Learner Health And Safety Policy

Policy Statement

Statement of intent

In accordance with the Health & Safety at Work Act 1974, Future Talent Learning has the maintenance of Health & Safety at Work as a declared objective. This document details our Health & Safety Policy for our learners. To fulfil this objective, we shall take all reasonable and practicable precautions to safeguard the Health, Safety & Welfare of learners, customers and members of the general public who have access to or contact with activities which are directly under our control. Future Talent Learning shall comply with legal Health & Safety requirements as a minimum standard and approved Codes of Practice where applicable. Please note that this policy is applicable to our learners and customers. If you are an employee of Future Talent Learning, please see our Employee Health & Safety Policy available on Charlie HR.

Accountability and Responsibility

Overall responsibility for the health and safety of learners (this includes apprentices) rests with the Chief Learning Officer. We offer entirely virtual programmes for learning but in the rare event that a third-party premises is required, specific responsibility for health and safety in this regard lies with the Learning Events Manager or Head of Learning & Development Products. In addition, all employees of Future Talent Learning have a responsibility and statutory duty to take reasonable care of the Health & Safety of themselves, learners and others who may be affected by their acts or omissions. A trained Health & Safety Consultant shall provide advice where required.

Policy Communications

Learners: All learners will be informed of this policy and their responsibilities towards their own Health and Safety, that of others and reporting requirements such as illness and accident during the programme onboarding. Learners will have continuous access to this policy via their Learner Handbook Our programmes of learning will contain Health and Safety training and references where they apply to the core content of the programme.

Employees: All staff will receive policy awareness during induction and annual training on Health and Safety, including the Health and Safety of learners as well as themselves (see Employee Health & Safety Policy). Our Coaches will also promote this policy's contents to learners as relevant via 1:1 coaching sessions and reviews.

Version number: 3
Date of creation: 03/08/2021
Date reviewed: 6th June 2024
Date of next review: 6th June 2025
Policy owner: Nicola Lespeare
Policy approved by: Shenay Cantelo-Poppe and Karen Kelly

Our commitment to Health and Safety of learners

In furtherance of this Policy, Future Talent Learning undertakes to:

1. Consult with employees on matters of learner health and safety.
2. Ensure compliance with this Policy by regular review of practice.
3. Regularly update employees and associates on this Policy when necessary.
4. Monitor the effectiveness of learner Health & Safety provisions where applicable.
5. Keep this Policy under regular review ensuring that it continues to meet current legislative requirements, and duly publish any amendments that may result on a timely basis.
6. Implement the requirements of the Health & Safety Executive to ensure learners understand the importance, principles and practices of Health & Safety.
7. Remind our employer partners aware of their legal responsibilities when it comes to looking after the health and safety of learners / employees in their care by informing them of both their and our responsibilities when we contract with them and at our initial induction of learners.
8. Provide and maintain training premises (when rarely applicable), equipment and systems of work that are safe and without risks to health.
9. Identify and take steps to eliminate any risks or hazards which might compromise health or safety and, in particular, hazards that could be a risk to vulnerable learners with physical, hearing, sight or other impairments.
10. Learners are encouraged to take regular breaks during study sessions to promote well-being and prevent fatigue-related issues.
11. Maintain any learning premises (when rarely applicable) under the Future Talent Learning's control in a condition that is safe and without risks to health and to provide and maintain means of access and egress that are safe and without such risks to vulnerable people.
12. Encourage employees and learners to set high standards of Health & Safety by personal example.
13. As the majority of the Future Talent Learning's learning provision is on-line and remote, Future Talent Learning undertakes to exercise the same level of care for our learners as it would for its employees in accordance with the Health and Safety Executive (HSE) guidance on protecting home-workers.
14. Recruit staff in line with our Safeguarding, Prevent and Safer Recruitment Policy so that due diligence is carried out before delivery staff encounter learners.
15. Protect learners from harm and ensure their well-being by adhering to our Safeguarding, Prevent and Safer Recruitment Policy. The policy includes measures to identify and address risks such as abuse, radicalisation, and extremism, while promoting a safe and inclusive learning environment for all.
    a. Overall responsibility for Safeguarding rests with the Designated Safeguarding Lead for day-to-day activity, Safeguarding Officers, (a senior Coach/Assessor) will provide general advice and training, monitor and manage concerns, allegations or disclosures, and liaise with safeguarding agencies.
    b. The Designated Safeguarding Lead will report to the Safeguarding Board Member regularly with details of any significant concerns and reporting statistics.

