



i For information

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Leading learning and skills

Standards for Health and Safety

Information on the Learning and Skills
Council's health and safety standards
for learners

**February
2006**

Of interest to those involved with
LSC funded learners in work placements



The health, safety and welfare of learners is a fundamental value for the LSC. These health and safety standards are designed to assist colleges, other providers and employers in ensuring that all learning takes place in a safe, healthy and supportive environment.

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Guidance leaflet on the Learning and Skills Council's health and safety standards for learners

Introduction

- 1 The Learning and Skills Council (LSC) provides funds to many organisations ('funded organisations'): colleges; training providers; schools; Local Authorities; voluntary organisations and employers. The LSC does this to help provide the skills the country needs through the provision of high-quality training and learning for individuals or 'learners'. The term 'learners' includes trainees, apprentices, students, pupils and others, including in some cases an employer's own employees who receive training or learning funded by the LSC.
- 2 The LSC requires that all the training and learning that it funds takes place in a safe, healthy and supportive environment, regardless of where it is delivered or who the learner is with. Much of the training and learning it funds is vocational and takes place for a time with employers. Funded organisations must judge the suitability of health and safety in the place where training and learning is conducted. This often means carrying out health and safety assessments of employers and the work locations where learners are going to train, learn and work.
- 3 The LSC has agreed an approach with the Health and Safety Executive (HSE) and the Department for Education and Skills (DfES) that uses a health and safety procurement standard for all those involved with LSC-funded learners. This has been done to provide clarity, provide consistency of standards and the assurance that learners are in safe, healthy and supportive environments.
- 4 The LSC standards reflect the main health and safety legal requirements that exist to protect persons at work and others affected by work, and should be no more than employers do already. The LSC hopes that by setting clear standards, small and medium-sized companies in particular will better understand their obligations.
- 5 The LSC wants health and safety assessments to be undertaken only once every one, two or three years, depending on the risk (high, medium and low). This is to avoid funded organisations having to duplicate assessments.
- 6 There are nine core standards, and these are set out in this leaflet. **The tenth standard is specific to the learner and will need to be agreed for each learner because of individual needs and the duty of care owed to them.**
- 7 For employers who do not meet all the standards, the assessor should signpost the employer to appropriate sources of advice and assistance. In most cases, the assessor will agree an action or development plan with the employer to help achieve the standards.

Safe, Healthy and Supportive Environment: The Learning and Skills Council's Standards

1. The employer has a health and safety policy

- a There is a demonstrable commitment to health and safety (and a written policy statement where there are five or more employees).
- b Responsibilities for health and safety are clearly stated (and recorded where there are five or more employees).
- c Arrangements for health and safety are clearly stated, including accident reporting, first aid, safety reps/committees.
- d The commitment, responsibilities and arrangements for health and safety are communicated to all employees and their understanding/awareness checked.

(This standard should be read in conjunction with standard 9)

2. The employer has assessed risks, eliminated them or put in place control measures to reduce them to an acceptable level

- a Risk assessments have been carried out covering both adult employees and young persons and significant risks identified.
- b Significant risks have been recorded (this is optional where there are fewer than five employees).
- c Suitable control measures have been identified and implemented as a result of risk assessment.
- d The significant risks and control measures are explained to employees (and others as appropriate).
- e Risk assessments are reviewed and active monitoring takes place and the findings acted upon.

3. The employer has made adequate arrangements for dealing with accidents and incidents, including the provision of first aid

- a Adequate arrangements for first aid materials have been made.

- b Adequate arrangements for first aid persons have been made.
- c All accidents and first aid treatment rendered are recorded.
- d Arrangements exist for employees to report to management accidents/near misses and so on to enable suitable remedial action to be taken.
- e All legally reportable accidents, incidents and ill-health are or will be reported to the enforcing authority and investigated.
- f Accident, incident, ill-health and first aid arrangements are made known to all employees and others as appropriate.

4. The employer provides employees with effective supervision, training, information and instruction

- a Employees are provided with adequate competent supervision.
- b Appropriate health and safety information, training and instruction are given to all new employees on recruitment.
- c Ongoing health and safety information, training and instruction are provided to all employees and others as appropriate.
- d Information, instruction and training are recorded.
- e The effectiveness of training and competence in the workplace are both assessed and assessments recorded.

5. The employer provides and maintains suitable and appropriate equipment and machinery

- a The employer provides the correct equipment to the appropriate standard.
- b Equipment is adequately maintained.
- c Guards and control measures are in place as determined from risk assessment.
- d Safe electrical systems and equipment are provided and maintained.

6. The employer has made arrangements for the provision and use of personal protective equipment and clothing suitable for the individual

- a Personal protective equipment and clothing (PPE/C) is provided for employees as determined from risk assessment.
- b Training and information on PPE/C use has been provided to employees.
- c The proper use of PPE/C is enforced.
- d PPE/C is maintained, replaced and where appropriate inspected.

7. The employer has fire precautions and made arrangements for other foreseeable emergencies

- a A means of raising the alarm and fire or emergency detection is in place.
- b Appropriate means of fire fighting are in place.
- c Effective means of escape are in place, including escape routes and unobstructed exits.
- d There is a named person (or persons) for emergencies.
- e Arrangements are maintained, which include tests and drills.
- f A fire log book is kept.

8. The employer provides a safe and healthy working environment

- a Premises (structure, fabric, fixtures and fittings) are safe and healthy (suitable, maintained and kept clean).
- b The working environment (temperature, lighting, space, ventilation, noise) is appropriate, safe and healthy.
- c Welfare facilities (toilets, washing, drinking, eating, changing) are provided as appropriate and maintained.
- d Exposure to hazards from physical, chemical and biological agents is adequately controlled.

9. The employer manages health and safety

- a The employer consults and communicates with employees on health and safety and allows them to participate in health and safety.
- b The employer provides medical or health screening as appropriate and any required medical surveillance
- c The employer has access to competent advice
- d The employer reviews health and safety regularly, ideally on an annual basis.
- e The employer provides and displays necessary signs or notices.
- f Notification has been given to the enforcing authority as appropriate.
- g Employers' liability insurance is current and other insurance is in place, as appropriate to the business undertaking. This includes informing insurers and/or brokers where appropriate of the learner(s)' presence and programmes.
- h The employer assesses, reviews and updates employees' capabilities.
- i The employer manages the employee's work when it is away from the employer's own premises or when the employee is placed with another employer or site.

10. The employer manages learners and young person's health, safety and welfare

- a The employer has assessed the risks to any learner and or young person taking account of his or her age (and inexperience, immaturity and lack of awareness of risk) and any other special needs or circumstances including any disability and/or medical condition.
- b The employer has put in place control measures for learners and/or young persons as a result of 10a. and informed the learner and his or her supervisor.
- c The employer has identified any necessary prohibitions and restrictions that apply to any learner and/or young person as part of items 10a and 10b above.

- d The employer provides competent supervision for any learner and young person and has a designated person to take overall responsibility for any learner or young person. In cases where the learner is a child, this may require formal checks of suitability for reasons of child protection.
- e The employer provides an induction and ongoing information, instruction and training to any learner or young person, reflecting the result of the risk assessment; environment, tasks and the learner or young person's age, experience and any special needs.
- f The employer provides free of charge any necessary (determined from the risk assessment) personal protective equipment and clothing to the learner and ensures its proper and effective use.

Further Information

For further information on health and safety
please visit:

www.safelearner.info

www.hse.gov.uk

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Health and Safety

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