**2023/24 - College Learner Health & Safety Questionnaire**

**Why this is important – the College’s approach to learner health and safety**

The health and safety of learners is of fundamental importance to the College. We believe that learners are entitled to learning that takes place in a safe, healthy and supportive environment. In addition, we consider that safe learning is essential to maximise the learners’ experiences and achievements.

**Purpose of the questionnaire**

It is the policy of the College to seek assurances that those we partner with have suitable and sufficient arrangements for learner health and safety. We require this questionnaire to be completed as part of our due diligence. ’You’ refers to your organisation. If you cannot answer the questions as required, please confirm the actions you will take to be able to do so.

**Relationship with funding contract(s)**

This declaration by you is in addition to the health and safety requirements within any potential contract. Only one declaration is required per organisation renewable every 12 months and should relate to all training centres and premises in which you deliver training and assessment. You must inform the College of any significant changes in relation to the declaration in year.

**Learner definition**

A learner is any individual receiving training and support via any College funded programmes. The term includes “employees”, “trainees”, “clients”, “candidates”, “pupils” or “students”.

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| **IMPORTANT – PLEASE READ** |
| The website <https://www.hse.gov.uk/forms/incident/> contains a link to the incident reporting documents that must be used for any RIDDOR reportable incidents involving College funded learners. When completed it should be forwarded to the College as we act on behalf of the ESFA as your account manager. |
| If completing this electronically please delete the yes or no as appropriate and not just make one of them **BOLD**. |

Your application will fail and not be taken any further if:

* The response to question 1 is ‘Yes’ and you have not provided sufficient reasons for the College to be confident that adequate health and safety lessons have been learnt from such investigation/enforcement action and/or that your organisation has taken all necessary steps to put in place adequate procedures to ensure that the same failures/errors do not occur again.
* Any of the responses to questions 2 to 29 (inclusive) are ‘No’; or
* The response to question 30 is ‘Yes’ and you have not provided sufficient reasons for the College to be confident that adequate measures have been implemented to prevent reoccurrences.
* You do not fully complete and return this document.

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| **General Requirements** | | |
| 1 | Have you ever been prosecuted under health and safety legislation or been served prohibition or improvement notices by an Enforcing Authority e.g. HSE, or do you have any current/pending investigations against your company?  *(if Yes, please provide details)* | Yes / No |
| 2 | Are you aware of, and complying with, relevant health and safety legislation? | Yes / No |
| 3 | Do you have a health and safety policy (statement, organisation and arrangements)? | Yes / No |
| 4 | Does the policy include a commitment to, and arrangements for learners, including arrangements for safeguarding vulnerable groups? | Yes / No |
| 5 | Does your policy work in practice and help create a ‘safety culture’ and ‘safe learners’? | Yes / No |

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| **Organising Effectively** | | | | | |
| 6 | Do you have competent staff to assess health and safety practices and provision? Please detail competent person(s) position held, qualifications and experience below. | | | | Yes / No |
| Name, Telephone No and E mail address | | Position held | Qualification(s) / experience | Time in post | |
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| 7 | Are health and safety responsibilities made clear for key staff and employees? | | | | Yes / No |
| 8 | Do you have effective arrangements for communicating health and safety matters? | | | | Yes / No |
| 9 | Do you have effective arrangements for the consultation and participation of employees and learner in health and safety matters? | | | | Yes / No |

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| **Planning and Implementing Good Health and Safety** | | |
| 10 | Have you assessed the risks to the health and safety of your employees and learners? | Yes / No |
| 11 | Have you got arrangements in place to review and adjust risk assessments if a learner has special needs, a disability, and learning/language difficulty or is a young person? | Yes / No |
| 12 | Have you got effective control measures/precautions as result of risk assessments? | Yes / No |
| 13 | Do you review risk assessments to take account of changes/accidents/incidents? | Yes / No |
| 14 | Do you have arrangements for ensuring safe plant and equipment and using PPE? | Yes / No |
| 15 | Do you have clear standards/procedures covering who does what and when? | Yes / No |

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| **Measuring Your Performance** | | |
| 16 | Do you regularly check health and safety standards and conditions in practice? | Yes / No |
| 17 | Do you have effective arrangements in place for the identification, investigation, notification and reporting of accidents and ill-health to employees and learners? | Yes / No |
| 18 | Do managers monitor health and safety performances e.g. at management meetings? | Yes / No |

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| **Reviewing and Auditing Your Performance and Improvements (incl. self-assessment)** | | |
| 19 | Do you periodically audit your health and safety arrangements? | Yes / No |
| 20 | Do senior managers review performance e.g. annually, and identify improvements? | Yes / No |
| 21 | Do you have an annual health and safety action/development plan? | Yes / No |
| 22 | Is there a commitment to continually raise health and safety standards? | Yes / No |

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| **Promoting the ‘Safe Learner’** | | |
| 23 | Do you ensure learners receive effective information, instructions and training (incl. induction)? | Yes / No |
| 24 | Do you evaluate the effectiveness of this information, instruction and training? | Yes / No |
| 25 | Do you ensure the effective supervision of learners? | Yes / No |
| 26 | Do you promote the concept of the ‘safe learner’? | Yes / No |

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| **Learning in Safe, Healthy and Supportive Environments** | | |
| 27 | Do you have arrangements for ensuring, and monitoring, that learning takes place in safe, healthy and supportive environments? | Yes / No |
| 28 | If learning takes place at other locations e.g. work placements, work experience etc., do your arrangements include assessing health and safety suitability prior to learning taking place? | Yes / No |
| 29 | Do you survey your learners on how safe and supported they feel both in learning and the workplace whilst on programme? |  |

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| **Declaration** | | |
| 30 | Has your organisation had any reportable injuries, diseases and dangerous occurrences over the last 3 years? If so, please provide details, including any mitigating measures implemented to prevent reoccurrences. | Yes / No |

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| **OVERALL RESPONSIBILITY FOR HEALTH & SAFETY**  Please supply contact details of the senior person in your organisation with overall responsibility for learner health and safety matters.  **ORGANISATION**………………………………………………………………………….  **COMPANY NUMBER**…………………………………………………………………….  **NAME**…………………………….. **SIGNATURE**…………………………………….  **CONTACT** **ADDRESS**……………………………………………………………………  ………………………………………………………………………………………………  **TELEPHONE** ……………………………. **EMAIL**…………………………………………….  **DATE**……………………………….. |

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| **NAME OF PERSON COMPLETING THIS DECLARATION** *(if different from above)*  **NAME**……………………………………….. **SIGNATURE**…………………………………….  **DATE**………………………………………… |