



Masterclass Academy Health and Safety Policy

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1. Introduction

Masterclass Academy has a positive commitment to promoting excellent Health and Safety practice for learners, employers and staff. As a responsible employer and independent training provider we take health and safety duties seriously. This policy guidance ensures Masterclass Academy complies with its moral and legal obligations to employees, learners, visitors and contractors whilst on Masterclass Academy or any premises under the control of Masterclass Academy or carrying out work elsewhere on behalf of Masterclass Academy

2. Aim

The aim of Masterclass Academy Health and Safety Policy is:

- to provide adequate control of the health and safety risks arising from our work and training activities;
- to consult with our employees, learners and employers on matters affecting their health and safety;
- to ensure a safe and healthy working environment for learners during off the job training;
- to provide information, instruction and supervision for learners and staff;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to ensure all staff are competent to carry out their tasks and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions.

3. Additional Guidance and Support

HSE Website www.hse.gov.uk

Incident Contact Centre 0345 3009923

4. Overall Responsibilities

It is the policy of Masterclass Academy to ensure, so far as reasonably practicable, the health, safety and welfare of its employees whilst at work, its learners whilst studying and of others who may be affected by their undertakings and to comply with the Health and Safety at Work Act 1974 and all other related and relevant legislation as appropriate.

1. Overall and final responsibility for health and safety is that of Company Director, Greg Ott



2. Day to day responsibility for ensuring this policy is put into practice is delegated to: Alison Lipscombe
3. To ensure health and safety standards are maintained/improved the following people have responsibility for:

Greg Ott:

- Approving action plans;
- Authorising capital spend in relation to H&S issues;
- Ensuring adequate training supervision and instruction is made available to staff;
- Ensuring recruitment practices support the H&S ethos of the company.

Alison Lipscombe:

- Auditing H&S policy and practices and advising on H&S matter;
- Reporting on areas of concern to LC/GO;
- Carrying out spot checks.

Masterclass Academy employees:

- Co-operate with managers on H&S matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Report all H&S concerns to an appropriate person (as detailed in this policy statement).

Staff Procedures

This section of the policy should be read alongside Health and Safety Guidance in the Masterclass Academy Staff Handbook which forms part of the Contract of Employment for each employee.

1. Health and Safety Risks Arising from Work Activities

Responsibilities/Location	Name/Job Role/Location
Risk assessments	Manager Health & Safety Advisor
Findings of risk assessment reported to:	Manager
Action required to remove/control risks approval	Manager
Ensuring action required is implemented	Manager
Checking implemented actions removed/reduced risks	Manager



Assessments in relation to Masterclass Academy to be reviewed:

Every 12 Months or when the work activity and or layout changes, whichever is soonest.

2. Consultation with Employees

Consultation with employees is provided by:

- Employee 1-2-1 with manager
- Staff team meetings
- Staff newsletter
- Companywide Emails

3. Safe Plant and Equipment

Responsibilities/Location	Name/Job Role/Location
Identifying all equipment/plant needing maintenance	Manager/Team Members
Ensuring effective maintenance procedures drawn up	Greg Ott/ Health and Safety Advisor
Ensuring all identified maintenance is implemented	Alison Lipscombe
Problems with plant/equipment to be reported to	Alison Lipscombe
Checking new plant & equipment meets H&S standards prior to purchase	Greg Ott/Alison Lipscombe

4. Information, Instruction and Supervision

Responsibilities/Location	Name/Job Role/Location
Health & Safety Law Poster & Leaflets	Notice boards/Staff areas/Reception areas
Health & Safety Advice	HSE Local Environmental Health Office Local Fire & Rescue Service
Supervision of young workers/trainees arranged/undertaken/monitored	Training Consultants in conjunction with employer and placement supervisor
Ensuring employees working at locations under the control of other employers are given relevant health & safety information	Managers/ Health and Safety Advisor



5. Competency for Tasks and Training

Responsibilities	Name/Job Role
Induction training for employees	Line Managers and relevant specialist departments in accordance with Induction Checklist
Job-specific training provided by	Relevant Line Managers, Health and Safety Advisor
Whole company training	Alison Lipscombe
Specific jobs requiring special training	Provided as necessary for job functions and personal development of individuals in role
Central Training record maintenance	Alison Lipscombe, Training Manager
Individual CPD record	Individual member of staff
Training need identification, arrangement and monitoring	Alison Lipscombe

6. Accidents, First Aid and Work-Related Ill Health

Health surveillance is required for employees carrying out the following jobs:

None considered necessary, but staff awareness training in Hairdressing is ensured through ongoing training and supervision.

