

# Health and Safety Policy for Learners

This policy deals with the health, safety and welfare of all learners and employees and applies to everyone within and connected to the organisation. It applies to Milltech's premises as well as those working with us as apprenticeship or placement providers.

## Policy Statement

Milltech is committed to health and safety in every aspect of its activities and aims to provide a safe, healthy and supportive environment wherever learning takes place.

## Promotion of Health & Safety

Milltech will promote and monitor health and safety through:

- The risk assessment and ongoing monitoring of its own and employers' premises to ensure a safe, healthy and supportive learning environment.
- Initial assessment of learners' health, safety and welfare needs and additional support requirements.
- An individual learning plan that includes the learner's health and safety training needs.
- A health and safety induction and ongoing review and assessment of learners' understanding and awareness of key health and safety issues.
- The recording, analysis, evaluation and publication of data regarding accidents and near misses.

## Safeguarding

Milltech is committed to ensuring that every young person or vulnerable adult who takes part in any activity provided by the organisation should be able to do so in a safe and protected environment. Safeguarding is addressed as part of the employer health and safety risk assessment process.

## Learner Rights

- A learning environment that is safe, healthy and supportive.
- A health and safety induction.
- Information on Milltech's and an employer's health and safety policy and procedures.
- Supervision and support for your health, safety and welfare.
- Information and advice on risks, suitable personal protective equipment and restricted activities.
- A health and safety learning plan and instruction on safety issues and use of equipment.
- Regular reviews and assessment of your knowledge and understanding of workplace health and safety issues.
- Access to information on how to report any dangerous situations or happenings at work and what to do if you have an accident.
- The right to refuse to carry out any activity that you feel is putting your health, safety or welfare at risk.

## Learner Responsibilities

In your role with Milltech you have a duty to:

- Co-operate with Milltech and your employer on matters of health and safety and follow all rules and procedures related to it.
- Follow any health and safety information, instruction and training.
- Not do anything that puts you or anyone else at risk.
- Report any defects, dangerous situations, accidents or near misses.
- Follow any prohibitions or restrictions that apply to you, wear any necessary protective equipment and clothing that you have been issued with and instructed to wear.
- Keep your work area clean and free from hazards and not misuse or damage anything provided for the purposes of health and safety.
- Take part in any health and safety training organised by Milltech or your employer, and follow and achieve your training plan.

***You may be subject to disciplinary action for failure to adhere to this policy.***

## Taking Action

If you experience or observe any breaches of health and safety policy or legislation you should take the following action:

1. Informal Action where you raise the issue informally and privately with the person(s) responsible for the concern.
2. Formal Action should be used where informal action hasn't worked, or if the informal approach is not an option. The issue should be raised with your manager or your tutor/assessor.

Whenever a concern over health and safety is received Milltech will:

- take the concern seriously;
- carry out an immediate investigation into the concern;
- allocate the investigation to a person who is competent in the management of health and safety;
- give you feedback on the findings of the investigation.