

## **LEARNER HEALTH AND SAFETY POLICY**

### **1.0 GENERAL POLICY STATEMENT**

Logic4training has a statutory duty to ensure that it has appropriate mechanisms in place to ensure the health and safety of government funded learners both while they are attending training in Logic4training Centres and on any work experience placements or apprenticeship co-ordinated by Logic4training.

This policy and procedures is specific to the health and safety of learners and should be read in conjunction with the Logic4training Health and Safety Policy and Procedures in operation across the company.

### **2.0 HEALTH AND SAFETY IN TRAINING CENTRES**

Logic4training will ensure that:

- All training takes place in accordance with Health and Safety Policy and Procedures
- All learners are given appropriate induction into Logic4training Health and Safety Procedures
- All risk assessments relating to the training activities are relevant to the needs of learners being trained
- All learners will receive specific Health and Safety training related to their training course
- All health and safety training and induction will be regularly reviewed to ensure that it reflects current legislation and good practice

### **3.0 HEALTH AND SAFETY FOR WORK EXPERIENCE PLACEMENTS**

Logic4training will ensure that:

- All work experience placements will have successfully completed the Health and Safety review form before any learner starts their work experience
- If the Health and Safety review form is not successfully completed, the relevant employer will be asked to take any appropriate action(s) before a work experience placement commences
- All employers are aware of the requirement to inform Logic4training 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

### **4.0 HEALTH AND SAFETY FOR APPRENTICESHIPS**

Logic4training has a statutory duty for the health and safety of apprentices in the work place where they are 'on contract' with Logic4training. Logic4training will ensure that:

- All apprenticeship employers will have successfully completed the Health and Safety review form before any learner starts their apprenticeship
- If the Health and Safety review form is not successfully completed, the relevant employer will be asked to take any appropriate action(s) before an apprenticeship commences
- All employers are aware of the requirement to inform Logic4training 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

## **5.0 MONITORING EFFECTIVENESS**

This policy will be regularly reviewed to ensure the Health and Safety of learners at all times. The Programme Development 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 Directors.

## **6.0 RELATED POLICIES AND PROCEDURES**

This policy should be read in conjunction with the Health and Safety Policy and procedures, standing instructions. Other 'arrangements' implemented as an integral part of our safety management system will be detailed in separate safety procedures documents (see below). These are intended to establish the Company's safety standards and are principally for the guidance of Heads of Training and Service Managers:

- Electrical Safety
- Control of Substances Hazardous to Health
- Manual Handling
- Fire Safety
- Control of Contractors
- First Aid
- Accident Reporting & Investigation
- Safeguarding
- Personal Protective Equipment
- Alcohol & Drug Abuse
- Minibus Safety
- Mobile Phones
- Driving on Company Business

Signature

Date 15<sup>th</sup> February 2016



Position

**Director**