

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 Centre's and/or on any work experience placements or apprenticeship programmes coordinated 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.

During induction, employees are introduced to and trained on this policy. New employees are directed to all company policies on the Cloud. At every management and functional team meeting, Health and Safety is discussed generally, and specifically when a particular need arises.

The policy will only work if fully implemented and buy-in is achieved across the entire team. Although management accept responsibility to create a safe environment as far as is reasonably practicable, each team member has an important role in achieving our aim.

The policy is reviewed at twelve monthly intervals with a provision for immediate revision should the need arise due to change in legislation, accident investigation or other reason.

Job Role Responsibilities

It is the responsibility of all employees to co-operate with management to ensure effective implementation of the company's Health and Safety policy. There are four levels of responsibility within the company. Each has different roles and responsibilities in relation to implementing and monitoring of Health and Safety. The four levels of Health and Safety responsibility are listed below:

Health and Safety Manager – Managing Director.

Senior Health and Safety Consultant – Ops Lead.

Health and Safety Consultants – Learning and Development Coaches.

Health and Safety Support – Client Management team and other personnel.

As Health and Safety involves review, implementation and constant monitoring, there are many facets to effective implementation of this policy. The table below explains and enables employees to understand their roles and responsibilities. **P** and **S** indicates whether the role has primary responsibility (failure to adhere would be a breach of contract of employment) or secondary responsibility (awareness is required, but the element it is not a direct responsibility). In instances of secondary responsibility, the individual has a duty to report issues caused by another's non-compliance, as outlined in the 'whistle blowing policy'.

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Special responsibility for advising and alerting people with disabilities and/or learning difficulties

Each person with a disability or learning difficulty must be separately briefed on the hazards in their working or training area. This must be carried out on a one-to-one basis to ensure proper understanding. All employees should be aware that the display of general hazard notices may not be sufficient to guarantee full understanding amongst all employees or learners. Furthermore, hazardous material may trigger adverse reactions in individuals – such as asthma. Vulnerable children or adults may need constant supervision.

Evacuation planning for individuals with mobility, understanding or other limitations, must be carried out using a Personal Evacuation Plan also known as a PEP. These forms are held by the Health and Safety Manager and shall be completed as soon as the person arrives at Mercuri International.

Health and Safety Table of Responsibilities	H&S Manager	Senior H&S Consultant	H&S Consultant	H&S Support
Take good effective care of own wellbeing in matters of Health and Safety.	P	P	P	P
Ensure your behaviour does not contribute to a breach in Health and Safety policy.	P	P	P	P
Monitor Health and Safety Conditions at every external visit.	S	S	P	S
Monitor Health and Safety conditions internally.	P	P	P	P
Ensure each learner has a good basic understanding of Health and Safety.	S	S	P	S
Ensure PEP's are completed where necessary.	P	P	P	P
Immediately report all accident/incidents/near misses involving learners.	S	S	P	S
Immediately report all accident/incidents/near misses involving yourself.	P	P	P	P
Report any concerns with Health and Safety to H&S Manager.	P	P	P	P

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Make H&S Manager aware of any potential breaches.	P	P	P	P
Ensure Mercuri International Team are sufficiently trained on H & S Issues.	P	S	S	S
Implement H & S action plans.	P	P	P	P
Ensure relevant accidents are reported to ESFA.	P	S	S	S
Ensure appropriate accidents are reported to Riddor.	P	S	S	S
Ensure H & S Policy reviewed annually.	P	S	S	S
Ensure Annual Risk Assessment is completed.	P	S	S	S
Ensure Annual Fire Risk Assessment completed.	P	S	S	S
Complete and Review COSHH Assessment.	P	S	S	S
Complete and Review Stress Risk Assessment.	P	P	S	S
Ensure Electrical Equipment Testedd annually.	P	S	S	S
Ensure Fire Fighting Equipment Tested annually.	P	S	S	S
Complete Pregnancy Risk Assessments.	S	P	S	S
Carry out organizational needs and policy analysis.	S	P	P	S
Question Apprentice understanding of and discuss any H & S Issues at visits/ reviews.	S	S	P	P
Investigate accidents/ incidents, near misses.	P	S	S	S
Provide information, advice and guidance.	P	S	S	S

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Health and Safety in Training Centre's

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 has robust Health and Safety processes and procedures prior to the learner being enrolled.
- Accidents or near misses will be logged in the accident book and reported to the ESFA.

At all times where MERCURI INTERNATIONAL (UK) LTD is the Apprenticeship training provider of choice, the relevant employer will maintain all rights and responsibilities relating to the learner's employment and therefore Health and Safety requirements whilst in the employer's care are the responsibility of the employer.

All accidents to persons and/or property, dangerous occurrences and "near miss" situations will be the subject of investigation. All employees are responsible for entering accidents which cause injury to a person in the approved Accident Book.

Accident - an unexpected occurrence that results in, major/minor injury, a medical condition or damage to property.

Near-miss - an unexpected occurrence that has the potential to results in, major/minor injury, a medical condition or damage to property.

All accident and near-miss incidents that occur, in relation to Mercuri international's training activities must be reported however trivial they may appear and no matter whether an injury was sustained or not.

The rationale for completing the appropriate form is:

- to facilitate any investigation.
- to prevent recurrence of the incident.
- to allow Health and Safety data development and in consequence, raise standards.
- to satisfy legislation.

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1. If there is an accident (see definition above) complete an Accident Report Form as comprehensively as possible and pass it to the Health & Safety Advisor without delay.
2. If there is a near-miss accident or incident, email internally to Health & Safety Manager.

Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations (RIDDOR) 1995 Update RIDDOR 2013 No 1471

The Health and Safety Executive (HSE) require a F2508 form completing under RIDDOR when specific events occur. A précis of what is reportable is as follows: -

- a) Any injury to an employee whilst at work which prevents them doing their normal work for more than three days. (Including on 'light duties')
- b) Death or any major injury to an employee (i.e., any fracture other than to fingers or toes, any amputation, dislocation of the shoulder, hip, knee or spine, loss of sight).
- c) Any other serious injury (i.e. anyone requiring resuscitation, requiring admittance to hospital for more than 24 hours.)
- d) Dangerous occurrences.
- e) Acts of violence suffered by people who are at work, resulting in them being absent for more than three days.
- f) Any injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment, where the accident is attributed to the work organization, plant, a substance or the condition of the premises.

In the first instance, all accidents should be investigated by the Health & Safety Manager

Illness

First aid provision is not intended to deal with illness generally. If required and wherever Possible, make arrangements for the patient/ learner to be taken home or to their doctors. Mercuri will notify the next of kin. It is recognized that there will be situations where first aid advice should be sought and, First Aid procedures brought into action.

- a) In the event of sudden illness or accident individuals should contact their trainer or supervisor. If the supervisor or trainer are unavailable, Contact the Mercuri Office on 0330 900 0800 and ask for the Operations Lead.. The parents or next of kin will be notified of the sudden illness and the action taken.

- b) All accidents must be reported immediately to the named first aid person who shall

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enter the details of accidents in the official Accident Book.

c) All accidents should be investigated by the Health & Safety Manager together with the supervisor or trainer of the person(s) involved as soon as possible and appropriate remedial action taken to prevent recurrence.

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.
- 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 has 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.

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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 the Managing Director.

Related Policies and Procedures

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

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