

HEALTH AND SAFETY POLICY



Health and Safety Policy

Scope of the Policy

This policy is provided for Protutorial customers, learners, and staff members who are using or delivering qualifications offered by Protutorial.

Review Arrangements

Protutorial will review this policy annually in line with self-assessment arrangements. This policy will also be revised as and when necessary, in response to customer and learner feedback or good practice guidance issued by an awarding organisation or other regulatory body.

Location of the Policy

This policy is available for all staff members, third parties, and learners to access via the Protutorial website. Protutorial will also ensure that the policy is available in alternative formats, such as large print and audio, to accommodate diverse learner and staff needs.

Communication of the Policy

Each staff member involved in the management, delivery, assessment, and quality assurance of qualifications offered by Protutorial shall be made aware of this policy during their induction period of employment.

Learners undertaking Protutorial qualifications shall be informed of this policy during their induction process.

Policy Statement

Protutorial is committed to meeting and exceeding the legal obligations relating to health and safety. Protutorial expects staff, learners, visitors, and customers to share this commitment and to understand that they have legal and moral obligations to enforce and adhere to this policy.

Statement of Principles

The duties of Protutorial are to:

- Ensure this policy is implemented on a day-to-day basis and that sufficient resources are made available to achieve this.
- Maintain adequate records in relation to staff and learner health and safety.

Duties of Employees

Protutorial staff are expected to take reasonable care for the health and safety of themselves, visitors, and others who may be affected by their acts and omissions while on Protutorial premises and the sites where learners may be working.

Staff members must:

- Report promptly any accidents, incidents, unsafe conditions, or practices and potential risks to their line manager.
- Personally demonstrate good standards of health and safety practice.
- Take particular care in all practical teaching areas.
- Promote good practice through the quality of learning and understanding of health and safety.

Duties of Learners

Learners have a duty to look after their own well-being. They are held to be equally responsible for the health and safety of others or those who may be affected directly or indirectly by their behaviour.

Learners should:

- Familiarise themselves with all health and safety information provided by Protutorial and their employer.
- Follow and act upon any instructions that are given either verbally or in writing by a member of staff in connection with health and safety.
- Discuss with a Protutorial employee any difficulty they have regarding understanding health and safety information or instructions.
- Cooperate fully at all times with Protutorial employees to ensure that statutory obligations are met.
- Immediately report to a Protutorial employee any hazard, potential hazard, breakdowns in practice or procedures, unsafe conditions or defects to equipment which may affect health and safety.
- Report any accidents or incidents they are involved in.
- Ensure that where necessary/ required the relevant PPE is used in the interests of health and safety.
- Advise their trainer/assessor of any personal difficulties associated with the use of any equipment provided.
- Provide Protutorial and their employer with any personal medical information.

Protutorial acknowledges that portable electrical equipment is in use. All equipment is subjected to periodic inspection to ensure its continued safety. If any person identifies any damage or faults, it is their duty to report the hazard to an employee of Protutorial.

Protutorial will undertake risks assessments to identify significant hazards that may arise in the workplace. Any Trainers and/or Assessors working on behalf of Protutorial are responsible for conducting risk assessments on curriculum activities to ensure the safety of learners.

Protutorial is committed to adhering to all statutory obligations concerning Health and Safety in the workplace.

Version Control

Version	Author	Date	Changes or comments
1.0	Natalie Willetts	12.03.2024	Approved policy agreed