Responsibilities	Name/Job Role
Health surveillance arrangements	Where necessary surveillance arranged through Team Managers
Health surveillance records kept by/at	Head Office
First-aid box(es)	As confirmed at induction for individual Salons
Reporting accidents, diseases and dangerous occurrences to the enforcing authority	Greg Ott

7. Monitoring

To check our working conditions and ensure our safe working practices are being followed we will:

- Carry out spot check visits
- Investigate accidents
- Monitor accidents recorded in the accident/incident books
- Monitor sickness rates
- Plan and implement risk assessments



- Facilitate Health and Safety discussion at 1-2-1 meetings

Responsibilities	Name/Job Role
Investigation of accidents	Managers
Investigation of work-related causes of sickness and absences	Salon Managers
Acting on investigation findings to prevent a recurrence	Salon Managers

8. Emergency Procedures – Fire and Evacuation

Responsibilities	Name/Job Role
Ensuring the fire risk assessment is undertaken and implemented	Academy Manager
Monthly escape route checks and random spot checks	Academy Manager and designated staff
Fire extinguishers maintained and checked by/every	Approved contractor annually Designated staff member monthly
Alarm tested by/every	By staff in line with company fire safety policy By qualified contractor in line with company fire safety policy
Emergency evacuation will be tested every 12 months as a minimum	In accordance with related Fire Safety Policy. Also see specific Fire Policy documents (Appendix A – C) Quality Processes (Myhtp-learner VLE).



Learner Guidance

It is Masterclass policy to ensure a safe working environment at all times, and our Health and Safety policy statement is available on our website.

The Health and Safety at Work Act 1974 requires employers to provide

- Adequate training of staff to ensure health and safety procedures are understood and adhered to
- Adequate welfare provisions for staff at work
- A safe working environment that is properly maintained and where operations within it are conducted safely
- Suitable provision of relevant information, instruction and supervision

Masterclass carries out an initial Health and Safety check on all employers prior to the start of any apprenticeship and this is monitored on a regular basis. Never attempt a task you are not authorised to do or have not had the proper health and safety training in. If you have any concerns, then speak to your supervisor and/or assessor.

In general, your employer's responsibilities include:

- Making your workplace safe and without risks to your health
- Ensuring equipment and machinery are safe and that safe working practices are followed
- Ensuring stock and substances (e.g. chemicals) are moved, stored and used safely
- Providing adequate welfare facilities (e.g. toilets, hanging space for wet clothes etc)
- Giving you essential information, supervision, instruction and training

As an apprentice/employee you have legal duties too which include:

- Taking reasonable care for your own health & safety and that of others who may be affected by what you do or do not do
- To co-operate with your employer on Health and Safety
- Correctly use work items provided by your employer in accordance with training or instructions e.g. Personal Protective Equipment
- Not interfering with or misusing anything provided for your Health and Safety and welfare
- To notify your employer or safety representative of any safety issues you see

Are you in an organisation employing 5 or more? If so, the employer must:

- Have a Health & Safety Policy and communicate this to apprentices/employees
- Produce appropriate written Risk Assessments and communicate these to apprentices/employees

Working with computers

When working with Display Screen Equipment i.e. computers, you need to bear in mind:

- Plan work to take regular breaks from the screen
- Check posture and position regularly (as trained)
- Report any problems eg frequent headaches, eyestrain, stiffness or pain in limbs
- Employers should undertake risk assessment for "habitual users" of computers
- Employers may have to fund eye tests/glasses

Manual handling



Employers should try to substitute mechanical means and should advise/train in correct lifting techniques.

- You must think before you lift
- Use a trolley or carrier
- If item is bulky/heavy, tell your supervisor
- Ensure your route is free from obstacles
- Don't try lifting heavy items on your own
- Get help if unsure

First aid

First aid should prevent injury from getting worse and can save lives. Adequate arrangements must be made by employers for first aid. The minimum requirement for first aid is:

- Provide a suitably stocked first aid kit
- Consider need to appoint a qualified First Aider

Substances hazardous to health

A substance that has the potential to cause harm is classified as a hazardous substance. Hazardous substances can be:

- Liquids
- Solids
- Dusts
- Powders
- Gases

Hazardous substances can cause harm when they:

- Come into contact with the skin or eyes
- Enter the body through cuts in the skin
- Are breathed in
- Enter the body by mouth e.g. by swallowing or from contaminated hands touching the mouth

Fire safety

Fire can spread quickly. It is important to be aware of the risk. Not only are employees at risk but so may be any visitors e.g. customers or contractors.

