety.
- Take part in any health and safety training organised by Instep or your employer and follow and achieve your individual learning plan.

You may be subject to disciplinary action for failure to adhere to this policy.

## **Employer Responsibilities**

Your employer must:

- Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- Free of charge; give you the health and safety training you need to do your job.
- Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- Provide toilets, washing facilities and drinking water.

- Provide adequate first-aid facilities

## Taking Action

If you experience or observe any breaches of health and safety policy or legislation you should take the following action:

1. Informal Action where you raise the issue informally and privately with the person(s) responsible for the concern.
2. Formal Action should be used where informal action hasn't worked, or if the informal approach is not an option. The issue should be raised with your manager or your tutor/assessor.

Whenever a concern over health and safety is received Instep will:

- take the concern seriously;
- carry out an immediate investigation into the concern;
- allocate the investigation to a person who is competent in the management of health and safety;
- give you feedback on the findings of the investigation.

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

## **RIDDOR**

The Health and Safety Officer is responsible for Investigating any Injuries or work-related disease, preparing and keeping accident records and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where required.

## Injuries

A full report for injuries is required when:

- The accident is work-related, and,
- It results in an injury of a type which is reportable.

The following injuries are deemed to be reportable:

- The death of any person
- Major injuries to workers / learners
- Injuries lasting more than 7 days
- Injuries to members of the public.

## Diseases

We have a duty to report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by work / learning. These include:

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer, and;
- Any disease attributed to an occupational exposure to a biological agent.

## Dangerous Occurrences

All dangerous occurrences and near misses must be reported in circumstances where they have the potential to cause injury or death. These include, but are not limited to:

- The collapse, overturning, or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- The accidental release of any substance which could cause injury to any person.

## **Provider Responsibilities Relating to National Health Alerts:**

If an epidemic or pandemic alert is issued, all staff and learners must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Health and Safety Officer. This policy will be regularly reviewed in line with government guidelines relating to COVID-19.