



Safe Learner Policy:

Skills in Logistics will ensure so far is reasonably practicable, that all learning takes place in a safe, healthy and supportive environment. Learner safety is a fundamental value for Skills in Logistics.

1. Health and Safety Policy Document

- The Skills in Logistics Health and Safety Policy clearly states who is responsible for health and safety and it is readily available to all members of staff.
- Arrangements for health and safety, and will include control measures identified from risk assessment, though some risk assessments are completed on site by individual units.
- The commitment, responsibilities and arrangements for health and safety are communicated to all new staff during induction and this is also reiterated to them throughout their employment. Copies of all our policies in relation to all areas of health and safety are available via the Skills in Logistics website.
- All learners will be made aware of where they can access policies and procedures during their induction along with their responsibilities under these policies and the relevant legislation such as the Health and Safety at Work Act 1974.

2. Risk Assessment

- Risk assessments have been carried out and significant risks identified and recorded.
- Control measures have been identified and implemented as a result of these risk assessments.
- Any significant risks and their control measures have been communicated to employees and any other person as appropriate.
- Prior to starting any lesson the trainers will ensure learners are aware of the fire procedure for the building along with any other health and safety issues relating to the building or the course they are attending.
- Skills in Logistics will provide any PPE / PPC during courses if the risk assessment control measure requires them.

3. Accidents and Incidents

- Adequate arrangements for dealing with any first aid treatment have been implemented, with first aiders and first aid materials available as required.
- Any legally reportable accidents, incidents and ill-health will be reported to the enforcing authority and investigated.
- Accident, incident, ill-health and first aid arrangements are made aware to all employees and others as appropriate.

4. Supervision, Training, Information, Instruction

- Employees are provided with adequate supervision.
- Initial health and safety information, training and instruction is given to all new employees during induction both from the training department and at their work site.
- On-going health and safety training is provided to all employees and others as appropriate
- All information, instruction and training is recorded.
- The effectiveness of training is assessed and assessment records are kept.

- All staff shall receive basic awareness information during their induction along with a breakdown of the health and safety policy and any other associated policies and where and how to access them.
- All training will take place in a controlled environment.
- All persons attending courses shall be briefed on any hazardous areas within the premises along with potential risks and their control measures.
- Training may involve movement throughout the building and this shall be controlled and monitored by the trainer at all times and corrective action taken as necessary.
- Where groups are working without the trainers input, in small groups during activities, then they shall be monitored at irregular intervals to ensure health and safety compliance

5. Provision and Maintenance of Suitable and Appropriate Equipment and Machinery which is safe and without Risk to Health

- Any equipment provider for training shall be appropriate and risks will have been minimised through risk assessment and control measures.
- All equipment will be regularly maintained to a high standard.
- Any equipment requiring guard shall have them fitted and control measures put in place.
- Electrical items shall be PAT tested yearly and dealt with accordingly.

6. Personal Protective Clothing / Equipment

- PPE / PPC shall be provided for all activities where it has been deemed necessary as determined from risk assessments.
- Training and information shall be provided to all staff and the proper use of clothing/equipment will be enforced.
- All PPE / PPC shall be maintained and replaced as necessary.

7. Fire and Other Foreseeable Emergencies

- There is adequate fire detection, means of raising the alarm and fire fighting equipment within the learning environment. There are also adequate means of escape from the building in-case of an emergency.
- There are named persons for all areas of emergencies including fire and first aid.
- Fire logs are kept of all drills and evacuation practices, these are carried out on a regular basis as for internal requirements / legislation

8. Safe and Healthy Working Environment

- All structures, fabric, fixtures and fittings are safe and healthy and are suitable for the environment and are kept clean.
- Temperatures, lighting, ventilation and noise are all managed to ensure a comfortable healthy environment for learners.
- Welfare facilities are provided and are adequate for the number of staff using these facilities.
- A separate area and kitchen is provided for the consumption of food and drinks, these are appropriate and maintained.

9. Management of Health and Safety:

- Risk assessments are carried out regularly and health and safety committee meetings are attended by a member of the training staff on a regular basis.
- Skills in Logistics holds regular health and safety committee meetings and all staff are consulted and represented by a member of staff from their work place.
- Skills in Logistics has access to competent advice should they need it.
- Health and safety of the workforce / learners is reviewed annually.
- All necessary signs and notices are displayed within the training establishment.
- Any notification to enforcing authority will be given as appropriate.
- Skills in Logistics has in place employers, professional Indemnity & public Liability insurance policy.
- Skills in Logistics regularly assesses reviews and updates employee capabilities and where appropriate supplies training for individuals.
- Skills in Logistics ensures that all work carried out by its employees away from their premises is managed by them and that all policies and procedures are adhered to.

10. Managing Learners and / or Young Persons Health, Safety and Welfare:

- Skills in Logistics will assess the risk to any learner or young person, taking into account of his / her age (inexperience, immaturity and so on) and any other special needs or circumstances, including any disability and / or medical or health condition.
- Skills in Logistics will put into place control measures for learners or young persons as a result of risk assessment findings, and will inform the learner and his / her supervisor / trainer.
- Skills in Logistics will identify any necessary prohibitions / restrictions that apply to any learner and inform the individual learner and their supervisor / trainer.
- Skills in Logistics will provide competent supervision for any learner or young person and a person who will take overall responsibility for the individual learner will be appointed.
- Skills in Logistics will provide induction and on-going information, instruction and training to any learner or young person reflecting the result of a risk assessment, environment, tasks and the learner or young person's age, experience and special needs.
- Skills in Logistics will supply free of charge any necessary PPE / PPC to the learner as determined by the risk assessment and ensure its proper and effective use at all times.

All policy will be reviewed every 06 months or sooner if the work activity changes by the Training and Development Manager – **Stewart Hayward**.

Document Control

Title: Safe Learner Policy

Applicable To: All Staff

Date Last Reviewed: 24th July 2013

Procedure Owner: Business & Administration Manager.