What to do if you discover a fire at work or at Masterclass (& anywhere else)

If you are in training, let your assessor know and follow the evacuation procedure.

- If you are in a building, close the door against any fire (if safe to do so)
- Raise the alarm (shout "Fire", break glass-in fire bell), let others know immediately
- Follow the evacuation procedure

Tips for safety in the workplace



- Find out names and phone numbers of people with responsibility for safety and first aid
- Keep walkways clear of obstructions, especially packaging, tools, protruding drawers etc
- Don't allow power or phone wire to trail across floor/walkways.
- Point out frayed carpet edges
- Be careful when opening doors, especially those without glass viewing panels on to corridors
- Do not improvise with chairs and boxes when you should really fetch a step ladder
- Follow recommended procedures with powered tools, chemicals, office equipment etc
- Don't try to lift things which are either too heavy or unsafe
- Do not overload power sockets with too many plugs and adapters



Employer Guidance

Masterclass Academy has a positive commitment to promoting excellent Health and Safety practice in the workplace and share this commitment with employers.

Learners placed with you, whether employed or non-employed status, are regarded as employees for the purposes of Health and Safety.

Masterclass Academy role is to:

- use competent staff to verify that you provide a healthy, safe and supportive learning environment;
- assist you with Health and Safety requirements and the application to individual learners;
- Provide a safe and healthy working environment for learners at all times during off the job training;
- monitor health and safety practices on an ongoing basis;
- provide Health and Safety training for learners to raise their awareness of risk;
- check learners' understanding of Health and Safety risk awareness;
- investigate any accidents involving learners within the workplace and agree preventative action.

Your role as the Employer is to:

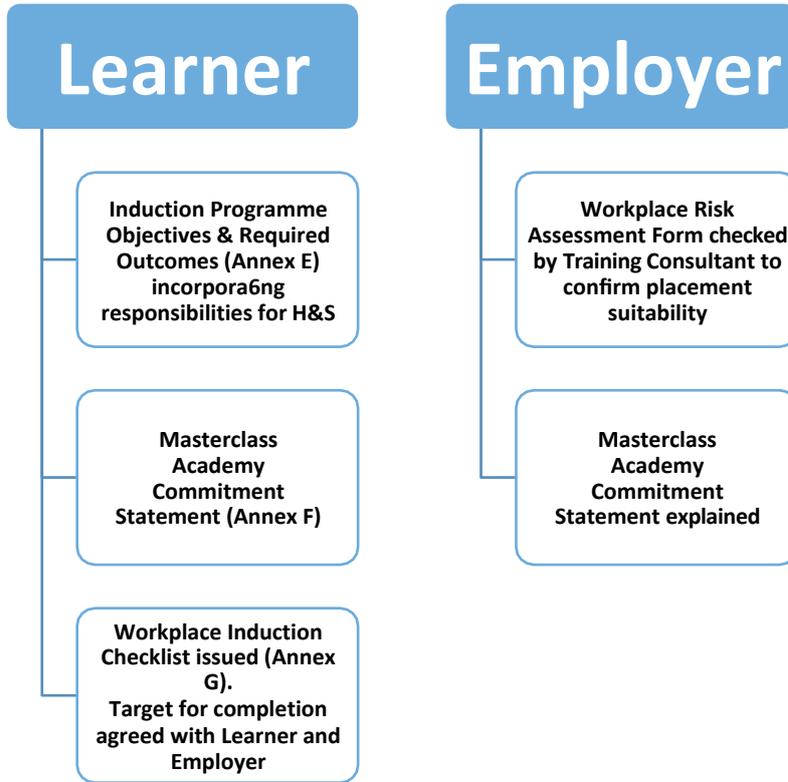
- Confirm the organisation operates a Health and Safety Policy that complies with current legislation, a copy of which is available for staff to view (applicable for establishments with five or more employees).
- Ensure that learners receive full Health and Safety training as outlined in the Learner Workplace Induction and Masterclass Academy, Apprentice/Learner Handbook, and are made aware of who is responsible for Health and Safety matters within the organisation
- Ensure that learners are provided with, and wear, appropriate protective clothing/footwear whilst at work.
- Understand the legal duties under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) and that you are required to report and record some work related accidents by informing the HSE's Incident Contact Centre (ICC) on 0345 300 99 23 for fatal or major accidents/occurrences or online for the other incidents.
- Notify Masterclass Academy within 24 hours should an accident to a learner occur in the workplace directly resulting in the learner being absent from work.
- Ensure that you will assign each learner a competent mentor / supervisor to support them in the workplace
- Not allow learners to use, clean or handle dangerous machinery unless they have received full instruction and training beforehand and this has been formally recorded.
- Ensure that learners working within the organisation are covered by Public and Employer's Liability Insurance.