All necessary measures shall be taken to ensure observance of this Policy compliance with which Future Talent Learning considers essential for the wellbeing of its employees, associates, customers/learners and visitors, plus the efficiency of its operation.

This Policy requires learners to:

1. Take reasonable care for themselves and other people who may be affected by their work or study, particularly bearing in mind those who may be more vulnerable (for example, those with sight impairment).
2. Cooperate towards providing a safe place and system of learning.

3. Neither interfere with nor misuse anything provided in the interests of Health & Safety.
4. Bring to the attention of Future Talent Learning any faulty or defective equipment, or any health or potential safety hazard in their learning environment of which they are aware.
5. All accidents, injuries and dangerous occurrences (this includes near misses) will be reported and recorded. The Director of Quality and Apprenticeships Delivery will be informed as soon as possible, so that they may initiate an investigation (if necessary) and notify the appropriate authorities. The Education and Skills Funding Agency will be informed if Future Talent Learning becomes aware of any events or circumstances leading to the death or serious injury of any Apprentice.

6. Acknowledge and accept that failure to comply with this Policy may be considered a matter grave enough to warrant formal action

Reporting ill health of learners on our programme

If a learner is away from work due to long-term sickness (i.e. a period of two weeks or more), the learner's employer should report this to the learner's Coach who will assess with a Lead Coach whether the learner requires any additional support and/or a Break in Learning (BiL). The Lead Coach will report this to our Compliance Team and/or our Client Services Team so any necessary actions can be taken.

- If the learner requires additional support, a support plan will be documented and added to the learner's profile on our Learner Management System.

- If the learner requires a Break in Learning (BIL), the Coach will assess with the employer and learner (if possible) how long this should be in place for and what the potential return date for the learner should be.
- Depending on the length of the BIL, the Coach will periodically check in with the learner and employer, in agreement with both parties, to monitor the resolution of the reasons for the break in learning, such as progress in the learner's well-being and assessment of whether peak work periods have passed and work responsibilities have returned to a manageable level. Details of these periodic check-ins will be reported to the Compliance Team and can be accessed via the learner's profile on our Learner Management System. Once the learner is ready to return to the programme, the Coach will have a return to learning review with the learner and the Line Manager to ascertain what support the learner will need in order to be successful on the programme. The Return to Learning Review and support plan are documented on the learner's profile within our Learner Management System and reported to our Compliance Team and relevant Lead Coach.

If a learner falls ill and cannot attend a learning or assessment session due to illness, the learner should immediately report this to their Coach. If, for any reason, the learner has not been able to report their illness to their Coach and they have missed a session as outlined above, the Coach will immediately report this to the learner's employer so that they may investigate the non-attendance and inform the Coach of the findings. Our Coach will report the findings and non-attendance to their relevant Lead Coach who will monitor the escalation of the instance if applicable.

When potential ill health due to workplace stress or other activities has been raised, either by the learner, or the coach, the coach will consult with their Lead Coach to decide the way forward. We will ask the learner's employer for a risk assessment to be undertaken. The risk assessment process will usually be in conjunction with the learner's line manager and/or the employer and the individual concerned. An action plan will be created and agreed between the learner, their line manager, their coach and the employer to resolve the concern. This may involve the learner's Learning Plan being adjusted or reasonable adjustments being put in place. The action plan will include provision for a regular review and monitoring of the stress indicators. If the actions are not successful, referral may be made to an occupational health professional (responsibility for this will sit with the learner's employer).

