

Health and Safety Policy Statement

Accountable Lead: Steph Dingle
 Responsible Lead: Nikki Blake

Date(s) of review(s)	Reviewed by	Date of next review
June 2021	SCIL SMT	June 2022
<p>Process for monitoring and evaluation. Monitoring by Management Team with outcomes recorded in notes of meetings and periodic evaluation and review by Management Board.</p>		

This Policy has been developed by Somerset Centre for Integrated Learning (SCIL), the training arm for Support Services for Education (SSE) part of Somerset County Council. All training programmes have a commitment to providing a supportive learning environment which enables all trainees who have chosen to study with SCIL to achieve their full potential.

Health and Safety

As part of Somerset County Council (SCC) SCIL follow and abide by the Health and Safety policies set by the Local Authority. Copies of policies are available on request.

SCIL is committed to creating and maintaining a healthy and safe workplace and learning environment for staff, Students, Apprentices, Learners and Trainees (SALTs) and visitors.

As a minimum, SCIL will take all steps necessary, so far as is reasonably practicable, to ensure:

- 1, the health, safety and welfare at work of our employees and;
2. that persons not in our employment who may be affected, are not thereby exposed to risks to their health or safety

SCC Health and Safety department

This department will:

- have ultimate responsibility for the health, safety and welfare of anyone who could be affected by the activities of SCIL. This applies to activities both on and off SCILs occupied premises
- have overall responsibility for ensuring SCC/SCIL has in place an effective Health and Safety Policy document which is reviewed as appropriate
- ensure that the necessary resources are made available within SCIL to ensure the effective implementation of the Health and Safety Policy
- be notified of any significant incidents resulting in serious injury, significant risk to property or individuals, and any action taken by enforcing authorities

Tutors

Tutors, (permanent, part-time and visiting), have a specific responsibility for ensuring the health and safety of themselves and the SALTs who work and study under their direction and supervision. This includes:

- complying with SCC's Health and Safety Policy, guidance and procedures

- ensuring that the risks to health and safety arising from activities undertaken and equipment, materials, facilities etc. used by SALTs, have been assessed, approved and all necessary control measures implemented
- ensuring that SALTs within their remit receive induction, training, resource (including time), advice and support to enable them to work safely both on and off site
- ensuring that all activities, particularly those occurring outside the classroom and off site are properly planned and managed to ensure, so far as is reasonably practicable, the health, safety and welfare of all those attending

Employees Duties and SALTs Responsibilities

Besides the specific duties set out above, ALL employees must be aware of their own duties under the Health and Safety at Work etc. Act 1974. Although not employees, SALTs also play their part in ensuring the health, safety and welfare for all persons affected by SCIL's activities.

In particular, all employees and SALTs shall:

- take reasonable care for their health and safety and that of other persons who may be affected by their actions or omissions whilst at work
- cooperate with SCIL on matters of health and safety to assist SCIL in fulfilling its statutory and common law duties of care
- never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety and welfare
- ensure they report any situation they believe to be a significant risk through the appropriate mechanisms
- ensure they undertake activities and use equipment and facilities in accordance with any health and safety information, instruction or training that has been provided

Health and Safety Officer

Support Services For Education

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