- Ensure that the organisation and its employees operate fairly, without bias as required under the Equality Act 2010.
- Provide ongoing training, guidance and support for employees with regard to Safeguarding, the Prevent Duty and the promotion of British Values.

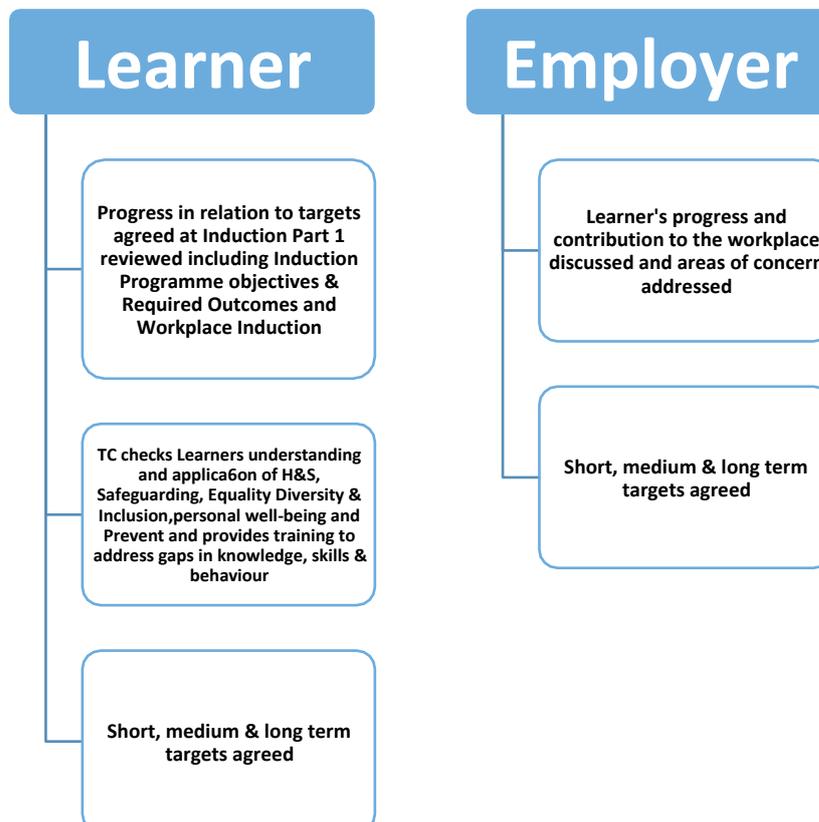


Health & Safety Procedure Employers and Learners

Induction Part 1 - Apprenticeship Start Date

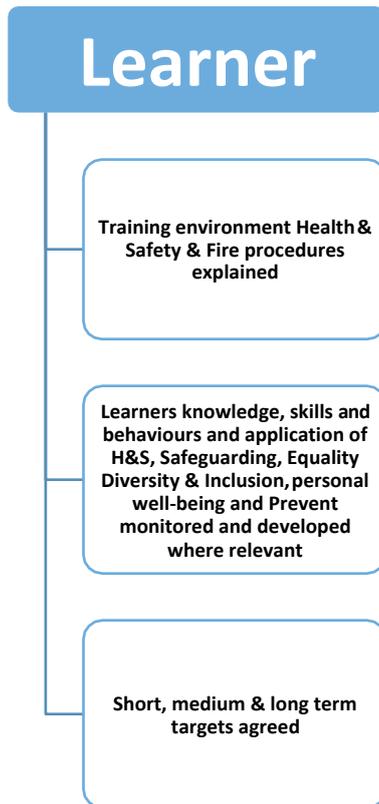


Induction Part 2



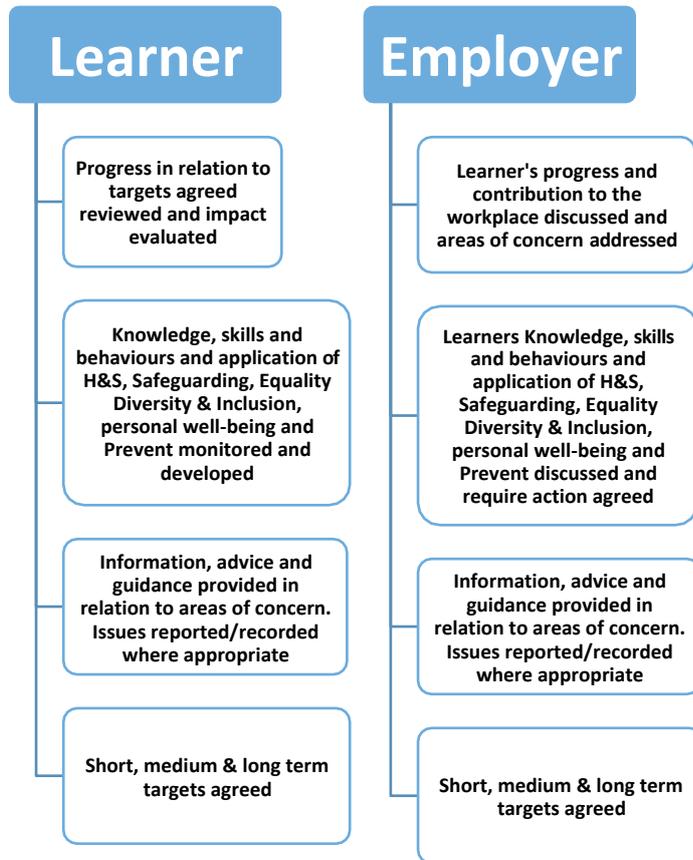


Off the Job Training





Progress Reviews (every 8 – 12 weeks)





Annex A

Placement Risk Assessment Guidance

All placements must be risk assessed before the learner commence training. The assessment is designed to assess standards in the following areas:

- Working conditions
- Fire precautions
- First aid
- Accident procedures
- Machinery & equipment
- Learner supervision
- Health & Safety management
- Hazards & risks
- Personal protective equipment & clothing
- Equality & Diversity
- Premises registration & Insurance

(Full guidance on each of the above is provided below).

The Vocational Risk Band is to be identified and the assessment is to be used to allocate a Performance Indicator Classification. Any follow up actions are to be agreed and targeted for completion.

Failure to meet Risk Assessment Requirements

If the Performance Indicator Classification is 'poor' or 'very poor' or the employer fails to comply with equality, diversity & inclusion requirements learners are not to be placed.

In the event of failure to meet the minimum required standards for Placement Health, Safety & Equality the employer is to be briefed on the criteria that were not met.

Placement Risk Assessment Reviews

Placement Risk Assessments must be updated every 12 months.



1. WORKING CONDITIONS