Implementation of policy

1. Learners participating in our programmes ~~will~~ be made fully aware of the importance of Health & Safety at induction. They shall receive embedded learning about the principles and practices of good Health & Safety observance during their programme. They shall also be encouraged to report on any Health & Safety issues that might arise.
2. The Director of Quality and Apprenticeships Delivery shall have specific responsibility for monitoring these procedures and ensuring they are observed.
3. In the very rare occasion where learning programmes are held in third party venues, the Future Talent Learning Events Manager is to request a copy of the landlord's premises risk assessment and shall also carry out a Company Training Venue risk assessment, using the procedure and checklist described at Annex A. Instructions regarding emergency procedures in case of fire will be provided when using third party venues.

Implementation of the Policy: Quality Assurance

Future Talent Learning shall ensure that the practices arising from this Policy achieve the objectives laid out above. Performance in the Health & Safety area shall be measured, so that achievement can be reviewed, and action taken to improve performance against the standards set by the Health & Safety Act and partner agencies.

Guided by the HSG65 (Successful Health and Safety Management), the essential ingredients of the Future Talent Learning quality assurance system for Learner Health & Safety are as follows:

1. A proactive Health and Safety Management System designed to promote a continuous improvement culture.
2. Direct involvement of all stakeholders: learners, employers, tutors, assessors, administrators, and managers.
3. Feedback and monitoring returns at all levels.
4. Any serious issues arising from our processes and reporting may inform the FTL risk register and will be monitored by FTL directors.

Signed:

Director of Quality and Apprenticeship Delivery

6th June 2024

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Appendix A

Risk Assessment Form

A risk assessment is an important step in protecting the business, associates, employees, learners and visitors, as well as complying with the law. It helps us to focus on the risks that really matter – the ones with the potential to cause real harm.

In many instances, straightforward measures can readily control risks. For example, ensuring spillages are cleaned up promptly so that people do not slip, and cupboard drawers are kept closed to ensure people do not trip. In most cases it means that simple, inexpensive, and effective measures can be used to protect the most valuable asset - the workforce, and the most important - learners and visitors.

The law does not expect all risks to be eliminated, but we are required to protect people as far as is 'reasonably practicable'. Moreover, we are required to secure proper facilities for the training and education of learners, where applicable. "Proper facilities" include at least satisfactory health & safety standards that meet legal requirements and the needs of learners.

Risk Assessment Principles

1. Identify hazards.
2. Assess the risk that each hazard will cause harm.
3. Eliminate the risk where possible.
4. Where the risk cannot be eliminated, determine and apply control measures.
5. Reassess the remaining risk.
6. Decide whether the risk is acceptable.
7. If not acceptable – cease.
   If acceptable:
8. Inform/train all people that might encounter hazards
9. Continuously monitor to ensure that all control measures are applied correctly
10. Reassess if anything changes

Risk Assessment Requirements

There are five distinct types of H&S Risk Assessment involved in the work done by Future Talent Learning:

a. Future Talent Learning as an employer.
b. Training Venue Location Risk Assessment.
c. Workshop Risk Assessment.
d. Work Placement, including apprenticeships.
e. Lone Worker (e.g. Coaches).

There are two distinct types of learning activity:

a. Online courses/workshops.
b. One-to–one activities, such as IAG (Information, Advice and Guidance), Apprenticeship and other similar activities.

Risk Assessment Process

All coaches/associates will be supplied with a reference copy of the completed Health & Safety Risk Assessment Checklist for the training venue being used. The copy will be signed and dated by the Director of Quality and Apprenticeships Delivery.

The Coach/associate will verify the contents of the supplied Health & Safety Risk Assessment Checklist on the first day of the training programme.

In the event of the Coach/associate not having a copy of the completed Health & Safety Risk Assessment Checklist for the training venue on the first day of the training programme, the Coach/associate will carry out a health & safety risk assessment and complete a checklist under the guidance of the Future Talent Learning Events Manager.

Risk Assessment Template

Venue details:

……

Risk assessment carried out by: ……

Signature: …… Date: ……

Date of next review: ……

What are the hazards?	
Who might be harmed and how?	
What are you already doing to control the risks?	

What further action do you need to take to control the risks?	
Who needs to carry out these actions?	
When does this need to be done by?	