

Centre Health and Safety

- 1 Skills and Education Group Awards¹ expects Centre Health and Safety to conform to the requirements of the Health and Safety at Work etc. Act 1974, MHSWR² 1999 and any subsequent developments required by European Safety Directives and Guidance Notes.³
- 2 Confirmation that accommodation, equipment and resources conform to statutory Health and Safety requirements and are adequate for the successful delivery and assessment of the qualification must be provided by the Centre⁴ at the point of recognition, and subsequently made available for scrutiny whenever requested.
- 3 Please take note that Qualification Guides and Assessment Guidance may include specific requirements for particular qualifications and assessments. The application of these will be monitored during external moderation activity.

4 **What Centres need to provide in their Policies**

Evidence of the following:

- 4.1 An indication of those responsible for ensuring implementation of the policy and identification of individuals with leading responsibility in particular areas;
- 4.2 A statement of how and by whom the operation of the policy is monitored;
- 4.3 The formal assessment of risks to employees and of the risks to learners arising from the conduct of the centre;
- 4.4 Codes of practice and working instructions;
- 4.5 Separate guidance on all equipment with which staff or learners will have contact;
- 4.6 Detailed identification of specific risks;

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

² Management of Health and Safety at Work Regulations

³ Applicable to UK centres. Centres based overseas will be expected to adhere to the Health and Safety standards in their own country / state.

⁴ A 'centre' in the context of this document applies to organisations, whether a training organisation, educational institution or employer that deliver SEG Awards qualifications and / or assessments to individuals and as such has a duty of care with respect to the individual as a learner.

- 4.7 A procedure for the application of the centre's policy in the locations in which learners are placed for work or practical experience;
- 4.8 Regular revision and updating, reflecting changes in duties and responsibilities, processes and practices, systems of work and other aspects;
- 4.9 A stated obligation of staff and learners to abide by Health and Safety regulations;
- 4.10 The means of notification of the policy and of any revision to employees and to learners;
- 4.11 Provision for staff training as required.

5 Quality Assurance

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