The employer must provide the right workplace facilities for everyone in the workplace, including people with disabilities. However, this doesn't have to be complicated or time-consuming.

Basic things to be considered are outlined below. Employees must be provided with:

- toilets and hand basins, with soap and towels or a hand-dryer;
- drinking water;
- a place to store clothing (and somewhere to change if special clothing is worn for work);
- somewhere to rest and eat meals.

To have a healthy working environment, make sure there is:

- good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system;
- a reasonable working temperature (usually at least 16 °C, or 13 °C for strenuous work, unless other laws require lower temperatures);
- lighting suitable for the work being carried out;
- enough room space and suitable workstations and seating;
- a clean workplace with appropriate waste containers.

To keep the workplace safe the employer must:

- properly maintain your premises and work equipment;
- keep floors and traffic routes free from obstruction;
- have windows that can be opened and also cleaned safely;
- make sure that any transparent (eg glass) doors or walls are protected or made of safety material.



2. FIRE PRECAUTIONS

The Regulatory Reform (Fire Safety) Order 2005 states that employers must provide or undertake the following, at a **minimum**:

- The means of detection and giving warning in the event of a fire
- The provision of means to escape
- The provision of means to fight a fire
- The training of staff in fire safety
- The requirement to undertake a Risk Assessment of fire risks

A Fire Certificate is **no longer** required (for ANY business) BUT full Risk Assessments MUST be undertaken by a '**responsible person**' that will take into account ALL fire risks. A responsible person is either the employer someone who has the necessary knowledge or experience in dealing with such matters.

