

COMPANY POLICY

NAME OF POLICY: Supervision Policy

Purpose of the Policy

Michael John Heath Partner/Director has the overall responsibility for the implementation of the company's policies and procedure and is responsible for ensuring that policies and procedures are widely communicated and that the effectiveness is closely monitored.

This **Supervision Policy** has been prepared and published by Michael John Academy to comply with the requirements of the Health and Safety at Work Act 1974 and subsequent legislation, to provide and maintain a healthy, safe and secure working environment, equipment and systems of work.

The purpose of the **Supervision Policy** is to establish general standards for health and safety in the workplace and to distribute responsibility to all managers, **supervisors**, employees and to all persons that fall under the control of the organisation.

All employees, learners and work experience working and training with Michael John Academy will be provided with the relevant equipment, information, **training and supervision** as is necessary to implement the policy and to achieve the stated objective.

Policy Aims

- To offer guidance to staff about appropriate supervision of learners in college or on their work environments.
- To ensure learners are always supervised by qualified staff in their work environment or classroom.
- To ensure learners receive suitable training, support and guidance.
- To set levels of adequate supervision for all levels of classes

What is a Supervisor?

- A supervisor is a person who has direct responsibility for the supervision of learner(s) whilst in their place of work.
- A supervisor is responsible for ensuring that the learner(s) receives on-the-job training.
- A supervisor is responsible for the health and safety of the learner(s) and for making sure that they are working in a safe environment.
- A supervisor is responsible for making sure that the learner(s) is aware of their responsibilities regarding health and safety at work.
- A supervisor should lead by example and be proficient to guide, coach, mentor and be a role model to all learners

Who needs to be supervised?

- All learners who are being trained with Michael John Academy must be supervised when attending courses within the salon or when training in a classroom environment.

Why must we supervise learners?

- Any person under 18 years of age in the workplace is recognised as vulnerable by law
- Learners who may lack experience
- Learners that may possibly lack physical ability
- Learners who may lack risk perception
- Learners who may be immature
- Learners who may be influenced by peer pressure
- Poor or inadequate supervision arrangements are the most common cause of accidents in work-based learning
- Failure to provide adequate supervision by a competent person exposes learners and other employees to the risk of serious injury, ill-health or even death
- Duty of care

Supervision levels within college

- Tutor to Learner ratios vary with the type of training being delivered in exceptional circumstances the ratio may change slightly.

Number of Tutor(s)	Number of learners	Type of delivery
1	20	Practical Delivery
1	20	Theory delivery
1	6	Staff assessment for all practical assessments

Initial Assessment

- Learners are assessed during their Initial assessment and Induction phase. Where various factors are taking into consideration identified e.g. learning styles, academic abilities, social needs to see which programmes are most suitable and if they require any additional support.
- During the risk assessment individual learners factors such as health problems, behaviour and disability are assessed and control measures are put into place.
- This information is available for all Tutors and Cover Tutors who will be responsible for learners.

Information, Instruction and Training

- At their induction into the organisation and workplace all learners must receive adequate information, instruction, training and supervision in accordance with their needs.
- Once the programme commences the Tutors must provide ongoing suitable information, training and supervision.

- From the onset of the programme Tutors must strive to build a professional yet trusting learner/tutor relationship with all learners with mutual respect.

Supervisors within Michael John

Trainer/Assessors

- All learners are allocated a main Tutor who will have overall responsibility for their health safety and welfare whilst on the programme. They will continually monitor them during the review process and ensure that they are suitably progressing on their course.
- If the learner attends more than one day they may be allocated another Tutor. They will be responsible for the immediate health, safety and welfare of the learner within the class and salon and must liaise with the learners main Tutor regarding learners progression.

Programme Managers

- Programme Managers are responsible for liaising with all Tutors to ensure that all learners are progressing and are receiving suitable and adequate supervision.

Learner Recruitment & Move-On Officers

- Are responsible for ensuring learners are enrolled on correct programme for their needs

Induction Staff

- Is responsible for ensuring learners have suitable information and understanding of the company's policies, procedures, programmes, work environments and all relevant Health and Safety procedures.
- They must also ensure that all learners are risk assessed

Employer Liaison Officers

- Are responsible for ensuring employers salons have suitably qualified staff to provide adequate supervision, information, instruction and training to meet individuals needs.

Management

- Is responsible for training, mentoring and organising staff and ensure that they are qualified and competent to provide suitable supervision within the learning environments.

Supervisors of Learners – health and safety responsibility

- Are responsible for the health and safety of the learners in their classes and the activities the learners are involved in.
- Must lead by example on all health and safety issues.

- Ensure learners understanding of health and safety through review system and are made aware of their own duties and responsibilities relating to Health & Safety, and ensure that learners are supervised at all times.
- Responsible for reinforcing all the specific implications at regular intervals throughout the training programme for Health & Safety relating to:

Hairdressing * Beauty Therapy * Nail Services * Spa Therapy * Barbering * Make-up

Supervision of Learners during emergency Evacuation procedures

- Responsible for directing all learners to nearest emergency exit, ensuring that they do not stop to collect belongings and exit in a safe and calm manner.
- Ensure all learners gather in an orderly manner at designated meeting point.
- Responsible for taking the register to the and fire warden and informing the fire warden of any missing learners.
- Await instruction from fire warden. Do not re-enter the building until instructed it is safe to do so.

Employer Salons (*Please refer to the "On the job training – Supervision policy"*)

- All learners on an apprenticeship programme will be employed in an Employer Workplace
- The employer will be legally responsible for the health, safety and welfare of all their employed status apprentices
- It is the responsibility of Michael John Academy to ensure that the salons are initially vetted (contracts and policies signed) prior to placing apprentices or other learners
- It is the responsibility of the Michael John Academy to continually monitor the Employer Workplace to ensure that it is safe for learners to work in and that there are adequate levels of supervision

This policy will be reviewed annually as per the company policy schedule.

Signed and verified: Date:
Michael John Heath
Partner/Director

Signed and verified: Suzanne Johnson Date: July 2018
Health and Safety Officer

**** This policy can be made available in larger type.***