

# Health & Safety Statement

Best Practice is committed to the health and safety of its NVQ/VRQ learners, their colleagues and its own staff.

In-line with this commitment, Best Practice will provide guidance to employers and learners to help safeguard their health, safety and welfare at work.

Attention to health and safety in the workplace ensures that each learner is able to work in an environment that is largely free from risks to the individual's health and safety.

## Background

In the UK, the health, safety and welfare of every individual at work are protected by law. The law states that every employer has a duty to protect and keep its staff informed about health and safety. Furthermore, every employee has a responsibility to safeguard their own health and safety and that of others. This requires both employers *and* employees to accept responsibility for health and safety in the workplace.

## Employers' Responsibilities

It is the duty of the employer, so far as is reasonably practicable, to ensure the health, safety and welfare of all their employees whilst at work.

In general, your employer's duties include:

- Making your workplace safe and without risks to health
- Consulting with you or a representative on matters relating to your health and safety at work
- Ensuring plant and machinery are safe and that safe systems of work are set and followed
- Ensuring articles and substances are moved, stored and used safely
- Providing adequate welfare facilities
- Giving you information, instruction, training and supervision necessary for your health and safety

## Other duties of employer's include:

- Assessing the risks to workers' health and safety
- Making arrangements for implementing health and safety measures identified
- Drawing up a health and safety policy statement
- Appointing someone competent to assist with health and safety responsibilities
- Setting up emergency procedures
- Providing adequate first-aid facilities
- Making sure that the workplace satisfies health, safety and welfare requirements
- Making sure that work equipment is suitable for its intended use
- Preventing or controlling exposure to hazardous substances
- Taking precautions against danger from electrical equipment, noise and radiation
- Avoiding hazardous manual handling operations
- Providing free any necessary protective clothing or equipment
- Reporting certain injuries, diseases and dangerous occurrences

*Continued...*

### **Employees' Responsibilities**

As an employee, you are also responsible for the health and safety of yourself and your colleagues.

Your duties include:

- Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do
- Co-operating with your employer on health and safety
- Correctly using work items provided by the employer, including personal protective equipment, in accordance with training or instructions
- Not interfering with or misusing anything provided for your health, safety or welfare

### **Funded Learners**

Learners on LSC or WAG funded programmes should report to Best Practice all accidents resulting in three or more days absence from work or hospitalisation.

*If you have any concerns about your health and safety at work, you should first discuss it with your employer, supervisor or manager or your safety representative if there is one. If your employer has not given satisfactory answers to questions you have raised, then contact the HSE or your local authority Environmental Health Department for further advice.*

### **Further information and publications on Health and Safety are available from:**

HSE Books  
PO Box 1999  
Sudbury  
Suffolk CO10 2WA  
Tel: 01787 881165  
[www.open.gov.uk/hse](http://www.open.gov.uk/hse)