Licensed premises will need to detail their fire safety procedures in their Operating Schedule when applying for a Premises Licence or Variation to a Premises Licence.

Since 1997, all new extinguishers have had to be coloured red with a 5% colour strip indicating their use. UK fire extinguisher regulations recommend that extinguishers should be replaced or given an extended service/overhaul every 5 years. CO2 extinguishers should be replaced every 10 years, unless they are damaged or have been discharged. No extinguisher must ever be more than 20 years old.

The HSE recommend that all fire warning systems are tested on a **weekly** basis along with a visual check of the fire-fighting equipment. An **annual** check by a competent service engineer also needs to be undertaken for both.

3. FIRST AID

Appointed Person

Every workplace should have an Appointed Person as a minimum – this is someone who will take charge of a situation, i.e. telephone for an ambulance, and ensure that the First Aid Box is fully stocked. There are no requirements for an Appointed Person to attend any special training course, however, there are courses available if needed.

First Aider

There are no requirements for a minimum number of First Aiders to be on site at any one time. The number of Appointed Person(s) or First Aider(s) is determined by the Risk Assessment. A First Aider will have attended a training course that will provide them with a First Aid at Work Certificate. A First Aider **can** undertake the role of Appointed Person too.

First Aid Boxes

There is no longer a mandatory list of contents for First Aid Boxes – this is now determined by the Risk Assessment of first aid needs. The HSE have a 'suggested list' but this cannot be enforced. No medication or tablets can be kept in the First Aid Box – however, scissors **CAN BE** provided they are detailed on the Risk Assessment.

4. ACCIDENT PROCEDURES

The workplace must provide an accident book to enable all accidents, near- accidents and over-three-day incapacitations to



be recorded. In addition to this, the employer has a responsibility under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to report the following incidents to the HSE or Local Authority:

Types of reportable injury:

- All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker – reportable without delay
- Specified injuries to workers:
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
 - any scalping requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hoursAll specified injuries are reportable without delay.
- Over-seven-day incapacitation of a worker - Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.
- Over-three-day incapacitation - Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.
- Non-fatal accidents to non-workers (eg members of the public) - Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.



If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

- Occupational diseases - Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work:
 - carpal tunnel syndrome;
 - severe cramp of the hand or forearm;
 - occupational dermatitis;
 - hand-arm vibration syndrome;
 - occupational asthma;
 - tendonitis or tenosynovitis of the hand or forearm;
 - any occupational cancer;
 - any disease attributed to an occupational exposure to a biological agent.
- Dangerous occurrences - Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:
 - the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
 - plant or equipment coming into contact with overhead power lines;
 - the accidental release of any substance which could cause injury to any person.Further guidance can be found on the HSE website.
- Gas incidents - Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the online form.

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
 - incomplete combustion of gas or;
 - inadequate removal of products of the combustion of gas.
- Unsafe gas appliances and fittings should be reported using the online form.

These are not exhaustive lists – but these can be found on the HSE website. All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries **only**.



5. MACHINERY & EQUIPMENT

There are no regulations that limit what machinery and equipment young people can use in our industries – regulations DO however apply for the following:

- Agriculture
- Ship Building & Ship Repair
- Carrying of Dangerous Explosives and Goods
- Power Presses
- Woodworking Machines
- Mechanical Lifting Operations

The employer will need to ensure that **full, documented** training has taken place on ANY machinery or equipment that the learner is intended to use or clean.

6. SUPERVISION & SAFEGUARDING

The employer is to provide employees/learners with effective supervision, training, information, instruction and safeguarding:

- Employees are provided with adequate competent supervision. 16-18 yr old learners and vulnerable adults will require a higher level of supervision.
- Appropriate health and safety information, training and instruction are given to all new employees on recruitment.
- Ongoing health and safety information, training and instruction are provided to all employees and others as appropriate.
- Information, instruction and training are recorded.
- The effectiveness of training and competence in the workplace are both assessed, and the assessments recorded.
- The employer is aware of its responsibilities for the safeguarding of learners (please refer to “Masterclass Academy Apprenticeship College Safeguarding Children and Vulnerable Adults Policy and Procedure”)



7. HEALTH & SAFETY MANAGEMENT

If the employer has 5 or more employees a **written** Health & Safety policy statement is required. This sets out **how** the employer is going to manage health and safety in the workplace, i.e. **who** does what, **when** and **how** they do it. The Health & Safety Law poster **must** be displayed in the workplace if **anyone** is employed – however, as an alternative, the employer can issue **all** employees with an individual leaflet “Health & Safety Law: What You Should Know”.

