

# CareSkills

## Training in Health and Social Care

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### Health and Safety Statement

Careskills is committed to ensuring all our learners work in a safe and healthy environment and that you understand what is expected of Careskills, your employer and yourself in relation to Health and Safety.

The Health and Safety at Work Act 1974 protects people at work and the general public. Under the Act everyone has a legal duty that is employers, employees, the self employed, suppliers and those who rent out premises where people work.

### Careskills Health and Safety Responsibilities

- Ensure that learners are working in an environment which meets the SFA Health and Safety Protocols (HASPs 1-10)
- Ensure that all learners understand their Health and Safety responsibilities in their place of work
- Regularly monitor learner accident/ incident reporting
- Investigate learner accidents/ incidents in the workplace and report findings to the SFA if necessary
- Ensure that all staff understand their Health and Safety responsibilities
- Ensure that Careskills' offices are safe environment for staff, learners and visitors

### Employer Health and Safety Responsibilities

- A written Health and Safety policy which promotes safe working methods
- Safe working environment
- Information, training and supervision, to ensure safety of staff
- Risk Assessments :-
  - COSHH
  - Manual Handling
  - Other activities which may be hazardous to individuals.
- Safe entrances and exits, clear guidance and training in Fire evacuation procedures
- Training of staff in the use of any machinery/ equipment e.g. hoists
- Protective clothing, equipment and safety devices
- Ensure all employees are fully informed of Incident / Accident Reporting procedures

### Learner Health and Safety Responsibilities

- Follow the Health and Safety policy
- Co-operate with employer
- Practise safe working habits
- Participate in all training, both mandatory and job specific
- Be aware of potential Health and Safety hazards and report problems promptly. Work according to risk assessments
- Know emergency procedures
- Never try to perform work you aren't qualified to do
- Inform your line manager of any incidents / accidents. Use protective clothing
- Record all personal accidents in the Incident Record Book (incident record forms)
- Store materials, equipment and tools properly

