

## Health and Safety Policy and Procedure for Learners

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## Health and Safety Policy and Procedure for Learners

### Introduction

MERCURI INTERNATIONAL (UK) LTD has a statutory duty to ensure that it has appropriate mechanisms in place to ensure the health and safety of learners both while they are attending training in MERCURI INTERNATIONAL (UK) LTD Centres and/or on any work experience placements or apprenticeship programmes co-ordinated by MERCURI INTERNATIONAL (UK) LTD.

This policy and procedure is specific to the health and safety of learners and should be read in conjunction with the MERCURI INTERNATIONAL (UK) LTD Health and Safety Handbook in operation across the company.

### Health and Safety in Training Centres

MERCURI INTERNATIONAL (UK) LTD will ensure that:

- All training takes place in accordance with Health and Safety Policy and Procedures
- All learners are given appropriate induction into MERCURI INTERNATIONAL (UK) LTD Health and Safety Procedures using the H&S Handbook available
- All risk assessments relating to the training activities are relevant to the needs of learners being trained
- 16-18 Apprenticeship risk assessments are carried out in addition to general Health and Safety risk assessments.
- All learners will receive specific Health and Safety training related to their training course (as applicable)
- All health and safety training and induction will be regularly reviewed to ensure that it reflects current legislation and good practice
- Each employer with whom they work have robust Health and Safety processes and procedures prior to the learner being enrolled

At all times where MERCURI INTERNATIONAL (UK) LTD are the Apprenticeship training provider of choice for an Employer, the Employer will maintain all rights and responsibilities relating to the learner's employment and therefore Health and Safety requirements whilst.

### Health and Safety for Work Experience Placements

MERCURI INTERNATIONAL (UK) LTD will ensure that:

- All work experience placements will have successfully completed a Health and Safety risk assessment before any learner starts their work experience
- If the Health and Safety risk assessment is not successfully completed, the relevant employer will be asked to take any appropriate action(s) before a work experience placement commences
- All employers will be made aware of the requirement to inform MERCURI INTERNATIONAL (UK) LTD if any learner incident related to Health and Safety occurs

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- All work experience placements will be reviewed if there are any concerns around the health and safety of learners

### Health and Safety for Apprenticeships

MERCURI INTERNATIONAL (UK) LTD only a statutory duty for the health and safety of apprentices in the work place where they are on a contract of employment with MERCURI INTERNATIONAL (UK) LTD. In all other circumstances the learner's employer maintains full responsibility for all Health and Safety requirements and issues

In order to protect the learner, employer and MERCURI INTERNATIONAL (UK) LTD, we will ensure that:

- All apprenticeship employers will have successfully completed the Health and Safety risk assessment before any learner starts their apprenticeship
- If the Health and Safety risk assessment is not successfully completed, the relevant employer will be asked to take any appropriate action(s) before an apprenticeship commences
- 16-18 Apprenticeship risk assessments are carried out in addition to general Health and Safety risk assessments.
- All employers are aware of the requirement to inform MERCURI INTERNATIONAL (UK) LTD if any learner incident related to Health and Safety occurs
- All apprenticeships will be reviewed if there are any concerns around the health and safety of learners

### Monitoring Effectiveness

This policy will be regularly reviewed to ensure the Health and Safety of learners. The Apprenticeship Manager or responsible person will be required to keep a log and raise any concerns about the health and safety of learners, in training or on work experience placements or apprenticeships immediately with Managing Director.

### Related Policies and Procedures

This policy should be read in conjunction with the Health and Safety Handbook.

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