Medical Surveillance will generally not be required in our industries but has been included on our checklist for monitoring if surveillance is required.

Typical industries that require medical surveillance (i.e. regular medical checks) are demolition, heating engineers, plumbers or people working with asbestos.

8. HAZARDS & RISKS

If there are 5 or more employees, risk assessments must be recorded. They also must be recorded if any group of employees are identified as being especially at risk, i.e. young people, women who are pregnant, people who are disabled etc.

9. PERSONAL PROTECTIVE EQUIPMENT & CLOTHING

If a risk assessment has determined the need for PPE/C to be provided, this **will be** at the cost of the employer – under NO circumstance should the learner(s) be expected to purchase their own. As well as the provision of PPE/C, the employer must also provide training in the use of the PPE/C, suitable storage, cleaning and maintenance arrangements.

Chef whites and other uniforms are not considered to be a form of PPE/C.

Employees have the responsibility to take reasonable care of any PPE/C provided, to use it in line with instruction and training given and to report any loss or damage of the PPE/C as per reporting procedures specified by the employer.



10. EQUALITY, PREVENTING EXTREMISM & RADICALISATION

Even though there is no legislation requiring workplaces to have a written Equal Opportunities Policy, it is seen as 'good practice' to set out how they intend to prevent discrimination and promote equality of opportunity. The Equality Act 2010 is the main piece of legislation protecting employees and customers from unlawful discrimination. The Act protects nine groups of people, namely; age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex (gender) and sexual orientation. The placement is also to be fully briefed on Masterclass Academy and HTP's responsibilities under the prevent duty whilst the learner is on programme in the placement as an employee. This should be done in conjunction with the "Masterclass Academy/ Preventing Extremism and Radicalisation Safeguarding Policy".

Masterclass Academy and HTP Apprenticeship College helpline is [infor](#)

11. REGISTRATION OF PREMISES

A new business is required to register with either the Health & Safety Executive (HSE) or the Local Authority – depending on the sort of business it is. The HSE tend to deal with factories or people involved in manual labour, i.e. ship building, whereas the Local Authority includes businesses such as hotels, restaurants or shops. A copy of the registration certificate is normally displayed although this is not obligatory.

12. INSURANCE

All employers must have **employers' liability insurance** cover – a copy of the certificate **MUST** be displayed or stored electronically (if stored electronically it **MUST** be available to ALL staff) on the premises. This ensures there is cover in case an employee is injured or becomes ill as a result of their work as they may try to claim compensation if they believe the employer is responsible. This insurance is **compulsory**. If an employer does not have current insurance, a learner **MUST NOT** be placed there.

Public liability insurance is slightly different in that the claims are made against the business by members of the public or other business for similar compensation claims as detailed above. This insurance is **voluntary**.



Sources of Advice

HSE Website www.hse.gov.uk Downloadable Publications from the HSE:

- An Introduction to Health & Safety
- Five Steps to Risk Assessment
- COSHH: A Brief Guide to the Regulations
- RIDDOR Explained
- Getting to Grips with Manual Handling: A Short Guide for Employers
- Noise at Work
- Tackling Stress: The Management Standards Approach
- The Law on VDU's: An Easy Guide
- Managing Sickness Absence and Return to Work
- PPE At Work Regulations: A Short Guide
- Employers Liability (Compulsory Insurance) Act 1969: A Guide for Employers
- Health & Safety Law: What You Should Know

Reporting Incidents under RIDDOR: Telephone: 0345 300 9923

Online: www.hse.gov.uk/riddor/report.htm

Citizens Advice Bureau

www.adviceguide.org.uk **Equality & Human Rights**

Commission

www.equalityhumanrights.com **Acas** www.acas.org.uk

Stonewall

www.stonewall.org.uk

Prevent duty guidance

www.gov.uk/government/publications/prevent-duty-guidance

This policy will be reviewed annually by the Company Directors and Curriculum and Training Manager.

1	Laura Cosier	Reviewed	14.9.21



MASTERCLASS

Experts in Addressing Education