

PAIGNTON SEC INFO TECH TRAINING CENTRE



Carrying out Health and Safety Assessments

- A full Health and Safety survey must be undertaken prior to any learner commencing work or if they are already employed then as soon as is reasonably practicable on commencement of their training. These are currently being completed by Helen Evans so please arrange this with her.
- A copy of the current Employers Liability Insurance certificate must be taken and kept at the college. This must be updated each year as long as the learner is engaged in training. Copies are given to Tracy to store and update.
- For Learners where the NVQ extends on for many years then the survey should be carried out every 2 years or if the company circumstances change and there is reason to believe that the original Health and Safety is no longer applicable.
- In the case of more than one learner being employed by a company then only 1 Health and Safety survey needs be conducted.

In all cases Jon Flood and Helen must be notified of any new employers or where the learner changes their employment for different premises.

For a copy of the assessment form completed see Appendix.