

INTRODUCTION

We believe that learners are entitled to a safe, healthy and supportive learning environment.

The Health & Safety at Work etc Act (1974) places a general duty on learning providers to have adequate arrangements for your health, safety and welfare.

Your learning provider should be clear about:

- providing a safe work place for the learner;
- what responsibilities are carried out by the learner.



REMEMBER...

1. Ensure you understand the safety rules.
2. Learn how to work safely and obey all safety rules.
3. Use all equipment provided for your own safety.
4. Do not interfere with or misuse any equipment provided.
5. Report things that seem dangerous, damaged or faulty.

HELP & ADVICE

If you are unclear about your rights and responsibilities then please approach your course tutor first.

If you still have problems and need further help and advice then contact:

14-19 & Adult Learning
Kirkgate Buildings
Byram Street
Huddersfield HD1 1BY
Tel: **01484 225016**
adult.learning@kirklees.gov.uk

If you need independent advice then please contact:

Health and Safety Executive
www.hse.gov.uk/contact

Reviewed August 2016

Funded by

**Skills
Funding
Agency**



Health & Safety



Important information
please read carefully





HEALTH & SAFETY INDUCTION

Your induction should include:

- a tour of the premises to include evacuation routes and welfare provisions;
- introduction to key staff;
- an explanation of the provider's legal responsibilities and duty of care;
- an explanation of your legal responsibilities to yourself and to others;
- an explanation of the provider's health and safety policy, procedures and practices;
- supervision arrangement;
- an explanation of significant risks to learners and their protective measures;
- instruction and safe use of equipment;
- health & safety rules and restrictions;
- emergency evacuation, first aid and fire safety arrangements;
- procedures for reporting and investigating accidents, ill health and other incidents.



AS A LEARNER YOU ARE ENTITLED TO:

- a safe, healthy and supportive learning environment;
- a health and safety induction;
- supervision and support for your health, safety and welfare;
- free personal protective equipment and clothing (if necessary);
- know what to do in the case of an emergency, an accident or ill health;
- instruction on the proper use of any equipment and materials you are using;
- be consulted on health and safety matters and decisions;
- report any dangerous situations;
- refuse to do anything you feel is putting you and others in danger.



AS A LEARNER YOU ARE RESPONSIBLE FOR:

- co-operating on all aspects of health and safety;
- following the health and safety rules and procedures;
- following the information and instructions you are given;
- not doing anything that would put you or others at risk;
- reporting any defects or dangerous situations;
- saying where you think health and safety can be improved;
- wearing PPE as instructed by the provider and reporting any defects;
- participating in health and safety training (e.g. fire drills and evacuation procedures).