

Centre Health and Safety Policy

1 Legislation

- 1.1 Skills and Education Group Awards¹ expects Centre² Health and Safety to conform to the requirements of the Health and Safety at Work Act 1974. The Acts sets out the general duties which employers have toward employees, members of the public and that employees have to themselves and each other.
- 1.2 Centres are also expected to conform to the more explicit requirements of The Management of Health and Safety at Work Regulations 1999.

2 Centre Requirements

- 2.1 Centres are required to confirm that accommodation, equipment and resources meet statutory Health and Safety requirements.
- 2.2 Centres must demonstrate that accommodation³, equipment and resources are appropriate and adequate for the successful delivery and assessment of the qualification. This must be provided by the Centre at the point of recognition and subsequently made available for scrutiny on request.
- 2.3 Qualification Guides and Assessment Guidance may include specific Health and Safety requirements for specific qualifications and assessments. The application of these will be monitored as part of external moderation activity.

3 Centre Policies

- 3.1 Centres are expected to evidence the following in their Health and Safety Policy:
 - The names and roles of those responsible for ensuring the implementation of the Policy and the names of individuals who may have a leading responsibility in specific areas
A statement on how the Policy is monitored and by whom
 - A statement on how a formal assessment of risks to employees, learners and members of the public is carried out where these arise from the conduct of the Centre.
 - Codes of practice that may apply and how these are implemented

¹ Skills and Education Group Awards is a recognised awarding organisation and part of the Skills and Education Group

² A 'centre' in the context of this document applies to organisations, whether a training organisation, educational institution or employer that deliver Skills and Education Group Awards qualifications and/or assessments to individuals and as such has a duty of care with respect to the individual as a learner.

³ Accommodation includes, but is not limited to, classrooms, workshops, laboratories, learner common areas

- Separate guidance on the use of all equipment that employees and learners may use
- The identification of specific risks that may apply either all the time or from time-to-time e.g. Covid Risk Assessment or other assessment to meet new guidelines/legislation
- Statement on how the Policy is applied to the locations in which learners are placed for work or practical experience
- Regular revisions and updating, reflecting changes in duties and responsibilities, processes and practices, systems of work and other aspects
- The means by which the Policy and subsequent revisions are notified to employees and to learners
- The means by which employees and learners confirm notification of the Policy
- Provision for employee training as required

4 Quality Assurance

- 4.1 This statement is reviewed annually as part of our quality assurance activity to ensure that it remains fit for purpose.